

# Nottingham Contemporary

<b>Activity Assessed</b>	<b>COVID-19 Venue/Workplace Risk Assessment</b>
<b>Location</b>	<b>Nottingham Contemporary</b>

There is a direct threat to staff health and wellbeing from transmission of the COVID-19 coronavirus while at work. People can catch the virus from others who are infected in the following ways:

- Virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales
- The virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc
- People can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth

This risk assessment has been subject to, and revised in light of, consultation with Nottingham Contemporary’s Employee Forum. A further draft was circulated to all staff prior to reopening for further feedback and improvement.

**The control measures below apply from Monday 12 April to Sunday 16 May when only Nottingham Contemporary’s Reception and Shop will be open to the public. Sections with strikethrough relate to closed areas and services and will be updated and published prior to Monday 17 May.**

<b>Hazard/Risk</b>	<b>Who could be harmed and how?</b>	<b>Control measures</b>
COVID-19 infection transmission – Visitor arrival	Visitors  Risk of serious illness  Harm to mental wellbeing due to fear and anxiety	<ul style="list-style-type: none"> <li>• Visitor groups to be limited to 6 people from no more than 1 household/bubble</li> <li>• 2-metre-spaced queue markings placed outside front door</li> <li>• <del>Greeter to welcome all visitors at entrance, informing them of current safety measures and managing capacity</del></li> <li>• Visitors to be required to wear face coverings (we will provide face coverings for those that arrive without)</li> <li>• Signage to inform visitors of measures being taken and expected behaviour</li> <li>• Hand sanitiser station available on arrival</li> <li>• Pre-visit safety guidance available on Nottingham Contemporary website</li> </ul>

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		<ul style="list-style-type: none"> <li>• Optional process for NHS Test &amp; Trace data capture at front entrance implemented (NHS QR code for visitors to scan), <del>QR code to Nottingham Contemporary registration site, and additional tablet-based system, managed by Reception desk</del></li> <li>• Socially-distanced floor stickers outside main entrance to ensure safe queueing</li> <li>• Signage asking visitors feeling unwell with COVID-related symptoms to stay at home</li> <li>• Temperature testing equipment to be available from Reception, on request</li> </ul>
COVID-19 infection transmission – Visitor and staff Interactions	<p>Staff, Visitors</p> <p>Risk of serious illness</p> <p>Harm to mental wellbeing due to fear and anxiety</p>	<ul style="list-style-type: none"> <li>• Public facing team members to wear face coverings (masks, with optional visors)</li> <li>• All staff to wear face coverings while in public areas, or anywhere they work face-to-face, or in settings where 2-metre social distancing is not possible, or when cleaning sensitive areas</li> <li>• Hand sanitizer stations available throughout the building</li> <li>• Personal hand sanitiser bottles available to all staff</li> <li>• Cashless transactions available at till points</li> <li>• Contactless donation points available</li> <li>• Signage throughout the building to promote social distancing and good hygiene</li> <li>• Team members trained on appropriate social distancing and personal hygiene measures</li> <li>• New uniform provided to ensure staff have clean clothes each day</li> <li>• Staff equipment such as radios restricted to small numbers of designated individuals</li> <li>• Staff start times and breaks staggered to minimise sharing of spaces and facilities</li> <li>• <del>Additional shift time to enable staff to wash and sanitise themselves and their equipment thoroughly before and after work</del></li> </ul>
COVID-19 infection transmission – Visitors and staff moving through building	<p>Staff, Visitors, Contractors</p> <p>Risk of serious illness</p> <p>Harm to mental wellbeing due to fear and anxiety</p>	<ul style="list-style-type: none"> <li>• Signage throughout the building promoting social distancing and hand washing</li> <li>• <del>Full risk assessment conducted for exhibitions</del></li> <li>• <del>One-way route through galleries implemented to ensure social distancing</del></li> <li>• <del>Gallery capacities limited to 14 at any given time</del></li> <li>• <del>Gallery Zero closed due to limited capacity to facilitate social distancing</del></li> <li>• Capacities reduced in all other areas of the building</li> <li>• High-contact points, such as banisters, benches, door handles and lift buttons, to be checked and cleaned every 2 hours</li> </ul>

