

Covid19 Risk Assessment V1a

Description of Activity / Person / Area / Equipment being assessed	Covid-19 spread prevention for public and staff access to William Morris Gallery
Section(s) / Team(s) covered	Museums and Galleries
Location(s) covered	William Morris Gallery and Shop
Date of Original Assessment	09.07.20

What date did staff (through the H&S co-ordinator) covered by this risk assessment, have the opportunity to comment on this risk assessment?	17/07/2019	
Which building Covid-19 assessment was referred to for completing this risk assessment	Referred to the William Morris Gallery	
Will staff covered by this risk assessment be aware of the controls noted and understand them (for example receive a copy or have access to it on the Council's website)?	Yes	12.06.20 and 13.08.20
Copy of form sent to Trade Union Safety Representative for consultation	Yes	19.06.20 & 13.08.2020
A completed copy of this form has been sent to H&S team	Yes	22.07.20 & 13.08.20

Has action been taken	Yes
Confirmed by Line Manager?	Yes
Lead Assessors name (print)	Sam Gibbs
Lead Assessor's signature	By email
Date:	13.08.20

Has action been taken	Yes
Manager's name (print)	Lorna Lee
Manager's signature	By email
Date:	13/08/2020

Review Dates


Future Review Date (depends on Action Plan findings)	Actual Review Date	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
18/08/20	7/8/20	Face covering update & track and trace	Sam Gibbs / Dave Garioch	13/8/20
30/09/2020				


Significant hazards and current controls in place

To aid with the review of the risk assessment please provide the following. Please remember, where practicable, staff should work at home


Description of the service delivery	Museum and Gallery service and operations
Description of working arrangements	Opening of gallery spaces to members of the public through a ticket entry system to ensure social distancing requirements can be maintained and visitors are aware of all the precautions being taken to keep themselves and staff safe whilst in the building
Proposed working arrangements as lockdown eases	Predominantly staff are working from home, only essential and required staff are on site. As lockdown eases and re-opening process begins, we will also endeavour to keep the working arrangements the same, meaning predominantly staff will WFH and only those required will be onsite

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating High/Med/Low
1.	People not maintaining social distance risk spread of Covid-19 in WMG shop & gallery.	Staff and public	<p>Floor markings in place for staff and public to adhere to.</p> <ul style="list-style-type: none"> • Only one member of staff behind till at any time. Second staff member will be manning the door monitoring and maintaining visitor numbers. <p>Signage displayed and staff will brief customers entering to maintain social distance. To include</p> <ul style="list-style-type: none"> • Sign reinforcing 2m Social Distancing – Placed on a stand external to site and on table immediately on inside at hand sanitising stations • Sign explaining Toilets closed for public - Placed on a stand external to site and on table immediately on inside at hand sanitising stations • Floor markers for public to stand on when queuing outside. Estimate of markings displayed on site map. • Tape inside delineating 2m areas and markings for queue and corridors. Estimate of some markings displayed on site map <p>Perspex screen guard in place for shop sales to take place safely.</p>	Low
			<p><u>Visitors</u></p> <p>Only 2 people allowed, in the shop at any one time to be able to manage and monitor social distancing.</p>	Low

