



COVID-19 RISK ASSESSMENT FOR IN STEPS OF SUNDEW EXHIBITION, THE ARCHES, FINESHADE WOOD

JULY 2020

Principles for reopening

The following considerations have been met before reopening:

- The UK Government has clearly announced that museums and galleries can reopen (from 4 July 2020). <https://www.gov.uk/government/news/new-guidance-for-reopening-of-museums-galleries-and-the-heritage-sector>
- The security of our team, the public and The Arches site can be sufficiently maintained in light of any operational changes to account for COVID-19.
- Our workforce safety and wellbeing can be supported.
- Public safety can be assured given that risks have reasonably been assessed and mitigated.
- Our site and processes can be adapted to support reopening.
- Our business case supports reopening.
- We are confident that visitors will return, and that we can provide the services and meet our charitable objectives in keeping with our public purpose.
- Adaptations may be required based on available guidance from the time of reopening continuing into the future.
- We will continually monitor the situation, initially opening on restricted hours to demonstrate that adequate processes are in place to support a full reopening.
- We have been awarded the Visit England **We're Good To Go** Industry Standard consumer mark to reassure visitors that we are adhering to current and ongoing Government and public health guidance.

This Risk Assessment will be made available to the public at fermywood.org

Risk Rating		Potential severity of harm		
		Slightly Harmful 1	Harmful 2	Extremely Harmful 3
Likelihood of harm occurring	Highly Unlikely 1	Trivial 1	Tolerable 2	Moderate 3
	Unlikely 2	Tolerable 2	Moderate 4	Substantial 6
	Likely 3	Moderate 3	Substantial 6	Intolerable 9

ACTIVITY	HAZARD	PERSONS AT RISK	POTENTIAL SEVERITY OF HARM	CONTROLS / BEST PRACTICE	IMPLEMENTATION / MONITORING	LIKELIHOOD OF HARM OCCURRING	RATING
Installing new exhibition	Risk of virus transmission between staff	Installation team Forestry England staff Café staff Public on site	Harmful 2	<p>All staff and contractors to declare themselves symptom free for at least 7 days before commencing work.</p> <p>If staff or contractors feel mentally or physically unable to engage in work alternatives to be found.</p> <p>All staff and contractors to physically distance during installation, wearing masks if unable to do so.</p> <p>2m floor markings to be visible to aid physical distancing.</p> <p>Doors open to allow circulation of air to ventilate space.</p> <p>Hand gel constantly available.</p> <p>Forestry England and Café staff to be informed of dates of scheduled deliveries.</p> <p>Deliveries to be placed in secure space for 24 hours before their use.</p> <p>Waste to be cleared on a daily basis.</p> <p>Arches space not open to the public during installation.</p> <p>Floor space to be cleaned before opening.</p>	Fermynwoods Director Fermynwoods Technician	Unlikely 2	Moderate 4
	Risk to mental health of artists and unwillingness to endorse reopening	Exhibiting artists	Slightly Harmful 1	All artists shown have signed letter of agreement with Fermynwoods Contemporary Art and have endorsed the decision to reopen.	Fermynwoods Director	Highly Unlikely 1	Trivial 1

<p>Entering and exiting the building once open to the public</p> <p>Walking around gallery space and viewing work</p>	<p>Risk of virus transmission from within the space</p>	<p>All visitors</p>	<p>Harmful 2</p>	<p>One-way route into and out of building with doors designated as either entry or exit.</p> <p>Clear signage to show routes.</p> <p>Foot powered hand sanitising station at entrance.</p> <p>Doors 1 and 6 open (at either end) to allow circulation of air. Doors will not need to be touched by visitors.</p> <p>Work does not require, and should not be touched. Video Monitor to switch on and off using self-timer.</p> <p>Sound audible without headphones.</p> <p>Floor space to be cleaned.</p>	<p>Fermynwoods team</p> <p>Members of the public</p>	<p>Unlikely 2</p>	<p>Moderate 4</p>
<p>Queuing at entrances</p>	<p>Risk of virus transmission from other visitors</p>	<p>All visitors</p>	<p>Harmful 2</p>	<p>Potential congestion spaces at entrance and exit to feature additional clearly visible floor markings. One-way system in place.</p> <p>Signage to encourage social distancing</p> <p>Wooden stable doors open to reveal density of visitors in space from exterior.</p> <p>Open-air queuing space available in courtyard.</p> <p>Walkthrough video of exhibition space to be available to public before their visit.</p> <p>Visitor numbers monitored and available to Fermynwoods team remotely online. If frequency becomes too high risk new measures to be put in place.</p> <p>2m floor markings to be visible to aid physical distancing.</p> <p>Visitor guest book and resources to be removed with visitors encouraged to comment online.</p>	<p>Fermynwoods team</p> <p>Members of the public</p>	<p>Unlikely 2</p>	<p>Moderate 4</p>

Walking around gallery space and viewing work	Risk from artwork	All visitors	Slightly Harmful 1	All two-dimensional work securely fixed to walls using mirror plates. Sculptural work securely installed with weight bearing beams. Video monitor equipment to be PAT tested before use.	Fermynwoods team	Highly Unlikely 1	Trivial 1
Large groups of visitors	Risk of virus transmission	All visitors	Harmful 2	Space to be closed to the public whilst a large group of visitors attend (ie schools). Large group visits to be governed by a separate Risk Assessment before they are allowed to take place.	Fermynwoods team Group Lead (ie teacher)	Unlikely 2	Moderate 4
Public events	Risk of virus transmission	All visitors	Harmful 2	Public talks, workshops and events in space postponed or to take place online. A separate Risk Assessment to take place before physical events on site take place.	Fermynwoods team	Highly Unlikely 1	Tolerable 2
Locking and unlocking space	Risk of virus transmission	All key holders	Harmful 2	Keyholders to disinfect door handles and keys upon locking and unlocking space. Keyholders to have their own sets of keys to minimise cross transmission.	Fermynwoods team Forestry England Ground Café	Unlikely 2	Moderate 4
Other facilities outside of Arches space	Risk of virus transmission Generally on site risks	All visitors	Harmful 2	Overall site managed by Forestry England and Grounds Café. Individual Risk Assessments shared between partners to ensure compatibility. To resume meetings between Fermynwoods Contemporary Art and Forestry England as required, either via Zoom or other online platform, or on site whilst socially distancing. Fermynwoods Contemporary Art Risk Assessment to be made available to the public at fermynwoods.org	Forestry England Ground Café Fermynwoods Director	Unlikely 2	Moderate 4