

# RISK ASSESSMENT

**RIBBLE VALLEY BOROUGH COUNCIL**  
**STAY ALERT > CONTROL THE VIRUS > SAVE LIVES**



Location:...PLATFORM GALLERY

**Control of the infection and spread of coronavirus to, and by, staff and public.** RVBC staff may be at risk of infection from coronavirus both at work and at home although, some activities at work may carry an increased risk of infection due to the close proximity of working practices, surface contact and potential proximity to the public.

Assessed by: Colin Winterbottom...

Date: ...07/04/21

Sheet No....1..of.....

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
The spread of Co-vid 19 to others whilst entering the building	Members of the public and staff dealing with the admission transactions at Reception	<p>Reception desk operators to be provided with protective equipment comprising face masks which must be worn when in customer facing situations. They are required to be worn when operating from behind a protective screen. Face shields are an optional additional form of protection when walking away from areas fitted with protective screens. Antiseptic wipes to be available for regular wiping down of the equipment and a pack issued to each staff; (Computer keyboard, Mouse, Card transaction machine, telephone). Installation of a Plexiglass screen at the counter and a protective barrier at the new front entrance desk.</p> <p>Non-cash transactions are preferred but cash will be accepted if the customer specifically prefers this form of payment for any form of product or service provision purchase. Sanitise hands after touching cash or wear gloves during the handling process and remove/dispose of them afterwards. (A procedure sheet for handling cash is provided for guidance).</p>	<p>Explanation of the controls identified in the Procedure sheet for cash handling to all those dealing with purchases (See DOC-HOC 1)</p>	Gallery Supervisors	12/4/21	

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		<p>Receipts for payments to be placed on desk for customer to pick up and avoid the need for contact from hand to hand in exchanging items.</p> <p>Customer information relating to admission procedures to be prominently displayed at the Entrance door and Front Desk Reception Counter and throughout the building.</p> <p>Information on hygiene measures and social distancing measures required by those visiting the facility also to be displayed throughout the building, and relayed verbally when welcoming customers.</p>				
Customers entering the building to seek visitor information or view the stock on display.	Persons at risk; All staff and customers	<p>A different entrance and exit arrangement has been created to avoid congestion at the front Reception counter. The side door which is currently designated as a Fire Door has been converted into a door which can be opened from the outside and will be the new entrance point. A member of staff is positioned at a desk with screen to help the customer with their visit and explain the movement through the building to maintain social distancing controls which are;</p> <ul style="list-style-type: none"> <li>A restriction on the number of people that can be admitted at any one time. The maximum being 14 inclusive of staff. Based on the dimensions of 22m length along the far side and approximately 10 m near side and a width of 5m; (2 people on either side of the building). If</li> </ul>	A barrier to be available for staff to control numbers if the	Gallery Supervisors	October 2020	

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		<p>the front shop section only is accessible to customers the maximum is 7 people inclusive of staff.</p> <ul style="list-style-type: none"> <li>The Mix space is not available for hire at the present time.</li> <li>A current count of those in the building is recorded by the staff member positioned at the new front entrance. A manual count is recorded on a daily sheet of people entering the building and a visual check is to be undertaken on a regular basis to monitor the number in the building at any time. The member of staff at the entrance point will be able to restrict further admissions once the maximum number in the building is reached.</li> <li>Directional movement of customers along the nearside half as they turn right towards the back-office end and then return down to reception along the far side platform half of the building.</li> </ul> <p>See plan of building attached to this Risk Assessment.</p>	<p>maximum capacity is reached.</p> <p>Review meeting to be arranged to consider arrangements and controls</p>	<p>Gallery Supervisors</p>	<p>May 2021</p>	
		<p>Floor markings have been positioned to help with customer directional movement and maintaining safe distance throughout the building.</p>	<p>More floor markings are required</p>	<p>Gallery Supervisors and Printroom</p>	<p>May 2021</p>	

