GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

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| Site | **BARBER INSTITUTE OF FINE ARTS**  **Main campus** | **Department** | **Barber institute Budget Centre (BIBC) plus co-users, UoB Library, CAL (History of Art, Music)** | | **Version / Ref No.** | **V11**  **V1 26/08/20**  **2/09/20**  **19/09/20**  **29/09/20**  **V8 review 22/10/20**  **9/11/20**  **V 10 2/12/20**  **V11 13/01/21** |
| **Activity Location** | **BARBER INSTITUTE OF FINE ARTS** | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment**  **Barber Institute of Fine Arts museum (Barber Institute Budget Centre - BIBC)**  **The Barber Institute of Fine Arts has 23 FTe staff running an accredited public museum. This total staff cohort is never on site at one time with shift working part of Visitor Services ops. We re-opened to the public 23 September for general gallery visiting with supportive FOH (Front of House) and BOH (Back of House) staff activities. No other onsite events/activities. Access to the public galleries managed by the ART FUND ticketing system and available six days a week, maximum of 78 tickets per day over seven hours, 10 to 5 (last visit 4), for an initial three month period to be reassessed for spring.** The galleries at the Barber have been closed since 5 November with a lockdown in England, followed by Birmingham’s move to Tier 3 2 December then Tier 4 31 December. As of 5 January 2020 all England entered Lockdown with the galleries remaining closed. The current restrictions applicable to this version (11) of the Barber RA are: https://www.gov.uk/guidance/national-lockdown-stay-at-home **Barber Fine Art Library**  **The building houses the Barber Fine Art Library staffed by 1/2 Librarians. Front-facing library services to resume at the Barber include:**   * **Access to study spaces for PGRs, PGTs, Undergraduates and staff of the University of Birmingham – no external visitors will be accepted:** * **Mediated access to collections**   **Maximum Library patron utilisation 6. Maximum staffing 2, typically 1.**  **Future commencement of other physical support-related activity including digitisation, collection management and development, engagement, service development, IT facilities support and skills provision. These activities will be phased in as required to support service delivery.**  **The Barber Library is currently closed (from 5 January)**  **College of Art and Law academics and teaching**  **The building also houses offices for CAL academics – 3 x Music in main building, 10 x History of Art in Annex. One PT CAL support staff (Visual Resources) in shared office G25. The building also houses two teaching spaces, the Photograph Room (G06), maximum occupancy 6 + 1, and the Barber lecture theatre (BLT) (GO11) maximum occupancy 24 + 1.**  **CAL academics not currently working in building, access only for prearranged reasons, e.g. picking up teaching/research material.**  **University Music**  **The building houses the Barber Concert Hall. The auditorium, stage and wings will be out of use and kept locked. The Head of University Music, Jo Sweet, will review the situation in January 2021 in line with DCMS guidance and in consultation with all parties to risk assess the suitability of the hall for streamed performances. The music team do not work from the Barber and would only be present if managing a streamed performance, and no performances are planned this autumn/2020.**    **The building is currently accessed only by University staff (Barber, CAL, Library) for essential scheduled activities. No timetabled teaching is scheduled until Semester 2.** The building is currently in ‘stand by’ mode, accessed only for regular checks and maintenance by Barber and other appropriate University staff and defined essential activities as above. | | | |
| **Assessor** | **Nicola Kalinsky** | **Assessment Date** | **26 August 2020** | **Date of Assessment Review** | **23 October 2020** | |
| **Academic / Manager Name** | **Professor Helen Abbott on behalf of Professor Andrzej Gasiorek**  College of Arts and Law  Pro-Vice Chancellor and Head of College  **Rachel Allmark**  College of Arts and Law  Director of Operations | **Academic / Manager Signature** | **R Allmark**  (6) 23 September 2020 (7) 29 September 2020 (8) 23 October[Review]  (9) 9 November (10) 2 December (11) 13 January 2021 | | | |
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| Hazard Assessment | | | | Control Assessment | | | | | | | | | Actions | | |
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| Hazard Category | Hazards Identified | Who might be harmed?  Staff  Students  Contractors  Others | How might people be harmed? | Existing Control Measures | Initial Risk Rating | | | Are these adequate?  Yes/No | Changes to/ Additional Controls | Residual Risk Rating | | | Owner | Due  Date | Action Complete |
| S | L | R | S | L | R |
| Organisational  01 | Psychological well being | Staff | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication is in place (individual and group) via whole BIBC team ‘town hall’ Zoom meetings every two weeks (weekly team meetings, increased frequency of one to ones to fortnightly, weekly email updates and weekly messaging to ensure staff are not ill-informed about returning to work safely. A comprehensive BIBC staff comms plan operative for the period March to August has been revised for 1 September to end of calendar year.  Barber internal comms plan revised for January Lockdown.  Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the University’s lines of communications through line managers, Internal Comms) and shared with staff via team meetings, one to one meetings, weekly updates and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx).    Risk assessment shared and an electronic copy is available on the shared drive Staff reminded of this weekly S:\Barber\Shared\(About) Towards Re-opening the Barber  Completed Risk Assessment for building on shared drive/LCAHM Teams channel for Library and LCAHM respectively.  Completed Risk Assessment on University Intranet.  A mandatory webinar for all returning BIBC staff delivered 26 August with PowerPoint for reference. Staff not present required to read and sign off by LMs. Induction PowerPoint shared with building co-users in Library and LCAHM.  New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through Line Managers. These include:   * ***Social distancing: General guidance for staff and students*** * ***Social distancing: Buildings adaptations guidance*** * ***Social distancing***: ***Product solutions booklet*** * ***Social distancing: Building checklist*** * ***On-line induction materials for returning to campus***: combination of the guidance and videos.   <https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx>   * ***Return to Campus COVID-19: Building Risk Assessment* (This completed Risk Assessment)**   Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees’ mental health and wellbeing and individuals have been made aware via team meetings, increased one to one meetings, induction, and of guidance available in relation to this:  <https://www.hse.gov.uk/stress/>  <https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx>  <http://www.selfhelpguides.ntw.nhs.uk/birmingham/leaflets/selfhelp/Stress.pdf>  Wellbeing of staff a standing item on BIBC SMT agenda, currently meeting twice weekly.  Library Services staff working in the Barber are part of the Main Library Customer Support Team. Their induction and ongoing operational management is covered through Library Services practices and procedures and is in line with the Main Library Risk Assessment. Adaptations to workflows relating to patron interactions will be undertaken as necessary and will follow the same process that has been developed for co-creation between managers and those delivering the activity. Initial site induction will take place to ensure all staff are familiar with arrangements.  For LCAHM staff the LCAHM Teams channel is used for regular briefings, including guidance on safe working and is a means to raise and informally talk through any issues. Colleagues can raise confidential concerns or comments via email. The LCAHM Teams channel will provide staff with copies of specific building assessments on completion. HoDs for Music and History of Art confirm that regular team meetings and 1:1s are held with specific risk assessments for vulnerable staff. | 3 | 2 | 6 | Yes | BIBC approach to Comms will be revised as needed, this is ongoing. |  |  |  |  |  |  |
| Organisational  02 | Psychological well being | Staff | Anxiety and stress caused by concerns around returning to work on Campus | Managers hold regular informal discussions with their team and look at ways to reduce causes of stress.  Concerns on workload issues or support needs are escalated to line manager.  Staff/students who *should not* under any circumstance work on campus have been identified and managers/supervisors have discussed alternative arrangements with them to ensure that they do not return to work on campus. Staff who *should not* under any circumstance work on campus include:   * Any member of staff who has been through a return to work on campus assessment and has been advised by Occupational Health or a medical professional (including a midwife in respect of pregnancy) not to travel to work on campus. * Staff in the clinically extremely vulnerable category (those shielding) for whom current guidance is that they should not to travel to work, even where their work cannot be undertaken remotely.   <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-vulnerable>  Existing risk assessments including those for new or expectant mothers reviewed and revised to reflect new working arrangements. Reasonable adjustments made, including those needed for PEEPs especially in relation to who will assist with their evacuation in an emergency, to avoid staff that require them including disabled workers being put at a disadvantage.  Employees who have concerns about either continuing to work on Campus or working from home/remotely have discussed these with their line manager or supervisor and where necessary an occupational health referral has been made using the Occupational Health Referral for Covid-19 Assessment Form.  <https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx>  <https://intranet.birmingham.ac.uk/hr/documents/public/Wellbeing/Covid-19-Return-to-Campus-Discussion-Form.docx>  Employees are made aware of support mechanisms available to them (e.g. counselling, occupational health, HR, etc.) through line managers, internal communications and University webpages:  <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/index.aspx>  This link is for students:  <https://intranet.birmingham.ac.uk/student/coronavirus/Wellbeing.aspx> | 3 | 2 | 6 | Yes | This is all considered as ongoing and continual. |  |  |  |  |  |  |
| Biological  B1 | Virus transmission in the workplace | Staff, students, visitors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing: Barber Institute of Fine Arts Building checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections.  Staff working from home wherever possible in line with Government and University instruction, only essential work scheduled on site.  Managers ensure staff and students with any form of illness do not attend work/campus until the illness has been verified as not being Covid-19.  Regular access to the Lateral Flow Device screening tests provided to staff and students who are coming onto campus.  The University’s [***On-line induction materials for returning to campus***](https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx) combination of the guidance and videos have been provided and completed for all staff working in University buildings*.*  Barber induction webinar delivered to all Barber staff 26/8/20 and made available to other building users leads to share with their teams, Library and LCAHM.  To help with consistency and adherence to building specific measures such as access routes, occupancy limits etc. staff from other departments accessing the building (such as cleaning and Estates) have received a building specific induction including information and on site induction.  Schedules for essential services and contractor visits revised to reduce interaction and overlap between people and building managers and occupants informed of when the visits will take place and which services are being maintained.    Un-essential trips within buildings and sites prevented and discouraged  Managers keep track of when staff and students can return to work after the symptom free period.  Signage at front entrance to redirect members of public looking for the university test centre. Front doors of Barber closed. All building occupants identified – staff or contractors~~.~~ No other access to building for public or other campus users with no reason to be in building.  The galleries remain closed. Access to building only for specific university business, essential Barber work activities, contractors and VST to manage the building.  Barber Back of House staff work working from home.  Barber Front of House work shifts in two fixed teams.  No Barber volunteers on site. Barber interns remotely working from home and not on site.  Face coverings (face masks) mandatory in all public museum areas for staff, visitors and students (unless exempt); face masks worn by FOH interacting with visitors. Visors or face-coverings still currently indicated as interchangeable for staff <https://www.nationalmuseums.org.uk/coronavirus-update/nmdc-good-practice-guidelines-opening-museums>  VST are currently required to wear face masks (cloth or disposable), with the visors we currently have as optional addition to the face mask if they choose. Clear face masks are also available for FOH to use when we are open to visitors again. These are an alternative to cloth or disposable face masks but as less comfortable to be used only when required for access/communication.  