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			<p>Capacities in Gallery spaces managed by staff member on the front door. Each Gallery spaces has 'X's marked where visitors are able to stand and maintain 2m social distance.</p> <p>Capacities in each Gallery Space, based on individuals in the Galleries standing 2 meters apart with additional space to move around each other and read all displays, is as follows:</p> <table border="0"> <tr> <td>1. Meet the Man: 3</td> <td>2. Starting Out: 4</td> </tr> <tr> <td>3. Morris and Co: 4</td> <td>4. The Workshop: 4</td> </tr> <tr> <td>5. The Shop Gallery: 3</td> <td>6. Ideal Book: 4</td> </tr> <tr> <td>7. Fighting for a Cause: 3</td> <td>8. Arts and Crafts: 3</td> </tr> <tr> <td>9. Frank Brangwyn: 3</td> <td></td> </tr> </table> <p>From re-opening we will also operate a Ground and first floor capacity of 30, including staff, so if that is reached regardless of if space in galleries permits then public will have to queue outside until capacity permits.</p> <p>Clear one-way route for all visitors, explained on entry and marked on the floor. These floor markings have since been updated (28/07/20) with William Morris branded markings)</p> 	1. Meet the Man: 3	2. Starting Out: 4	3. Morris and Co: 4	4. The Workshop: 4	5. The Shop Gallery: 3	6. Ideal Book: 4	7. Fighting for a Cause: 3	8. Arts and Crafts: 3	9. Frank Brangwyn: 3		
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			 <p>We have a ticketed entry system in place through 'Art Tickets' to encourage timed entry slots. If visitors have not booked in advance and the timed slot is full then they will not be permitted entry into the Gallery spaces.</p> <p>All physical 'interactives' equipment has been removed. All display screen interactives have been covered and the power to them switched off.</p> <p>Staff member behind the till will guide people to maintain social distancing during their visit. When staffing permit a check of all the Gallery spaces will occur to help enforce social distancing and ensure standard Gallery checks occur.</p> <p>Marking and queue system in place for café area. They are operating a take-away only service. Café opening pending on receiving their risk assessment and conformation they will adhere to any controls LBWF deem necessary.</p> <ul style="list-style-type: none"> • If an access visitor uses the shop they require a step free exit staff will co-ordinate by stopping people entering and when it is safe to do so enable a safe exit via the main entrance. • Clear signage in place at the lift emphasising only one person at a time, or one bubble. • Signage placed at top and bottom of stairwell guiding people to keep left at all times. <p>Clear one-way system in operation to minimise risk of social distance breaches.</p>	

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2.	People handling items risk spread of Covid-19 in WMG shop & gallery.	Staff and public	<p>Customers guided to use sanitiser on entering building, hand sanitising station supplied by WMG. Sanitising station also available on the first-floor landing. Staff monitor if items are handled and consider stock rotation, if necessary, to reduce risk.</p> <p>Dispensing unit placed in till area for staff to use before and after serving customers.</p> <p>Signage at entrance doors clearly display</p> <ul style="list-style-type: none"> • Enforcement of social distancing <p>Staff 'Cleaning champion' in place who will wipe/clean surfaces at the start of and during their duty to ensure high hygiene levels are kept in place.</p> <ul style="list-style-type: none"> • Cleaning champion will follow daily cleaning rota and ensure it is initialled against all times and locations on agreed form. <p>Large Print brochures</p> <ul style="list-style-type: none"> • If these are requested, then upon return staff will wipe down with suitable detergent and place at the bottom of the pile so most recently used is always at the bottom. <p>On site Wheelchairs and support stool</p> <ul style="list-style-type: none"> • If these are requested to be used then a note will be added to it after use to note the day it was used. Then after 72hrs note taken off to allow decontamination. If someone request use during this period, it will be wiped down using suitable detergent. 	Low
3.	Sales interactions risk spread of Covid-19 in WMG shop & gallery.	Staff and public	<p>No cash transactions permitted in the WMG shop.</p> <p>Small service gap in Perspex screen guard for card machine.</p> <p>Staff will not handle customers cards.</p> <p>Customers will be given option to scan and package items by themselves.</p> <p>Staff will clean/sanitise hands before and after every transaction.</p> <p>Till/Screen wipes provided so staff members can wipe down after use so safe for another user. This procedure has been shared with all till operating staff</p>	Low

