

# Covid-19 Risk Assessment

<b>Company Name</b>		Nunnery Gallery, Bow Arts Trust	
<b>Carried-out By</b>		Director of Arts & Events	
<b>Date of Assessment</b>		7 September 2020. Last reviewed 22 October 2020	
<b>Date of next review</b>		29 October 2020	
<b>What are the hazards?</b>	<b>Area</b>	<b>What are you doing to control the risks?</b>	<b>Next steps</b>
<p><b>Visitor experience provides too many touch points and compromises social distancing</b></p> <p><b>Visitors do not have clear routes through the space and therefore risk not maintaining social distance</b></p>	<p>Cleaning standards, social distancing measures, PPE</p>	<p>Visitor numbers restricted to 10% of normal capacity, based on social distancing calculations, to 15 people for the Nunnery Gallery. As the gallery is made up of two spaces, full capacity would be admitted in two tranches (i.e. 7 people at 10-15 minutes apart).</p> <p>Pre-booking will be encouraged for gallery visitors via timed entry slots at 15 minute intervals (7 per slot), though walk-ins will also be welcomed. This is to ensure local residents (who may not want to book) are not alienated. This has also been assessed on the average number of visitors usually in the gallery pre-covid, which is rarely above 15 people at a time anyway.</p> <p>We have put in place a one-way visitor flow (in through the gallery / out through the café) with floor signs indicating direction. Social distancing will be maintained throughout the space, overseen by a gallery invigilator.</p> <p>Face Covering policy: all visitors to wear face covering, reminded by sign on gallery door.</p> <p>Hand sanitisation points at every door, with signage to remind people to sanitise their hands on entry.</p> <p>Cleaning policy: the space will be thoroughly cleaned daily.</p> <p>All exhibition seating (stools are available for those unable to stand / for watching longer films on screen) will be wiped down between usage, monitored by the gallery invigilator.</p> <p>For works on screen with sound available through headphones, one set of headphones will be provided (wiped down between uses, monitored by gallery invigilator) and one outlet open for visitors to plug in their own</p>	<p>Monitor</p>

		headphones. The outlet will also be wiped down between uses, monitored by the gallery invigilator.	
<b>Physical distancing not maintained on site</b>	Cleaning standards, social distancing measures, PPE	<p>Calculated the square footage of public spaces and identified safe visitor capacity to allow for 2m physical distancing: 15 for the gallery (usual capacity of 150); 50 for the outdoor courtyard (usual capacity of 300).</p> <p>All front-of-house staff are provided with PPE.</p> <p>Signage in place to remind staff, contractors and any visitors of the need to maintain social distancing at all times, and of the one-way routing system throughout the gallery and café spaces.</p> <p>In light of new Tier 2 London-wide restrictions gallery visitors are reminded that they should distance when inside the space from anyone not from their household.</p>	Monitor
<b>Risk of transmission between members of the public and Bow Arts Staff in front-of-house roles</b>	Cleaning standards, social distancing measures, PPE	<p>Removing friction points of contact wherever possible. Pre-booked timed ticketing will only be available online, ensuring details are obtained beforehand, so the gallery invigilator need only ask someone's name, from a distance, then admit entry.</p> <p>For walk-ins during normal gallery hours, invigilator will welcome from a distance and ask for details (for track &amp; trace), preferably using the QR code for NHS Track &amp; Trace app, or writing them down themselves on a printed sheet. Visitors will be reminded to distance from anyone not in their household / bubble.</p> <p>No cash payments on site, only contactless card payments. All staff equipped with PPE (visors or face coverings). Visitors required to wear face coverings as above.</p> <p>All colleagues must follow NHS guidelines on handwashing. Regularly and thoroughly cleaning your hands with an alcohol-based hand sanitiser or washing them with soap and water is a known and effective way of killing the Covid-19 virus.</p> <p>(1) Hand sanitiser facilities are available by all gallery / café doors, as well as handwashing facilities in the washroom.</p> <p>(2) Staff encouraged to wash hands thoroughly when you arrive at work and throughout day</p> <p>(3) Signage will be in place to remind staff of the need for thorough handwashing</p>	Monitor
<b>Toilet facilities are not maintained at covid-19 secure levels</b>	Cleaning standards, social distancing measures, PPE	<p>The gallery washroom is single occupancy, so only one person is allowed in at a time. Access to be monitored and managed by front-of-house and café staff.</p> <p>Signage to indicate 2m waiting place from toilet door for queuing; if more than one person in queue café, staff to</p>	Monitor

