

RISK ASSESSMENT – Covid-19 Protection Measures at Unit Twelve Gallery

POTENTIAL HAZARDS	PERSONS AT RISK	CONTROL MEASURES	ADDITIONAL CONTROLS
Spread of Covid-19 Coronavirus	Studio Artists Visitors	<p>Hand Washing</p> <ul style="list-style-type: none"> *Hand washing facilities with soap and water in place. *Stringent hand washing taking place. *Drying of hands with disposable paper towels. *Gel sanitisers readily available at both sinks and on sales counter <p>Kitchen</p> <ul style="list-style-type: none"> *No longer offering visitor drinks *Studio artists making own drinks and doing own washing up- washing hands or using hand sanitiser before touching any communal items like the kettle, mugs and fridge door. *Only 1 person in the kitchen at a time. *Washing hands or using hand sanitiser before and after using the loo, so you are not at risk from others using them. *Eating lunch outside where possible, or if not at the workshop tables, with a space between us. 	Studio artist to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.
		<p>Cleaning</p> <ul style="list-style-type: none"> *Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. *External door open, so artists and visitors do not have to touch the door handle *Signs asking visitors not to touch any artworks *Artwork browsers removed, so visitors can look without the need to touch work. 	To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice
		<p>Social Distancing</p> <ul style="list-style-type: none"> *Limiting number of visitors to max of 1 bubble in gallery and 2 in workshop at a time *Arrows at 2m intervals to guide visitors through the space. *Front door for entry and back door for exit to ensure a one-way system in place. *Where possible each artist working in own space to ensure 2m between each tenant. *When visitors are in the workshop staying in their space to ensure social distancing. *A chevron of tape in front of artists counters, so visitors on the other side of it will ensure a 2m distance from artists working. *Payments by contactless card (by breaking each transaction down into contactlessable amounts. Card machine to be cleaned between each use. *Jennifer will ask anyone not social distancing to leave. 	Artist and visitors to be reminded on a regular basis of the importance of social distancing both in the workplace and outside of it. Jennifer to ensure this is adhered to.
		<p>Symptoms of Covid-19</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>	

Assessed by: Jennifer Collier

Signature

Name

Date