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Operating from the Back Office work station in the designated space behind the Education/Mix area	Staff/ members of public	<p>Only 1 member of staff; (Supervisor or designated employee), to work out of this office space. Equipment to be wiped down with alcohol-based wipes or disinfectant before using by a different person. This includes; Telephone, keyboard and mouse to P.C. and all touch points.</p> <p>All verbal communication between other staff and hand-over information between Supervisors to be conducted in an area permitting a socially safe distance.</p> <p>If absolutely necessary to hold a staff/group meeting an appropriate space should be utilized; the education space with staff positioned at socially safe distances. No more than 4 staff members to meet in the Educational/Mix space.</p>				
The spread of Co-vid 19 when receiving deliveries/ service from external providers	Persons at risk; Members of staff and those delivering goods/services to the Gallery	For deliveries at the Gallery reception; staff to maintain social distance during verbal communication and delivery of goods to be received without need for an exchange of signed paperwork. All deliveries of parcels and packages are to be delivered through the door at the far end of the building near the alarm control point. There is a door bell available at the door located				

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		<p>at the office end of the building to alert staff in the event of a delivery of stock/goods.</p> <p>A deliveries table is positioned in close proximity to the delivery door to hold stock before opening. Boxes/ Packages containing stock deliveries from artists may be opened without having to quarantine provided the outer cartons are wiped down with an antibacterial disinfectant beforehand.</p>				
Handling of stock and items for sale in the shop.	Persons at risk: Members of staff	<p>Signage to advise customers not to touch the stock and if they believe it necessary before purchasing. This is likely to be the case in respect to items of jewellery for example; then they are required to ask a member of staff for assistance. Once a purchase has been requested and handling of the item by the staff member completed, hand sanitizing should be undertaken before dealing with a payment transaction and processing the sale. Avoid passing an item directly to the customer and touching face or other surfaces whilst dealing with the purchase.</p> <p>The display of items of stock which are likely to be touched; Jewellery, delicate craft items to be in secured cabinets which require staff presence to coordinate any handling by the customer. Staff to avoid hand to hand exchanges between customers and to apply putting in place and</p>				

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		picking up practice. Staff supporting customers with the supply of pre-purchase information about stock items and handling of goods are provided with Face Masks for this purpose.				
The spread of Co-vid 19 when contractors attend site to undertake works in the building	Persons at risk: Members of staff and contractors	<p>Contractors arriving at the site to undertake work around the inside of the building are only permitted to do so if;</p> <p>The work has been pre-agreed and the contractor is expected. Where possible the work undertaken by contractors is to be arranged outside the opening hours of the building as is currently the case in respect to the designated cleaner. The Council's Surveying section are to contact a member of the Gallery Management/ Supervisor team to organize the visit by the contractor and determine the specific safety arrangements</p> <p>A safe social distance can be maintained for the duration of the work between the contractor staff, Gallery staff and Customers.</p> <p>Contractor staff have been briefed in the need to respect the hygiene measures in place whilst working and using the toilet facilities</p> <p>Contractor staff to wear the necessary protective clothing that was identified at the time that the work was agreed with the Council/Gallery Management team.</p>	Communicate a reminder to all staff that contractors are to wear a mask if conducting work during opening hours	All staff	May 2021	

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		<p>Contractors are to enter and exit the building through the rear door to the Mix and Back Office area. A door bell is available to alert staff of contractor arrival.</p> <p>Signage on the far door to inform contractors of the need to have arranged a visit and to respect the hygiene and social distancing controls.</p>				
Contamination from surfaces in Gallery Building.	<p>The guidance suggests the virus can survive on some surfaces for up to 72 hours</p> <p>Persons at risk;</p> <p>All Gallery employees whose activities</p>	<p>Ensure those cleaning are adequately thorough with their cleaning procedures and cover all contact surfaces with soapy water, antibacterial or alcohol based cleaner for effective disinfection of Covid-19 without causing damage to equipment or surfaces.</p> <p>To allow adequate time for staff to wipe down surfaces at work stations and frequent touch points, the building will open to customers 15 minutes after commencing a shift and 15 minutes before finishing their shift.</p> <p>Ordinary cleaning with soap and water, alcohol sprays, normal cleaning agents or disinfectant will kill any virus.</p> <p>Damp dusting should replace any dry dusting.</p> <p>Telephones and computer equipment should also be cleaned with wipes or by other means which will not over-wet and damage the equipment.</p> <p>If an employee has suspected or confirmed COVID-19, their workstation, including telephone and keyboard etc should be cleaned and</p>	A cleaning rota to be added for each person to follow	Gallery Supervisors	October 2020	