# Nottingham Conservatory

		<ul style="list-style-type: none"> <li>• <del>High contact exhibition content/equipment, such as headphones, to be cleaned every 30 minutes, with the lobby greeter and in-gallery signage encouraging hand-sanitising before use</del></li> <li>• Hand sanitiser points added near to high-contact points</li> <li>• Floor-based route markings to ensure social distancing can be maintained on stairs</li> <li>• Lift use restricted to usage by visitors with mobility impairment or pushchairs (one household per lift use)</li> <li>• Doors pinned open to minimise handle interaction wherever safety and security permit: entrance doors, <del>gallery doors</del>, office doors, meeting room doors, etc</li> <li>• Where doors cannot be pinned open for security or privacy (e.g. toilets, workrooms) hand sanitiser stations will be placed with clear instruction to wash hands after usage</li> <li>• Cleaning policy and rota established with high-contact points in both public and non-public areas cleaned every 2 hours during open hours, performed by trained staff</li> <li>• <del>Public facing staff will be organised to minimise interaction between Front of House and Gallery Assistant colleagues to mitigate spread of infection and staffing reductions due to team members having to self-isolate</del></li> </ul>
COVID-19 infection transmission – Public toilets	<p>Staff, Visitors</p> <p>Risk of serious illness</p> <p>Harm to mental wellbeing due to fear and anxiety</p>	<ul style="list-style-type: none"> <li>• <del>Pre-entry hand sanitisation points and signage</del></li> <li>• <del>Public toilets to be cleaned every 2 hours – with cleaning checklist visible to visitors</del></li> <li>• <del>Signage on social distancing measures, lid down flushing, and effective handwashing</del></li> <li>• <del>Front of House staff have had CoSHH and COVID-safe training on toilet cleaning by professional cleaners to ensure high standards of cleanliness and staff safety</del></li> </ul>
COVID-19 infection transmission – Air circulation	<p>Staff, Visitors</p> <p>Risk of serious illness</p> <p>Harm to mental wellbeing due to fear and anxiety</p>	<ul style="list-style-type: none"> <li>• Where safe, doors and windows to be kept open to maximise flow of fresh air</li> <li>• Airflow system has been changed to run on 100% fresh air and maintain the latest COVID-safe guidance</li> </ul>

# Nottingham University

<p>COVID-19 infection transmission - Shop</p>	<p>Staff, Visitors</p> <p>Risk of serious illness</p> <p>Harm to mental wellbeing due to fear and anxiety</p>	<ul style="list-style-type: none"> <li>• Shop reconfigured and capacity reduced to allow increased space so that social distancing can be maintained</li> <li>• Floor stickers to ensure socially-distanced browsing and queuing to Reception till-point</li> <li>• Perspex shields added to Reception desk</li> <li>• Signage encouraging contactless and cashless transactions</li> <li>• Procedure for handling cash during transactions and at end-of-day to mitigate risk of transmission by touch</li> <li>• Customers to bag purchases themselves – staff will provide assistance as appropriate</li> <li>• Regular cleaning of shop fixtures</li> <li>• Procedures for handling, cleaning and quarantining jewellery to mitigate risk of transmission by touch</li> <li>• Visitors required to drop off handled items at Reception desk for cleaning</li> <li>• Implementation of clean Reception policy to keep all touchpoints and shared resources clean</li> </ul>
<p>COVID-19 infection transmission – Café</p>	<p>Staff, Visitors</p> <p>Risk of serious illness</p> <p>Harm to mental wellbeing due to fear and anxiety</p>	<ul style="list-style-type: none"> <li>• <del>Full risk assessment conducted for café and food service</del></li> <li>• <del>Tables spaced 2 metres apart to ensure social distancing is maintained</del></li> <li>• <del>Perspex shields added to till point</del></li> <li>• <del>Signage encouraging contactless and cashless transactions</del></li> <li>• <del>Procedure for handling cash during transactions and at end of day to mitigate risk of transmission</del></li> <li>• <del>We will offer table service only</del></li> <li>• <del>Registration for all visitors aged 16 or over (at front entrance) to ensure cooperation with NHS Test &amp; Trace requirements</del></li> <li>• <del>Exterior EXIT ONLY directions for entry via Reception lobby to minimise flow of people through dining area</del></li> </ul>

# Nottingham County

<p>COVID-19 infection transmission – The office</p>	<p>Staff</p> <p>Risk of serious illness</p> <p>Harm to mental wellbeing due to fear and anxiety</p>	<ul style="list-style-type: none"> <li>• Implementation of work from home policy – office staff to be instructed to work from home where possible and to only work from the office a maximum of one day per week</li> <li>• Office rota to ensure safe capacity is maintained – capacity of 10 staff at any one time</li> <li>• Implementation of a clean desk policy to ensure desks can be cleaned effectively</li> <li>• Staff will be provided with wipes and disinfectant to clean office equipment after use</li> <li>• Staff to place ‘This station has been sanitised’ signs on workstations once cleaned at the end of day</li> <li>• Signage promoting social distancing measures and effective hand washing located throughout the office, kitchen and toilets</li> <li>• Temporary restriction on in-person meetings in the Meeting Room and Studio</li> </ul>
<p>COVID-19 infection transmission – The staff kitchen</p>	<p>Staff</p> <p>Risk of serious illness</p> <p>Harm to mental wellbeing due to fear and anxiety</p>	<ul style="list-style-type: none"> <li>• Signage on kitchen policy</li> <li>• One person at a time</li> <li>• Hand sanitiser upon entry</li> <li>• Kitchen for water and hot &amp; cold drinks only (no food preparation)</li> <li>• Utensils, cups and glasses to be placed in dishwasher after use</li> <li>• Staff to wash hands before handling food and eating</li> <li>• Staff to bring in packed/bought-in lunches and to take all packaging and utensils home for cleaning</li> <li>• Staff to be encouraged to eat outside in good weather, or in small, minimum 2-metre-distanced groups in the Studio and Meeting Room</li> <li>• Staff to clean all surrounding surfaces after eating</li> </ul>
<p>COVID-19 infection transmission - Staff toilets</p>	<p>Staff</p> <p>Risk of serious illness</p> <p>Harm to mental wellbeing due to fear and anxiety</p>	<ul style="list-style-type: none"> <li>• Pre-entry hand sanitisation points</li> <li>• Signage on social distancing measures, lid-down flushing and effective hand washing</li> <li>• Paper towels provided</li> <li>• Office and Facilities Team provided with CoSHH and COVID-safe training on toilet cleaning by professional cleaners to ensure high standards of cleanliness and staff safety throughout the working day</li> </ul>