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4.	Toilets risk spread of Covid-19 in WMG shop & gallery.	Staff and public	<p>These are cleaned every morning. 2nd floor toilets are allocated each day to WMG staff members. Ground floor toilets are available for public use.</p> <p>Staff are allocated their own toilet so there is no cross contamination. Where this is not possible cleaning materials will be provided for staff to clean a shared toilet between use, this is only if staffing levels exceed 5 people on site.</p> <p>A queue system will be in place for the toilets with clear social distance markers on the floor. Staff will be able to monitor and manage to ensure there is no bottlenecking occurring at the toilets and that capacity is limited to ensure social distancing can be maintained</p> <p>Antiviral Disinfectant will be provided in the public toilets for general use to protect against coronavirus. This is provided instead of wipes as there is the risk that these will be flushed down the toilet and block the system. With the spray the public will be able to use toilet paper which will not cause and issue if flushed down the toilet.</p>	 <p>Low</p>
5.	Shop returns risk spread of Covid-19 Coronavirus in WMG shop & gallery.	Staff and public	Any items that have been returned will be placed in the designated returns box in the basement. After 72 hours has passed the item will be retrieved and returned to the general shop stock.	Low
6.	Public may spread of Covid-19 Coronavirus in WMG shop & gallery.	Public/staff	A staff member will be assigned to supervise and assist public, ensuring social distancing is maintained and customers are sanitising their hands. All customers will politely be asked to wear a face covering. Those who refuse will not be permitted entry. Any customers who state they are exempt from wearing will be taken at their word, assuming they are complying with all other government guidelines.	Low

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			<p>Floor markings are in place at the front of the building to ensure social distancing while queuing.</p> <p>If a customer does not respond to staff members guidance and instructions at entrance, they will not be permitted in.</p> <p>Toilet use is allowed and the public have been advised of the safety measures.</p>	
7.	Adverse/confrontational reactions	Public / staff	<p>Staff members will be provided clear message and training on why measures are in place.</p> <p>Public will be informed that everything is in place for both public and staff welfare.</p> <p>Staff members briefed before any shift on reporting any issues to senior staff on site who.</p>	Low
8.	Manual Handling	Staff	<p>No joint manual handling needs to take place. Sack trolleys available for unpacking and transporting deliveries. Staff members must wipe down sack trolleys before use. They have also been included in the daily clean schedule so will be wiped/cleaned periodically.</p>	Low
9.	Member of staff shows symptoms of Covid-19	Staff & Public	<p>Management will engage fully with the local authority's public health team's Local Outbreak Control Plan and the NHS Test and Trace system</p> <p>Staff and have been advised they will need to be ready and willing to:</p> <ul style="list-style-type: none"> o book a test if they are displaying symptoms. Staff must not come into the building if they have symptoms and must be sent home to self-isolate if they develop them in the building. o provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace o self-isolate if they live in a household with someone who develops coronavirus (COVID-19) symptoms or they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if asked to do so by NHS Test and Trace <p>Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet.</p>	Low
10.	There is a confirmed case of Covid-19 at William Morris Gallery	Everyone	<p>As set out in the Local Outbreak Control Plan, if made aware of a positive case in a staff, the manager will immediately contact the London Coronavirus Response Centre (LCRC) on 0300 303 0450 for advice on isolation of contacts and for a risk assessment to be completed. The manager will notify the Public Health Team,</p>	Low

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			<p>The LCRC will provide guidance on communications and letter templates for the building manager to send to staff, customers, and the wider community.</p> <p>Ongoing infection control advice and support will be made available to library via the Public Health team</p>	
11.	Member of the public shows signs of Covid-19	Staff and public	<p>Member of public will be asked to leave William Morris Gallery immediately and advised to go straight home and call NHS 111 for advice.</p> <p>The area they are in will be closed and cleaned before access is allowed to other members of the public</p> <p>The member of public will be advised tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet.</p>	Low
12.	Staff Welfare deteriorates due to Covid-19 pandemic	Staff	<p>Stress policy available for all staff on Forest Hub. There is also the Forest Wellbeing group available on Teams.</p> <p>It is optional for staff member to wear a face covering, for the protection of others, based on their own preference. The limitations on good communications as customers are not able to read staff lips and the tendency for the 2m rule distancing rule to be breached has also been explained to staff. Staff have been made aware of the Face Covering guidance</p> <p>As well as fixed sanitising stations each staff member will be supplied with their own bottle of hand sanitiser.</p> <p>If any sanitising stocks and supplies begin to run low staff will inform Manager who will resupply. Manager will do weekly checks of cleaning and sanitising stocks.</p> <p>Staff -areas have been risk assessed and will be marked for social distancing purposes. Where safe and secure to do so windows and doors will be open to ensure good ventilation.</p> <p>Initially staff will be permitted more frequent breaks as permitted by senior staff onsite to wash hands or have a small break.</p> <p>There will always be at least 2 members of staff on duty. 3rd staff member initially monitoring exit point and 4th staff member will be working in basement and can support/swap when required.</p>	Low

Risk Rating : if High or Medium use Action Plan

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

Action Plan for Improvement

No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By

Risk Assessment Review: During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the “Significant hazards and current controls” page to reflect the improvements made.

