

Risk Assessor's Name:	Tom Godfrey	Accountable Managers Name:	Barbara Matthews	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</p> <p>COVID-19 Secure General Purpose Teaching Room Risk Assessment</p> <p>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		

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 Track & 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. • Visitor numbers will be limited to 8 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 by Estates. 			

Potential Hazard	Existing Controls	Risk level with controls	Additional Controls or Required Action & Date	Risk Level with additional controls
COVID-19 infection transmission – Visitor and staff Interactions	<ul style="list-style-type: none"> • Gallery Ambassadors to be seated at desk in front of entrance to gallery that is protected by a clear Perspex screen. Masks will be worn when moving beyond desk area. • 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		
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. Occupancy limits indicated at entrances. • An enhanced cleaning regime is in place overseen by Estates • Hand sanitisers will be in place at every entrance and in communal areas and will be overseen by Estates 	Low		

Potential Hazard	Existing Controls	Risk level with controls	Additional Controls or Required Action & Date	Risk Level with additional controls

This risk level has been reduced as low as is reasonably practicable			
Assessor's Signature:	Tom Godfrey	Date:	May 13 th 2021
Manager's Signature	Barbara Matthews	Date:	May 13 th 2021

	1 st Review	2 nd Review	3 rd 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.