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<p>Vulnerable staff, with a higher risk of very serious illness in the event of COVID-19 infection</p>	<p>Staff with pre-existing medical conditions that put them at higher risk or moderate risk</p> <p>Pregnant women, who should be considered at moderate risk as a precaution</p> <p>Staff of Black African, Black Caribbean or South Asian heritage whose jobs expose them to a large section of the public</p>	<ul style="list-style-type: none"> <li>• All staff asked to complete a confidential return-to-work questionnaire which includes NHS guidelines for self-identification and covers: health, wellbeing, caring responsibilities and travelling to work</li> <li>• Confidential return-to-work conversations with a manager held with all staff to enable them to put questions and suggestions to protect their safety and wellbeing at work</li> <li>• Vulnerable employees identified from questionnaire responses (extremely vulnerable staff will most likely have been advised by the NHS to shield during the lockdown)</li> <li>• Staff who have been shielding guided to seek medical advice before returning to the workplace, and should not return before 31 March 2021</li> <li>• Staff identified as at higher risk will be supported to work from home if they can, and if they cannot, will be offered additional protections to enable them to adhere to strict social distancing and personal hygiene measures</li> <li>• Pregnant worker workplace risk assessments will identify any specific risks of infection arising from the expectant mother's job role, and control measures to mitigate these risks</li> <li>• Staff with mental health concerns will be signposted to Nottingham Contemporary's employee assistance programme and other sources of professional support</li> </ul>
<p>Protective equipment and attire</p>	<p>Staff/Visitors</p> <p>Risk of allergic reaction</p> <p>Risk of injury due to new fixtures falling/breaking or people slipping</p> <p>Risk of poisoning</p>	<ul style="list-style-type: none"> <li>• Ensure sanitiser points, screens and all new fixtures are securely fixed/placed</li> <li>• Review allergic properties of materials (e.g. latex) and communicate to staff and visitors, providing alternatives as necessary</li> <li>• Ensure sanitiser is non-toxic and inaccessible to small children</li> <li>• Regularly check floor below sanitisers to wipe clean slippery patches</li> </ul>
<p>Emergency situations</p>		<ul style="list-style-type: none"> <li>• Evacuations: fire and evacuation policies reviewed to consider impacts of doors being pinned open and potential changes to escape routes- all staff trained on revised policies</li> </ul>

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		<ul style="list-style-type: none"> <li>• Evacuations: fire and evacuation policies reviewed to minimise contact points and ensure social distancing where safe - all staff trained on revised policies</li> <li>• First Aid - first aiders briefed on how to give First Aid in a COVID safe way: <a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a></li> </ul>
<p><b>Equality accessibility impacts:</b> Impacts on accessibility and equality in this risk assessment remain under constant review.</p> <ul style="list-style-type: none"> <li>• Ensure hand sanitisers and other protective equipment are accessible from a wheelchair throughout</li> <li>• Ensure health and safety signage is readable from a wheelchair and is dyslexia friendly</li> <li>• Ensure health and safety signage is available in the most widely used languages in Nottingham and the East Midlands (English, Gujarati, Polish, Punjabi, Urdu, Cantonese)</li> <li>• Ensure hand sanitisers, other protective equipment and health and safety guidance is communicated and made accessible for blind visitors</li> <li>• Use of visors for interaction with d/Deaf visitors who lip-read</li> <li>• Develop digital and off-site programmes and resources to serve and engage communities and visitors while events remain on hold</li> <li>• Evidence suggests that COVID-19 has a significantly disproportionate impact on people from Black African, Black Caribbean or South Asian heritage. One of the recommendations advised by the Public Health England report into the ‘Disparities in the risk and outcomes of COVID-19’ is the development of risk assessments for workers with Black African, Black Caribbean or South Asian heritage in roles where they are exposed to a large section of the general public. Nottingham Contemporary has assessed risks and implemented safety measures to mitigate the risk of COVID-19 infection to vulnerable staff and visitors. We will continue to review these risks and measures against official guidance. See: <a href="#">Disparities in the risk and outcomes of COVID-19</a> See: <a href="#">Beyond the data: Understanding the impact of COVID-19 on BAME groups</a></li> </ul>		

Assessed by	David Thomas, Building and Facilities Manager John Leighton, Visitor Services Manager Sam Harrison, Visitor Services Supervisor Andy Batson, Head of Audiences and Partnerships Andrew Elliott, Finance and Operations Director	Last Update	09 April 2021
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