		ask people to wait outside or come back later.  The washroom will be thoroughly cleaned daily, with door / tap handles wiped down at intervals throughout the day by café staff.	
<b>Staff do not know how to apply PPE</b>	Cleaning standards, social distancing measures, PPE	Provide all staff returning with training on correct wear, fit and storage of PPE.	Monitor
<b>Group visits put at risk social distancing</b>	Cleaning standards, social distancing measures, PPE	Group Bookings: we have made clear on our online access information that we discourage group visits. School / walking groups may be considered if under 10 in number and only by contacting the gallery team prior to visit.	Monitor
<b>Number of staff onsite compromises social distancing for teams / visitors</b>	Cleaning standards, social distancing measures, PPE	The gallery team will be working on rotation in the gallery space and from home. Gallery working will be pre-arranged by rota to minimise the number of staff working at a time and to minimise travel.  The office will be prioritised for other teams (studios & education) to minimise staff crossover and to enable the office space to maintain social distancing for other staff.	Monitor
<b>Communications to staff on new measures are not clear</b>	Communications	Employees asked to read risk assessment before coming back to work and kept up to date with ongoing evaluation and monitoring.  Regular check-ins with employees to ensure those working front of house feel safe and have a space to offer feedback.	Monitor
<b>Visitors are not aware of measures</b>	Communications	Information on visitor guidance and covid-19 measures will be available on the Bow Arts website, in the gallery via the invigilator and confirmed with online booking.	Monitor
<b>Business Continuity risk in case of second wave of infections in London and second lockdown</b>	Financial / Operational	Monitor and follow government guidance at all times	Monitor
<b>Measures are not adhered to or are not sufficient</b>	Governance	Develop and implement monitoring processes for policies and procedures that have been introduced to include COVID-19 considerations. Consult employees on their thoughts on how best to ensure compliance with agreed COVID- 19 arrangements.  Implement ongoing communications via weekly team catch-up to understand what is working and not working and make adjustment as required.	Monitor

<p><b>Staff become ill and infect other staff</b></p>	<p>Staff health and Staffing levels</p>	<p>Employees will be asked not to attend work if they have any symptoms or feel ill to limit chance of infecting others. If an employee falls ill while at work they will be sent home immediately.</p> <p>The working / invigilation area in the gallery will be wiped down before / after each shift at the responsibility of the team member working. Cleaning materials will be provided. The gallery / café area will be cleaned daily.</p> <p>Shift working should minimise contact between staff teams but this will be closely monitored in the case of someone falling ill to determine who from a staff team should quarantine.</p>	<p>Monitor</p>
<p><b>Staff at risk travelling to work on public transport</b></p>	<p>Staff health and Staffing levels</p>	<p>Reduced working hours of operations are implemented to support staff travelling in off peak hours of transport Encourage staff to walk or cycle into work to reduce exposure on public transport.</p> <p>Bicycle storage is available onsite.</p>	<p>Monitor</p>
<p><b>Visitors come to site with symptoms and infect other visitors and staff</b></p>	<p>Staff health and Staffing levels</p>	<p>Visitors will be asked to not visit the gallery if they are experiencing any symptoms or not feeling well.</p>	<p>Monitor</p>
<p><b>First aid provision challenging in social distancing</b></p>	<p>Updated procedure required</p>	<p>Review current number of First Aiders against risk assessments and company policy on First Aider requirements</p>	<p>Director of Arts &amp; Events to follow up with Office Manager</p>
<p><b>In certain roles physical distancing not possible (e.g. exhibition installs)</b></p>	<p>Working environment</p>	<p>Follow the guidance as much as possible, including wearing PPE. Gloves provided for those who want to wear gloves to avoid touching shared equipment.</p> <p>Undertake basic cleaning and sanitising of shared equipment at the end of each shift, or when any single piece of equipment is transferred between individuals.</p>	<p>Monitor</p>
<p><b>Gallery events / exhibition launches compromises social distancing and visitor / staff safety.</b></p>	<p>Cleaning standards, social distancing measures, PPE</p>	<p>Indoor events programming is currently suspended.</p> <p>Performances / exhibition launches will be conducted outside, either using the outdoor gallery alleyway or Bow Arts courtyard.</p> <p>The set-up / number of people in a performance will be assessed by the Director of Arts &amp; Events to ensure</p>	

		<p>COVID-19 safety compliance with regard to social distancing between performers and audience. Rehearsals will not take place onsite. All performance will take place in the covered courtyard 'stage' area of the space, well over two metres' distance from the audience's space.</p> <p>Audience numbers for outdoor performances will be limited, capped at 50 attendees ensuring a 1-2 metre distance between audience members at all times. For durational performances this will be monitored by gallery staff by a one-in-one-out policy once full capacity is reached. Any queue that forms will be socially distanced at 2m between each person / household, , or dispersed to gallery / café space, managed by the gallery team. Numbers will be controlled by staff stationed at the courtyard door area (also outside). Audiences will maintain social distancing once inside the outdoor courtyard – monitored by the gallery team – and in groups of no more 6.</p> <p>During events, the café will operate table service only, as during normal opening hours, serving the indoor and outdoor spaces. Tables will be cleaned between all patrons – for more information on café procedures please see Café Risk Assessment. Punters will be reminded that if they sit inside they must only sit with those from their household or support bubble. Punters sitting outside will need to do so in groups of no more than six.</p> <p>During events touch points will be wiped down hourly, including toilet door handle / taps, all seating and all door handles.</p> <p>For any performance or private view event, visitors will have to book a free ticket via Eventbrite to ensure we have all attendees details for track and trace purposes. This will also enable us to manage visitor numbers accurately, ensuring we can maintain social distancing throughout all spaces. Throughout any event / performance, entrance into the gallery will be managed to the gallery's COVID-19 capacity (15) at staggered intervals to manage flow through the two gallery spaces.</p> <p>Staffing will be increased at all events to ensure there are enough staff members to manage all the above procedures.</p>	
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