All persons entering site must use hand sanitiser at entrance.

One-way systems must be followed by Public

Always stand 2ms apart

**Contractors must be briefed on site protocols,
and accompanied on site if required**

Hands must be washed before and after eating

Hands must be washed after sneezing or coughing

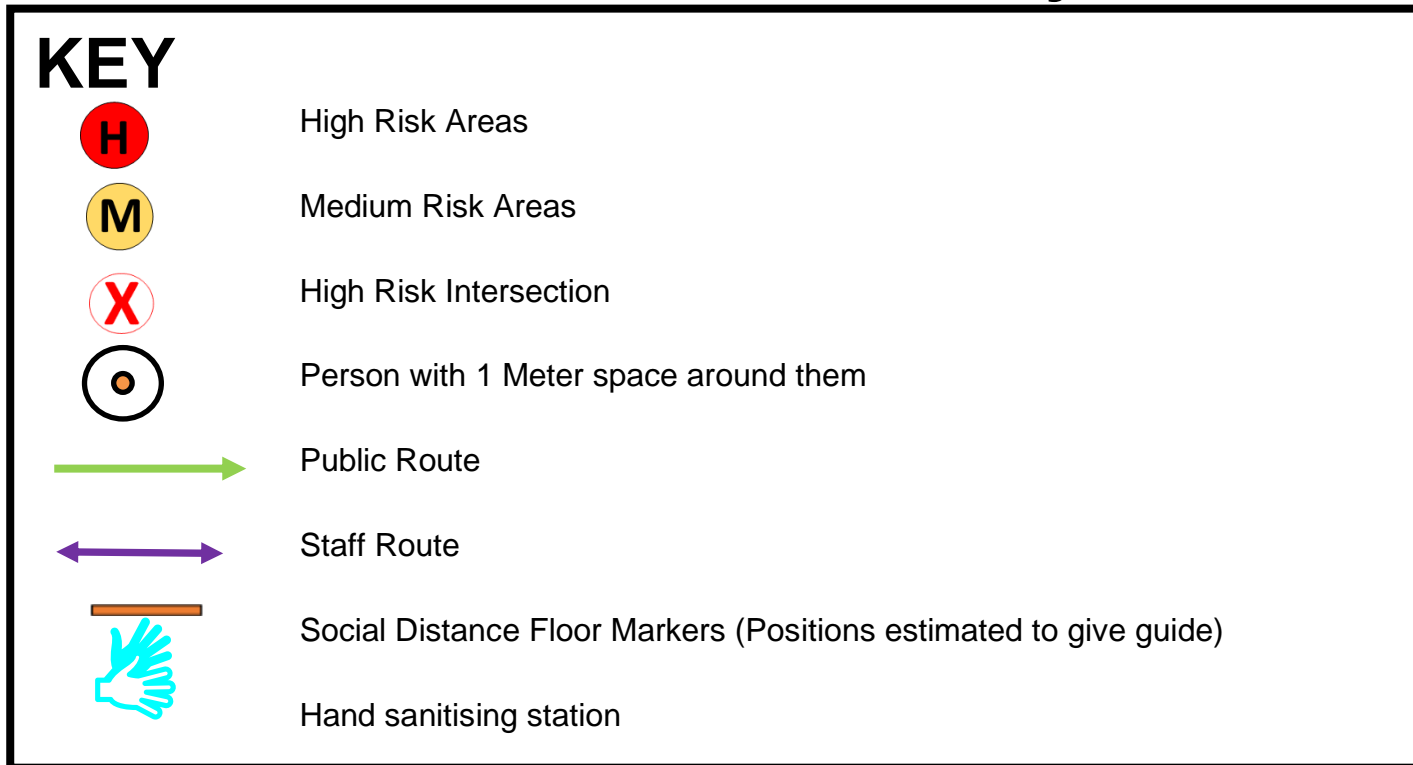
Please do not touch your mouth, eyes or nose