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		<p>disinfected using normal cleaning materials and methods.</p> <p>Cleaning of crockery and utensils can be done as normal using hot water and washing up liquid.</p> <p>Limit number of staff in the mess room at any one time, ensuring social distancing. Only 1 person permitted into the Kitchen at any one time.</p> <p>The designated cleaner to attend for 1 hour daily when the facility is opening to members of the public; outside the facility opening hours. Concentration of the cleaner's allocated time will be focused on toilet and welfare areas in addition to usual cleaning of floors and surfaces throughout the building.</p>	<p>The facility COSHH file to be updated to contain details of the cleaning products held on site.</p> <p>All Staff to be briefed on the cleaning products being as to use and purpose</p>	<p>Culture and L. Services Manager and Gallery Supervisors</p> <p>Gallery Supervisors</p>	<p>At the induction of each member of staff.</p>	
Contamination from rest areas and welfare facilities	<p>The virus can survive on some surfaces for up to 72 hours</p> <p>Persons at risk;</p>	Change work patterns so that breaks are split to minimize numbers of staff in rest room. If only 2 people in the building then the facility can close to members of the public to allow both staff.				



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	<ul style="list-style-type: none"> <li>All employees</li> <li>Visitors to site</li> </ul>	<p>Otherwise the Supervisor or 3<sup>rd</sup> member of staff covers for lunches and the facility remains open.</p> <p>Observe social distancing, (2 Metres), at all times.</p> <p>Rest areas are to be cleaned and disinfected following rest breaks.</p> <p>All surfaces, crockery, cutlery etc. are to be thoroughly washed after use by washing up in hot, soapy water.</p> <p>All door handles, contact surfaces, doorbells, lock keypads, shared padlocks, etc. to be cleaned periodically throughout the day.</p> <p>Hand washing to be promoted and actively encouraged. Adequate provision of wipes, sanitisers and soap are provided.</p>				
Contamination from a member of staff who becomes unwell and displays Co-vid symptoms or receives confirmation of a positive test result.	Members of staff and members of the public when open	<p>A procedure has been identified and should be actioned with immediate effect. (see Procedure sheet for becoming unwell whilst at work and or testing positive for Co-vid).</p> <p>(See DOC-MOS 1 and DOC-MOS 2))</p>	Awareness briefing for all staff	Gallery Supervisors	April 30 <sup>th</sup> 2021	
Contamination from work wear	Contamination of employees own vehicles, homes, public					

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	<p>transport, public in contact with.</p> <p>Persons at risk;</p> <p>All employees</p> <p>Persons in contact with employees</p>	<p>Removal of work wear before leaving the workplace is an optional measure that staff may wish to consider and take home bagged for washing.</p> <p>Wash as normal but with minimal contact before it goes into the washer, do not shake garments.</p>				
Lack of understanding the risks	<p>This is unprecedented, information is rapidly changing as research updates. Guidance and instruction needs to be shared with staff swiftly and in understandable terms.</p> <p>Persons at risk;</p> <p>All employees</p>	<p>Management are to regularly consult and update staff on current guidance as necessary.</p> <p>Opportunity must be given for staff to ask questions and be given answers they understand and which reassure.</p> <p>Clear guidance is issued in formats that can easily be understood especially for those for whom English is not the native tongue</p> <p>Guidance must be regularly enforced once issued.</p> <p>Myths around the virus must be dispelled with clear and reliable fact wherever possible as they may lead to inappropriate and dangerous beliefs and habits.</p>				

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