Library workflows for specific tasks will be revised observing the latest guidance provided by PHE.  Face coverings for Librarians will be required for those able to wear them in line with latest UK guidance. Staff unable to wear coverings issued with face visor when interacting in patron facing roles.  Face coverings required for students within the building at all times unless exempt.  CAL Academic co-users will not hold face to face meetings with students in their offices. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental  E1 | Virus transmission in the workplace due to lack of social distancing | Staff, visitors students | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Only essential work authorised and approved by the Government and University is permitted in University buildings.  Workplace routines changed to ensure room/building capacity calculated to maintain at least 2m social distancing is not exceeded including:   * Change to peak staff entry and exit times. * FOH work in two distinct shift teams and do not overlap or swop.   Team briefings virtual.   * Staff arrive at staggered hours anyway. * Changes to core working hours * BOH now working from home except for essential tasks on site. * Arrival and departure times at work have been staggered to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics. * Staff have been separated into teams to reduce contact between employees. To help contain clusters and outbreaks and assist the University with any requests for data by the NHS Test and Trace service a temporary record of shift patterns and teams and attendance in the building is kept for 21 days. NHS Test and Trace QR code is displayed in the building for visitors and staff to scan using the NHS Covid-19 app. * Barber Casuals not included on Lock Down rota to reduce contacts.   Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on our industry which are included in the ***Social distancing: Barber Institute of Fine Arts Building checklist***  (The latest Guidance on these measures can be found by clicking the following link [Social Distancing Guidelines](https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance#shops-running-a-pick-up-or-delivery-service)).  One-way flow systems implemented and visual aids, such as floor strips, signage are used for maintaining 2m social distancing throughout the building/workplace.  Staff activities are segregated to promote the 2m social distancing rules including:   * Provision of additional screens where needed to segregate people in shared offices at (Learning & Engagement, Admin, Trust and Director’s PA offices). Desks in shared offices are arranged with employees facing in opposite directions * Staff entrance used ~~before 8.30~~ by one staff member at a time. ~~Main entrance used after 8.30, wide stair, one only at a time. Key delivery revised to reduce contact.~~ * Floor tape to ensure adequate social distancing is in place at key points in corridors, entrance. * Visual management aids in place to remind people of the need for social distancing. * Headcount capacity to ensure social distances standards have been achieved have been set and displayed in shared rooms * Capacity limits have been set for common facility areas (e.g. toilets, welfare areas etc.) * Staff encouraged to remain on-site including bringing their own lunch and, when not possible, maintaining social distancing while off-site. * Where available safe outside areas used for break. * New larger and well ventilated welfare/staff rest room provided for BIBC staff (B07) allowing for 2 m social distancing. * Library staff continue to use own rest room B35 to avoid interaction. * Academic staff have individual offices. * Food and drink can no longer be purchased in the Barber shop. * Small staff kitchen B18 uses a one out one in policy. All users are encouraged to wash their hands prior to using equipment (kettle) and to wash their hand after use. Additional signage for the correct method for handwashing displayed. * Smaller facilities have a one out one in policy. Additional signage has been placed on facilities doors to announce people’s presence and to ensure hands are washed via correct method for handwashing prior to and after use. Building users are reminded to leave the facilities in a respectable condition. * Clear method of socially distancing of staff and visitors in reception areas defined and implemented including: * Social distancing in reception areas, numbers kept low to avoid need to queue. 2m social distancing in reception area. * No shop facilities to avoid need to queue. * Food and drink can no longer be purchased in Barber shop reducing likelihood of people clustering. * Visitors own food and drink cannot be consumed in the Foyer to limit clustering.   Visits from people outside of the building are managed via remote connection/working where this is an option. Where this is not an option and only if the visit is essential (e.g. art deliveries)visitor arrangements have been revised to ensure social distancing and hygiene at all times. These measures are monitored by the local supervising staff member (Visitor Services Manager or Supervisor)and where necessary concerns fed back to the third party manager.  Art Fund Ticketing system in place for gallery visits from 15 September. Gallery visits suspended since 5 November. Ticketing system remains paused. The galleries at the Barber remain closed to visits under government requirements for national lockdown which came into force from 5 January 2020, Ticketing system remains paused.All visitor arrangements have been revised to ensure 2m social distancing and hygiene at all times in accordance with the Good Practice Guidelines for Reopening Museums, published by the National Museum Directors’ Council with DCMS support – please see <https://www.nationalmuseums.org.uk/coronavirus-update/nmdc-good-practice-guidelines-opening-museums> These measures are monitored by the Barber FOH team, and where necessary concerns fed back to the Visitor Services Manager and the Director.  Academic co-users in the building (History of Art, Music) adhering to university policy of no face to face meetings with students in their offices.  No teaching until the start of Semester 2. Academic co-users working from home no student presence in building.  All corridors are :   * Marked in areas to ensure social distancing is adhered to (lines on floor). * One way system around the gallery floor * One way system for students to access and egress Barber Lecture Theatre. * Corridors that are over 2 m wide (ground floor) have a two way system of use, people using the corridor must stay to their left.   