Use a tissue or elbow to cough or sneeze

**Dispose of tissues in specified Bins
(‘catch it, bin it, kill it’)**



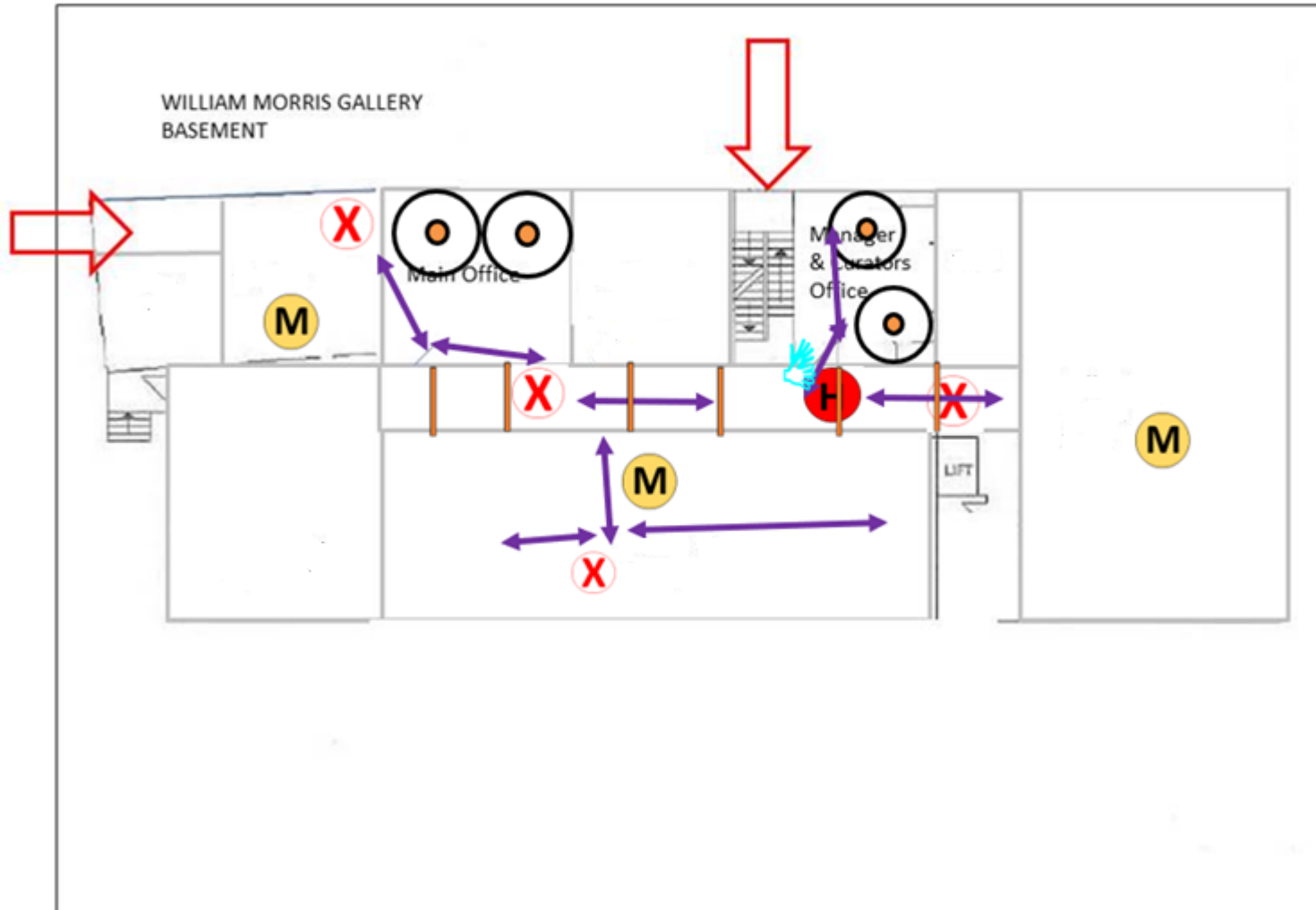
Covid-19 Site Plan reopening William Morris Gallery



