

Risk Assessor's Name:	Tom Godfrey	Accountable Managers Name:	Tom Godfrey	Planned Review Date	Weekly
Task or Activity Description			Location:	Bonington Gallery and immediate vicinity	
<p>Bonington Gallery risk assessment for additional controls that are not contained on one of the three COVID Secure Generic Risk Assessments:</p> <p>NTU Overarching COVID-19 Secure Risk Assessment COVID-19 Secure General Purpose Teaching Room Risk Assessment COVID-19 Secure Open Plan Office Risk Assessment</p> <p>These controls are consistent with the specific requirements set by the UK Government and the National Museum Directors Council. This risk assessment will be reviewed on an ongoing basis, responding to need and refreshed guidance.</p>					
			Persons at Risk - Affected Groups:		
			A – Staff	B - Students	
			C – General public (audience)	D -	
			E –	F -	

Potential Hazard	Existing Controls	Risk level with controls	Additional Controls or Required Action & Date	Risk Level with additional controls
COVID-19 infection transmission – Visitor arrival and entering of gallery.	<ul style="list-style-type: none"> Pre-visit safety guidance available on Bonington Gallery website, promoted through email & social media channels. Signage to inform visitors of measures being taken and expected behaviour. 	Low/medium		

Potential Hazard	Existing Controls	Risk level with controls	Additional Controls or Required Action & Date	Risk Level with additional controls
	<ul style="list-style-type: none"> • Visitor groups to be limited to 6, including no more than 2 households/bubbles. • Visitors to be required to wear face coverings. • Signage asking visitors feeling unwell with COVID-related symptoms to stay at home. • Hand sanitiser station available on arrival • Process for NHS Test & Trace data capture at front entrance implemented (QR code for visitors to scan, additional tablet-based system and paper forms as back-up, managed by greeter at the front entrance). • Vinyl arrows and lines to assist with direction, wayfinding and social distancing in areas around the entrances. • Gallery Ambassador will welcome all visitors upon entry to the gallery, informing them of current safety measures and managing capacity. • Specific to Sophie Cundale, <i>The Near Room</i> (Oct 3 – Nov 23), benches will be cleaned with sanitising wipes between screenings. • Visitor numbers will be limited to 11 people into the gallery at any single time. • Doors pinned open to minimise touch points, allow for easy flow of visitors and improved airflow through gallery. • All NTU ventilation systems will be changed to full fresh air circulation by Estates • An enhanced clean will be conducted within all NTU buildings including the gallery prior to reopening • An enhanced cleaning regime is in place overseen 			

Potential Hazard	Existing Controls	Risk level with controls	Additional Controls or Required Action & Date	Risk Level with additional controls
	by Estates.			
COVID-19 infection transmission – Visitor and staff Interactions	<ul style="list-style-type: none"> • Gallery Ambassadors to be seated at desk within gallery that is protected by a clear Perspex screen. A zone will be marked around their immediate working area, maintaining 2+metre distance from visitors. Visors or masks will be worn when moving beyond this zone. • Other staff to wear face coverings when entering the gallery. • Hand sanitizer stations available at entrances to the gallery and throughout building. • Personal hand sanitiser bottles available to Gallery Ambassadors situated upon desk. • Clear guidance, social distancing markers • Signage to inform visitors of measures being taken and expected behaviour. • Team members trained on appropriate social distancing and personal hygiene measures • Shared desk and seat will be sanitised between shifts. Equipment such as remote controls will be sanitised between uses, rubber gloves also available. 	Low/medium		
COVID-19 infection transmission - toilets	<ul style="list-style-type: none"> • Signs and posters will be displayed to build awareness of good hygiene and handwashing techniques • An enhanced cleaning regime is in place overseen by Estates • Hand sanitisers will be in place at every entrance 	Low/medium		

Potential Hazard	Existing Controls	Risk level with controls	Additional Controls or Required Action & Date	Risk Level with additional controls
	and in communal areas and will be overseen by Estates			

This risk level has been reduced as low as is reasonably practicable			
Assessor's Signature:	Tom Godfrey	Date:	September 2 nd 2020
Manager's Signature	Tom Godfrey	Date:	September 2 nd 2020

	1 st Review	2 nd Review	3rd Review	4 th Review	5 th Review
Assessors Name:					
Managers Name:					
Date of Review:					

It is recommended that as the COVID-19 situation is an evolving one the frequency of reviews should be weekly and updated as necessary.