Additional signage in corridors reminding staff about social distancing  Information provided and signs displayed informing people to use the stairwells rather than lifts unless they have difficulty using the stairs. The maximum occupancy of the lift has been reduced to one unless a user of the lift has a carer in which case it is 2*.* ~~and social distance marked on the floor~~. ~~Users are encouraged to stand side by side or back to back.~~ Access to the lift is controlled by VST, and locked when not in monitored use. Once users have left the lift posters are displayed to encourage them to wash their hands and avoid touching their face. Use of lift is normally only for those needing access e.g. wheelchair users, pushchairs etc.  Lifts are still to be used to move heavier / larger / hazardous goods as a planned operation.  There is a designated stairwell for going up and a designated stairwell for coming down *between* the basement and the ground floor. These are clearly signed. The use of a smaller (third) set of stairs between basement and ground floor be discouraged and only for use by VST one at a time, other two sets marked for respectively going up and going down.  Stair to basement in Art History wing one at a time, but clearly visible if in use.  Main gallery stair (public access) is two way, but Visitor Assistants top and bottom of stairs will radio all clear for use by one visitor group at a time. [galleries currently closed, no visitors].  Main Foyer route is two way but corridor wide and marked up to keep left. Markings indicate how to use, staff informed on induction. Main external entrance stairs two way but wide and divided by handrail, keep to left, either side of handrail Building currently closed to visitors.    A one way system in place for students accessing and egressing the Barber Lecture Theatre, G11, incoming students do not cross outgoing students. Only History of Art students using G11 for time-tabled teaching. The protocol and one way system for accessing and egressing the Lecture Theatre forms part of student induction. Currently no teaching in building.  First floor gallery floor visit is now one-way, clearly signed, logical route. Visitor Assistants will help manage this as part of our visitor service. Galleries currently closed.  Additional signage in stairwells reminding staff about social distancing.  Wash hand / use hand sanitiser on exit from stairwell.  Social gathering amongst employees are not permitted at work including meetings where alternative arrangements have been provided e.g. virtual meetings. BIBC comms plan reinforces need to continue with virtual meetings. In person meetings only outside and socially distanced.  Large gatherings, including University events organised in outdoor public spaces, have been cancelled or postponed or alternative IT solutions provided. The Barber has no on site public programme (digital programme continues). The galleries at the Barber remain closed to visits under government requirements for national lockdown which came into force 5 January 2021. No public concerts planned. Concert hall closed. Music Practice Rooms locked.  Managers perform frequent evaluation against social distances controls. Following reopening controls will be assessed regularly at weekly SMT meetings.. Staff are reminded on a daily basis of the importance of social distancing both in the workplace and outside of it through signage throughout building.  Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should. Question asked at weekly Barber SMT meetings as regular agenda item as we assess how the building is working.  Only essential work authorised and approved by the Government and University is permitted in University buildings. Where the 2m social distancing guidelines cannot be followed in full in relation to a particular essential activity specifically art handling, consideration has been given to whether that activity needs to continue, and, if so, all the mitigating actions possible to reduce the risk of transmission between staff have been included in a task specific risk assessment and are being taken. Mitigating actions include:   * Protocols for Art Handling in place following best practice guidelines developed by the National Gallery. These guidelines are regularly updated in line with sector best practice and experience.   S:\Curatorial\COVID 19 art handling Protocols & RA\COVID art handling protocols   * Best practice processes in place for receiving and delivering loans (including quarantine) – link above. These guidelines are regularly updated, as above. * No research visits, including to Reserve Collections, currently possible. * Further increasing the frequency of hand washing, provision of hand sanitizer and surface cleaning. * Keeping the activity time involved as short as possible. * Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. * Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others). * Reorganising pedestrian flows. * No working in close proximity to people and in particular a person’s face, mouth and nose, for an extended period of time (the majority of the working day) is permitted unless the work is essential such as in clinical settings, like a hospital, or other close contact roles for example, Occupational Health clinical services where there is an activity specific risk assessment and PPE is provided for individuals undertaking this work. * Staff are required to wear face masks, cloth or disposable, with the visors as an ‘extra’ if wished. * Clear face masks have been obtained and are available for FOH staff as an alternative if needed for communication/access.   Individuals (including staff, students, visitors and contractors), unless exempt, are required to wear face coverings inside all University buildings at all times except for in single occupancy rooms. Information provided in the University and local communications and signs displayed informing people of the mandatory requirement to wear a face covering within the building.  .  .  Individuals have been reminded through regular team communications of how to use face coverings safely including the following information. When wearing a face covering you should:   * wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on * avoid wearing on your neck or forehead * avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus * change the face covering if it becomes damp or if you’ve touched it * avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering buildings)   When removing a face covering:   * wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing * only handle the straps, ties or clips * do not give it to someone else to use * if single-use, dispose of it carefully in a residual waste bin and do not recycle * if reusable, wash it in line with manufacturer’s instructions at the highest temperature appropriate for the fabric * wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed * Perspex visors cleaned down with appropriate wipes at the end of every day and during the day between uses as needed. * Visors currently used as an ‘extra’ only in addition to a face mask.   .  Adequate training has been provided on what PPE is required (i.e. gloves, masks, aprons, goggles, the correct donning/doffing of PPE and face fit testing. Government advice is followed:  <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>  PHE quick guides for correct donning and doffing of PPE for [non-AGPs.](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures) as well as for[AGPs](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures). 19 has been utilised for examples in best practice for putting on and taking off (donning and doffing).  For Art Handling protocols please see link. This is modelled on National Gallery best practice. These guidelines are regularly updated.  S:\Curatorial\COVID 19 art handling Protocols & RA\COVID art handling protocols  Face coverings were made legally mandatory for museum visitors from 8 August 2020 in England. This information is included in all pre-booking comms, visitor pathway, FAQs and reiterated on site. Masks provided for booked visitors who arrive without face coverings (if not exempt).  Face masks, are mandatory for all Barber staff unless working alone in single occupancy offices. Staff working on the gallery floor and public areas wear masks. Masks are provided and worn by Visitor Services, unless alone in single occupancy offices. VST have been issued with four washable masks to cover each day of the four day shift and also issued with personal visors to use as an extra if wished and instructed on their care and cleaning. Clear face masks have been provided to VST as an alternative to cloth or disposable face masks if required for communication/access.  Face coverings for Library patrons are required for those able to wear them in line with the latest government guidance and will be worn throughout their time in the Library. Library staff who are unable to wear a face covering will be issued with a plastic face visor to use when interacting with in patron-facing roles.  Library patrons will be required to utilise the facilities within the Library in a different way. This will be communicated via induction and reinforced via signage and other educational materials and staff interventions.  Library workflows for specific tasks will be revised observing the latest guidance provided by PHE.  Seating and circulation capacity in the Library will be reduced to maintain social distancing. New work flows relating to stock returns, self-service of materials, study desk usage and other Library equipment in place. Library is currently closed..  Hours of patron access to the Library will be reduced to facilitate a down time for cleaning/tidying/shelving activities taking place. In the initial stages of opening hours will be 10.00-16.00 Monday to Friday. Library is currently closed.  Capacity of the two teaching spaces reduced and signed. Barber Lecture Theatre max 24 +1, Photograph Room 6 +1. Furniture adjusted in Photograph Room. Seats/rows in lecture theatre marked for use/no use. One way system to access and egress the BLT. Only History of Art use the BLT; induction on how to access part of student induction. Teaching spaces are not currently in use. | 3 | 2 | 6 | Yes | . |  |  |  |  |  |  |
| Biological  B2 | Suspected case of COVID-19 | Staff, students, visitors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Response plan in place in the event a confirmed or suspected case of COVID-19 and communicated and includes:   * If a person becomes unwell in the workplace with suspected COVID-19, they will be sent home in accordance to the University guidance. If any students appear unwell or make comment or complain to staff members that they are feeling unwell they will be asked to leave the building with immediate effect and to follow University and Government advice. If any visitors appear unwell or make comment to staff members that they are feeling unwell they will be asked to leave the building with immediate effect and to follow Government advice. Managers will follow the NHS Test and Trace workplace guidance: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> * The area will be cleaned in accordance with the specific Government [guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings). * Provision and monitoring of adequate supplies of cleaning materials are in place, stored in basement store and monitored by Dave Lowe, VSM. * Team briefed at induction, general meetings and weekly team meetings on actions to be taken in the event of someone being suspected of having COVID-19. * Staff must tell their line manager if they develop symptoms. Absence will be managed in accordance to the University guidance provided. BIBC staff reminded weekly of procedures. * Employees to follow the Government advice: <https://www.gov.uk/coronavirus> * Line managers will maintain regular contact with staff members during this time, in accordance with the University sickness absence guidance and monitor for signs of symptoms in the remaining workforce and keep Senior Managers informed of the situation whilst following the Government’s guidance for contact tracing: contact with co-workers: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> * If an individual tests positive for COVID-19 this will be managed in accordance with the University’s [Test, Trace and Protect Process](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx). * If multiple cases of coronavirus appear in a workplace, an outbreak control team from either the local authority or Public Health England will, if necessary, be assigned to help the University manage the outbreak. The University will seek advice from the local authority in the first instance. * Individuals will be told to isolate because they:   + have coronavirus symptoms and are awaiting a test result   + have tested positive for coronavirus   + are a member of the same household as someone who has symptoms or has tested positive for coronavirus   + have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace.   <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>.  Museum visitors recorded by ART FUND ticketing system for Test and Trace. Ticketing remains paused. The galleries at the Barber remain closed for visits under national lockdown.  NHS QR code displayed at public entrance, delivery yard and staff entrance.  Research visitor details recorded as part of new protocols for research visits when research visits recommence. No research visitors.  CAL to share academic staff occupancy of building with Barber on weekly basis. CAL staff working from home, notify Barber VST in advance they need to access building.  CAL to share any teaching use of BLT on a weekly basis.  No teaching taking place.  Library Services to record presence of Library staff and Library users. Library currently closed.  Library Services booking tool for patrons wishing to study in the Barber Library will facilitate Track and Trace. Other tools such as the access management tool will also support this approach.  Students with time-tabled teaching in the building are trackable through the University time-tabling system. No other face to face meetings between academic staff and students in building. Student and staff visitors to gallery required to book tickets as per general visitors.  No teaching on site. Galleries closed.  NHS QR code displayed for G11 Lecture Theatre. | 3 | 2 | 6 | Yes | Other technical solutions are being investigated to enhance capabilities in accordance with the wider University approach. | 3 | 2 | 6 | SW | ongoing |  |