Last Update: **Sam Gibbs 13/08/20**

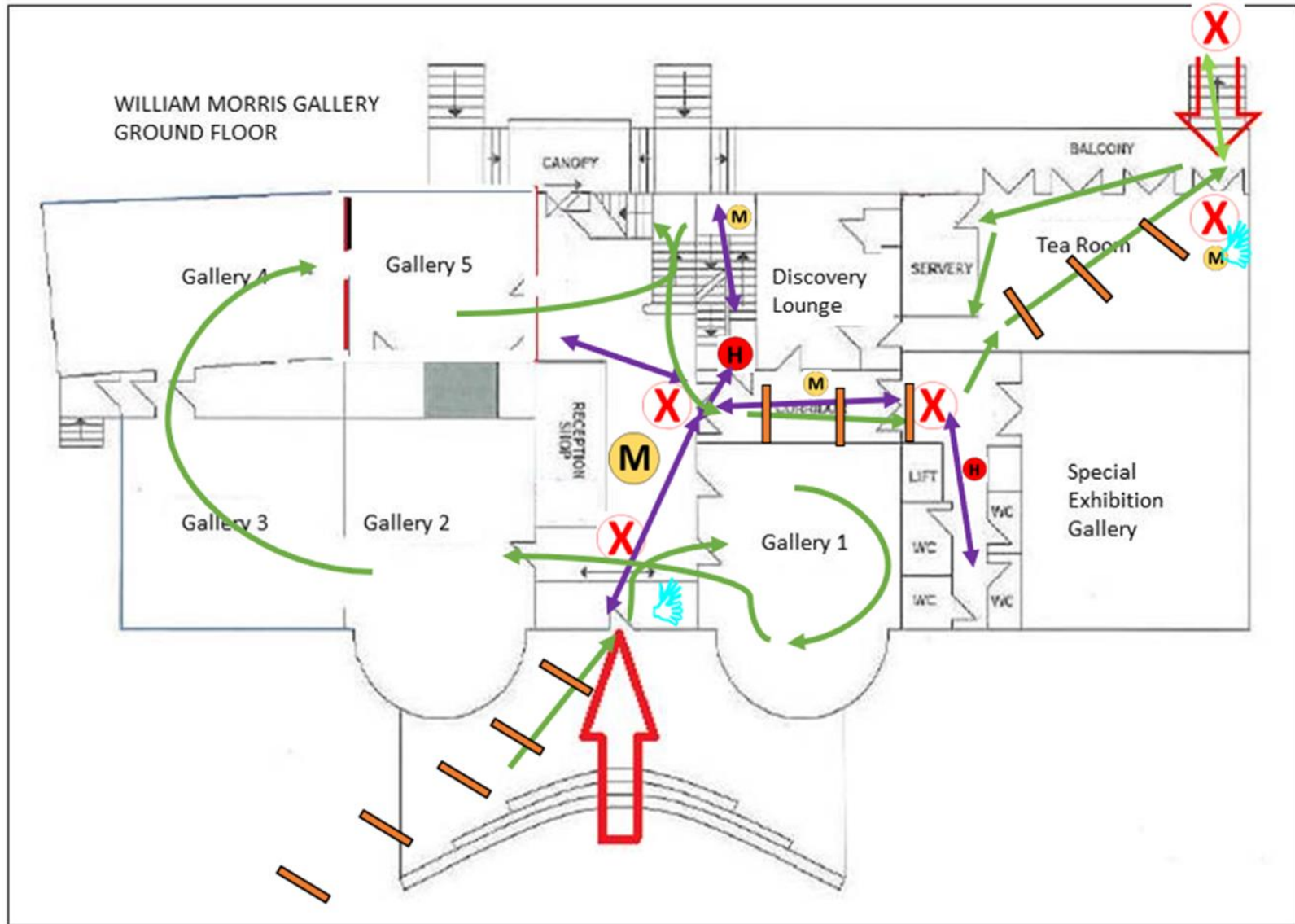
William Morris Gallery Basement Floor Plan

William Morris Gallery – Basement Floor
4 Possible seats vs 7 Workstations 47% Capacity
Potentially 1 extra workspace in Curators office.



