

Ort Gallery COVID-19 Risk Assessment

Dated: 15/09/2020

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This is a Risk Assessment for assessing whether it is safe for Ort Gallery to welcome audiences and participants into the gallery and how we will mitigate the risks involved. We will monitor the changing global and local situation and update the Risk Assessment weekly as needed.

The Risk Assessment responsible officer is: Josephine Reichert (JR)

What is the activity?	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 carries out the action?	When is the action needed by?	Done
Viewing exhibitions	<ul style="list-style-type: none"> • General Public Visitors • Staff 	<ul style="list-style-type: none"> • Signs on door to remind visitors with symptoms not to enter, for visitors to disinfect hands and wear masks, to maintain social distancing • Only allow one household or bubble to visit the gallery space at any time & monitor this actively • Hand-washing, use of hand sanitiser, wearing of masks where appropriate, social distancing • Increased cleaning of door handles, toilets and other areas people touch after each use with anti-bacterial single use wipes • NHS track & trace collection of contact details. 	<ul style="list-style-type: none"> • Staff and visitors will 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. • Rigorous checks will be carried out by directors to ensure that the necessary procedures are being followed. 	JR	23/09/2020 & weekly reviewing	

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Taking part in a workshop or events	<ul style="list-style-type: none"> • Participants • Workshop Leaders • General Public • Visitors • Staff 	<ul style="list-style-type: none"> • Currently all events are taking place online only, no real life events to take place for the foreseeable future 	<ul style="list-style-type: none"> • not applicable 	JR	23/09/2020 & weekly reviewing	
Meetings	<ul style="list-style-type: none"> • Visitors • Staff • General Public 	<ul style="list-style-type: none"> • Encourage zoom meetings & home working • Supporting mental wellbeing by offering training and counselling • If real life meetings or work takes place then same guidelines as under "working at Ort" to be followed 	<ul style="list-style-type: none"> • Staff and visitors will 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. 	JR	23/09/2020 & weekly reviewing	

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Working at Ort Galler	<ul style="list-style-type: none"> • Staff • Volunteers • Contractors • Visitors 	<ul style="list-style-type: none"> • Encourage zoom meetings & home working • Supporting mental wellbeing by offering training and counselling • Offer pre-return to work materials for preparation • Advise on sick pay options • Understanding and taking into account the particular circumstances of those with different protected characteristics • Making adjustments for disabled workers • Encourage workers to cycle or drive to Ort where possible and offer to pay for taxis where not possible to avoid public transport 	<ul style="list-style-type: none"> • Staff and visitors will 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. • Encourage workers to report any problems and carry out skin checks as part of a skin surveillance programme. • To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice. • Rigorous checks will be carried out by directors to ensure that the necessary procedures are being followed. • Directors will offer support to staff who are affected by Coronavirus or has a family member affected. • Regular communication of mental health information and open door policy for those who need additional support. • Internal communication will be carried out regularly to reassure and support employees in a fast changing situation. • Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. • Staff to be reminded that wearing of gloves is not a substitute for good hand washing. 	JR	23/09/2020 & weekly reviewing	

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Using the toilets	<ul style="list-style-type: none"> • General Public Visitors • Participants • Workshop Leaders • Staff 	<ul style="list-style-type: none"> • Cleaning • Signage • Ventilation 	<ul style="list-style-type: none"> • Rigorous checks will be carried out by directors to ensure that the necessary procedures are being followed. • Checks that signage is in place, cleaning is taking place and ventilation is appropriate. 	JR	23/09/2020 & weekly reviewing	

Details of above mentioned controls:

Hand Washing

- Hand washing facilities with soap and water in place.
- Stringent hand washing taking place.
- See hand washing guidance: <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
- Drying of hands with disposable paper towels: <https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/>
- Staff encouraged to protect the skin by applying emollient cream regularly: <https://www.nhs.uk/conditions/emollients/>
- Gel sanitisers in any area where washing facilities not readily available.

Cleaning

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.

Social Distancing

- Social Distancing -Reducing the number of persons in any work area to comply with the 1+-metre gap recommended by the Public Health Agency <https://www.publichealth.hscni.net/news/covid-19-coronavirus> & <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>
- Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time.
- Redesigning processes to ensure social distancing in place. We are only allowing one household or bubble to enter Ort Gallery at a time for viewing of the exhibition. We will put booking slots in place if needed.
- Conference calls to be used instead of face to face meetings if possible.
- Ensuring sufficient rest breaks for staff.

PPE

All staff and visitors will be asked to wear masks whilst in the Ort Gallery space. This will only apply to people for whom it is safe to wear a mask.

Symptoms of Covid-19

- 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.
- Directors will maintain regular contact with staff members during this time.
- If advised that a member of staff or public has developed Covid-19 and were recently on our premises, the directors of Ort Gallery 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: <https://www.publichealth.hscni.net/>

Mental Health

Ort Gallery directors will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. This includes paying for counselling and training where required: <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/> & www.hscni.gov.uk/stress