| Biological  B3 | Someone entering the workplace with COVID-19 | Staff, students and visitors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Companies who regularly attend or work in the building requested to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19. This applies to freelance conservators (done) and Art Handling/Transport companies (ongoing as used). Vicky Skelding-Bloor, Exhibitions and Loans Manager responsible for managing these requirements.  Anybody visiting site will be informed that they are not to enter if they’re experiencing COVID-19 symptoms or should be self-isolating under the government Guidelines. This message is reiterated on the Barber website and ticketing system and all visitor comms, from booking to arrival.  Ticketing system remains paused. When the galleries can reopen, messaging will be updated with appropriate requirements.  Only authorised staff, ~~time-tabled students, library users,~~ contractors ~~and booked visitors~~ access the building.  No gallery visitors rule continues from 5 January December in line with national lockdown.  If a person becomes unwell in a University workplace with suspected COVID-19, they will be sent home in accordance to their company’s and University’s guidance. University managers will follow the NHS Test and Trace workplace guidance for any University staff that may have come into contact with them: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>  ~~Gallery visitors recorded via the ART FUND ticketing system for Test and Trace.~~  Ticketing system paused, no gallery visitors to record. The galleries at the Barber remain closed to visits under National Lockdown 5 January. NHS QR code displayed at public entrance, staff entrance and delivery yard.  Research visitors pre-booked and recorded as part of their booking process when research visits resume, research visits currently not possible.  Library Services will utilise a booking tool for patrons wishing to study in the Barber Library to retain data to facilitate Track and Trace. Other tools such as the access management tool will also support this approach  Students with time-tabled teaching in the building are trackable through the University time-tabling system. Students and staff accessing galleries for private visits (outside time-tabled teaching) required to book tickets are per general visitors. No gallery visits at present.  No teaching until Semester 2.  NHS QR code displayed at G11, Barber Lecture Theatre. | 3 | 2 | 6 | Yes | Other technical solutions are being investigated to enhance capabilities in accordance with the wider University approach. | 3 | 2 | 6 | SW | ongoing |  |
| Environmental  E2 | Virus transmission in the workplace | Staff, students, visitors | Contact with an object that has been contaminated with COVID-19 and which subsequently transmits this to another person e.g. surfaces, any inanimate objects & touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors. | Individuals have been instructed and are regularly reminded through information posters in all toilets and kitchen areas to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance:  <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>  Soap and water and hand sanitiser are provided in the workplace and adequate supplies are maintained and are placed at the entrance to the building and in other areas where they will be seen. Hand sanitiser units at staff entrance, public entrance, Foyer, goods yard.  Individuals have been informed to check their skin for dryness and cracking and to inform their line manager or supervisor if there is a problem.  Individuals are 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. Posters are displayed around the workplace.  To help reduce the spread of coronavirus (COVID-19) individuals are reminded  *at all team meetings and team comms* of the public health advice:  <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>  A review of the cleaning regime for the building/area to ensure controls are in place to keep surfaces clean and free of contamination has been undertaken, cleaning products and disposable cloths have been made available to all occupants and everyone has been briefed on induction on the importance of keeping surfaces and work equipment clean.  From January 11 cleaning adjusted to once a week during Lockdown with building on ‘stand-by’ and minimal on site activity/staff presence.  There is limited or restricted use of high-touch items and equipment, for example, printers or whiteboards. Barber staff have been encouraged to reduce use of printers by the Director, print only when necessary. Staff encouraged to use their own stylo pen (provided) to reduce contact. VST will also use stylo pens for all alarms and fire panels to minimise contact.  Sharing of equipment is restricted where possible and cleaned / disinfected before and after use. We have one Collections Technician whose equipment is specific to that staff member and not shared. Freelance conservators use own equipment. Any equipment which is shared will be cleaned between users. Please see art handling protocols, which are regularly updated, for detail. S:\Curatorial\COVID 19 art handling Protocols & RA\COVID art handling protocols  Objects and surfaces that are touched regularly are cleaned frequently with disinfectant wipes such as door handles and keyboards, and making sure there are adequate disposal arrangements. Over and above twice daily clean by cleaning services, (Monday to Friday, daily clean of public toilets weekends), Individuals responsible for own office touch points (door handles), keyboards not shared. In public areas, VST regularly wipe public touch points (gallery door handles, stair banister). VST will used their own stylo pens for all alarm and fire panel touchpads.  Visitors can use self-service eco-friendly brolly bags if needed to avoid need for storage and minimise possibility of contact. The dispenser is by a hand sanitizer unit and visitors will be asked to sanitize after self-service use.  