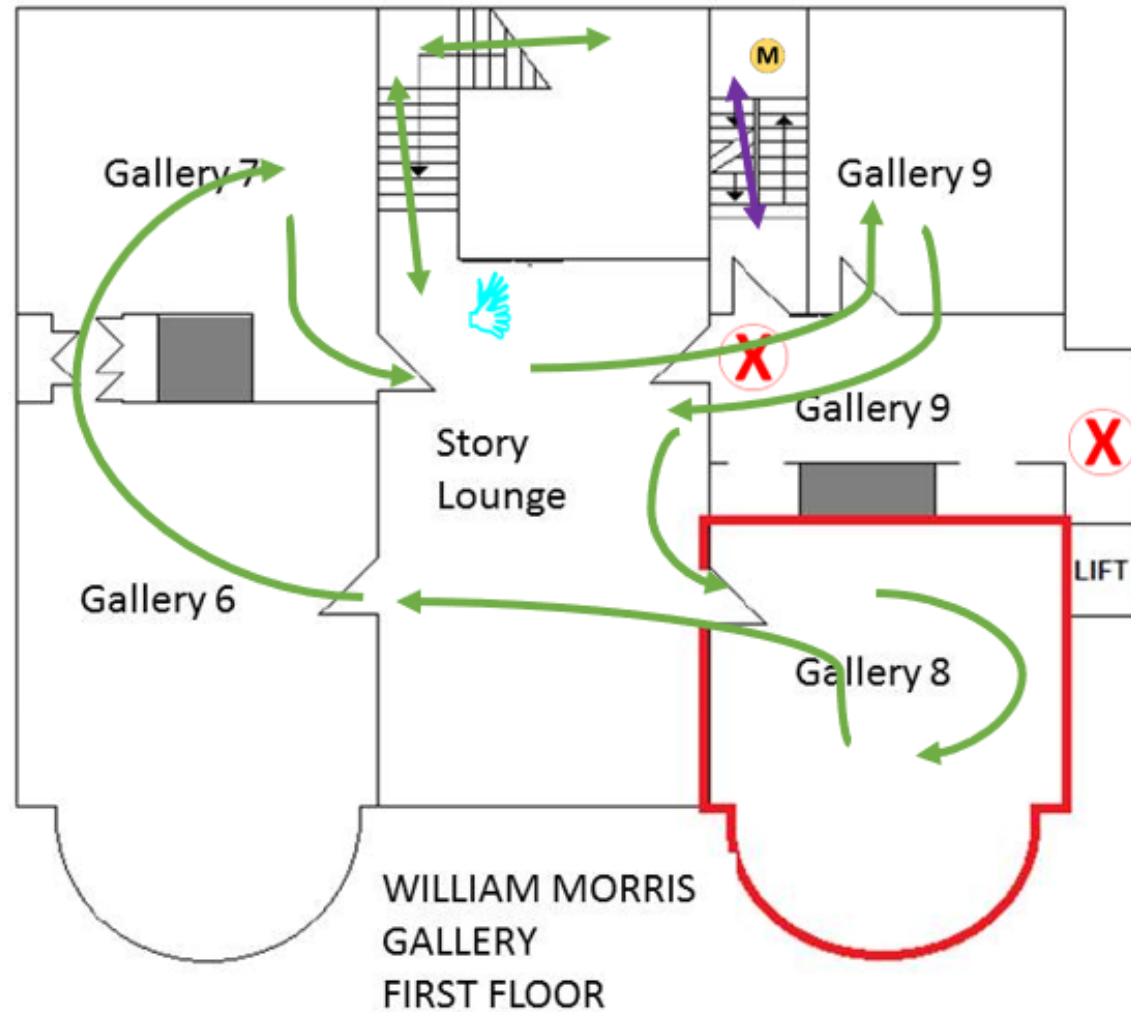
William Morris Gallery Ground Floor Plan

William Morris Gallery – Ground Floor
0 Workstations



William Morris Gallery First Floor Plan

William Morris Gallery – First Floor
0 Workstations



William Morris Gallery Second Floor Plan