Internal doors that **are not** signed as fire doors (unless held open with a mechanical device) kept open whilst working (last person out shuts the doors) to prevent multiple people using door handles. Galleries currently closed.  No hot-desking in any BIBC offices. Academic offices all single use.  There are cleaning procedures for goods entering the site. Hand sanitiser provided. Non-business deliveries stopped, for example, personal deliveries to workers. All BIBC staff have been instructed not to recommence personal deliveries. Deliveries office goods or collection related only. New protocols in place for collection delivery/exit, including quarantine:  S:\Curatorial\COVID 19 art handling Protocols & RA\COVID art handling protocols  Areas where people directly pass things to each other, for example office supplies, have been identified and ways to remove direct contact, such as using drop-off points or transfer zones have been introduced.  Everyone is encouraged *on induction* to keep personal items clean including washing spectacles with soap and water, clean phones, keyboards and shared machinery handles etc. before after and during work.  Staff have adequate storage for provided for clothes and bags, either individual lockers for VST or own ample office space.    Monitoring and supervision arrangementshave been put in place to ensure people are following controls e.g. implementing the new cleaning regime, following hygiene procedures etc. LM to regularly assess and report any issues to weekly SMT meeting.  From January 11 cleaning adjusted to once a week during Lockdown with building on ‘stand-by’ and minimal on site activity/staff presence.  COVID-19 cleaning products used have a current valid chemical risk assessment in place and are used in accordance with all prescribed risk controls and monitoring requirements. They are stored so that they are readily available to all users and are labelled according to the Globally Harmonised System of Classification and Labelling (GHS). (See location specific chemical risk assessments for cleaning products used within the area). Covid-19 products stored in basement store, David Lowe VSM, to monitor.  All university staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc.  Library patrons are required to utilise the facilities within the Library in a different way. This will be communicated via induction and reinforced via signage and other educational materials and staff interventions.  Library currently closed.  Seating and circulation capacity will be reduced to maintain social distancing. New workflows relating to stock returns, self-service of materials, study desk usage and other Library equipment are in place.  In line with PHE guidance items from the Library will be kept in quarantine for a period of 72 hours. Patrons wishing to study in the Library will be required to wear a face mask throughout their time within the Library. Only designated seats and workstations can be used. These will be numbered and patrons asked to note the desk number of their seat. Patrons will be instructed to used cleaning products to clean their study desk pre and post study and dispose of used materials in the bins provided.  Wipeable mats at designated seating points in Barber Lecture Theatre for students to clean own study area pre and post use. Teaching rooms not currently in use. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Organisational  O3 | Exposure to Existing Hazards | Staff, students, visitors | Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures | All relevant pre-existing (non COVID) risk assessments including lone working assessments and procedures have been reviewed to take into account the impacts of social distancing and other COVID counter measures.  PPE related risk assessments have been reviewed to ensure that PPE is provided on an individual basis. Usage is monitored to ensure suitable level of stock of certain PPE such as face masks etc. during this time due to global shortages. Individuals maintain their own equipment in a sterile condition. Storage has been reviewed to provide individual storage arrangements. The taking of PPE home is not permitted.  Barber Emergency Plans and Fire Evacuation Plans revised to take into account Covid-19  Emergency Procedures reviewed and revised including:   * **Communication**: people have been made through inductionthat in an emergency, for example, an accident or chemical spill or fire, people do not have to stay 2m apart if it would be unsafe. * **Fire procedures:** number and details of nominated fire warden(s) in place, fire muster point confirmed*–no PEEP requirements at present time for BIBC staff.* Required modifications to fire alarm practices and evacuation drills to cater for COVID-19 measures have been addressed; ensuring that the activity is still compliant with relevant building and fire codes. * A Fire Drill was undertaken 21 October to assess revised Fire Evacuation procedures.   **Emergency Evacuation for visitor requiring additional assistance** – protocol reviewed for this in Barber Emergency Plan which has been revised for Covid-19 safe working.   * **First Aid:** First aid needs assessment reviewed to take into account the impact of any Local or National Government requirements and any new Guidelines issued by the [University](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx) or [HSE](https://www.hse.gov.uk/), and first aid information including the location of first aid kits and first aider contact information up to date. * **Hygiene:** Washing facilities with soap/gel available. People involved in the provision of assistance to others have been informed to pay particular attention to sanitation measures immediately afterwards including washing hands.   Safety critical roles will remain in place to aid safe operation. In the event of safety critical roles not being available then a dynamic risk assessment shall be performed by  *David Lowe, Visitor Services Manager or Supervisor,* to ensure measures are introduced to mitigate risk (for example, another area within the building or campus could have a critical role such as first aider that could cover as a temporary solution).  Security implications of changes made to operations and practices in response to COVID-19 Local or National Government requirements, have been considered  Security arrangements for the collection are regularly assessed with support from Campus Security and communicated to the HBT Trustees. Barber staff work continue to work closely with Campus Security.  Security arrangements for the collection and building continue as previous lockdown arrangements. Security arrangements revised and communicated to HBT Trustees and campus security.  Business continuity and disaster recovery plans updated based on COVID-19 implications including Contingency plan in place for national lockdown. Regular SMT planning for potential scenarios and adjustments to changing levels of restrictions/lockdown.  Life-saving rules, will continue to be governed, enforced and communicated during COVID-19 especially during any Local or National Government lockdowns in particular “speaking up” if they witness any unsafe behaviours, conditions or symptoms related to COVID-19. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental  E4 | Inbound & Outbound Goods including Post | Staff | Exposure to contact with an object that has been contaminated with COVID-19. | Logistics for the deliveries to the unit so that social distancing can be maintained at all times has been considered and include:   * Unnecessary contact at delivery bay has been minimised – move to use loading bay to reduce need for transport agents to enter building. * The Barber has few deliveries. Drivers for office type deliveries will be asked to unload and place the delivery in the scissor door area of the loading bay. VST will then move to store, wearing gloves. * Where possible and safe, single workers load or unload vehicles or if not possible the same pairs of people, with additional mitigating measures including the wearing of face coverings, are used for loads where more than one is needed. * Electronic paperwork is used where possible, and procedures reviewed to enable safe exchange of paper copies where needed, for example, required transport documents. * Delivery and receipt confirmation made contactless and physical contact when handing goods over to the customer has been avoided. * Strict hand washing procedure/or hand sanitizer in place after handling all deliveries. * Where possible deliveries to remain isolated and untouched for a minimum of 48 hours. * Art work deliveries are quarantined for 72 hours. New protocols for art deliveries:   S:\Curatorial\COVID 19 art handling Protocols & RA\COVID art handling protocols  Art work protocols above regularly revised in line with sector best practice and experience. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental  E5 | Virus transmission outside of the workplace | Staff, Students, Visitors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | On the outside / approach to the building there is signage to warn all prior to entering this building social distancing is in place. The main public entrance is suitable for access and egress (keep left, divided by hand rail), one way systems where required in the building. The staff entrance is suitable for access and egress as used by one person at a time.  Currently only the staff entrance is in use.  There is signage advising individuals to wash their hands regularly and not to touch their face.  Building access control is used to prevent possibility of busy spells in the building and for any Local or National Lockdown periods  From 23 September visitor access has been controlled by a pre-booked ticketing system with a limited number of tickets released for timed slots through the day, maximum 78 per day 6 visitors per half hour 10 am through to 4 pm (last one hour visit slot), Tuesday to Sunday. No public on site events taking place. VST at reception manage. All visitors, including staff and students, required to use ticketing system. The galleries at the Barber remain closed to visits under government requirements for National Lockdown and Ticketing system paused. Academic co-users will not be holding face to face meetings with students in their offices. Academic co-users working from home. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Organisational  O4 | Travelling to work | Staff, visitors | Exposure to respiratory droplets carrying COVID-19. | Gallery visitors arriving by car to use Pritchatts’ Road car park. No gallery visitors under National Lockdown.  Workers encouraged to avoid public transport where applicable and use alternatives e.g. cycling, walking to work etc. Where staff are unable to avoid public transport they do so in accordance with Government and University Guidance:  <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>  <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx> | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Mechanical  M1 | Machinery & Equipment | Staff, freelance conservators | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Equipment and surfaces that are touched regularly will be frequently cleaned and disinfected. Sterilising chemicals and cloths are provided in the area to clean machines and equipment prior to the commencement of work and upon completion.  New protocols in place for art handling equipment and tools: S:\Curatorial\COVID 19 art handling Protocols & RA\COVID art handling protocols  Doors handles to the galleries which must be kept shut for environmental reasons cleaned with wipes by VST on rotation of posts, every 30 minutes. Other galleries doors (green/red, red/beige, beige/blue) will be left open. Galleries remain closed under national lockdown.  Library colleagues using the digitisation unit will clean the scanner using wipes provided by the University ahead of utilising the machine and once the activity is complete wipe the unit again with a fresh wipe. This has been built into the revised workflow for this activity with the same approach being followed for other activity within the Library.  If machines and equipment in the Library are shared, sterilising will be carried out between operations. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental  E6 | Ventilation | Staff, Students and Visitors | Exposure to respiratory droplets carrying COVID-19. | All ventilation has been serviced as required. All filters have been changed as required.  Ventilation systems will be maintained in line with planned and preventative maintenance schedules. General considerations reflected on during reopening of the buildings in relation to the Ventilation and fresh air to occupied spaces. Core strategy based on ‘CIBSE Covid-19 Ventilation Guidance’, REHVA guidance, other industry and HSE guidance. <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>  General considerations reflected on during reopening of the buildings in relation to the Ventilation and fresh air to occupied spaces. Core strategy based on ‘CIBSE Covid-19 Ventilation Guidance’, REHVA guidance, other industry and HSE guidance. <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>  The guidance is constantly under review by the University’s Estates as SARS-CoV2 transmission routes become more clearly defined, and any updated recommendations assessed and implemented where relevant to University systems. CIBSE Covid-19 Ventilation Guidance  <https://www.cibse.org/knowledge/knowledge-items/detail?id=a0q3Y00000HsaFtQAJ>  Ventilation systems are monitored in most cases by building management systems that will raise a fault alarm to Estates automatically.  The main AHU system for the galleries was completely refurbished in 2019. It draws fresh air into the galleries with no recirculation. It does not require additional filters. This has been confirmed by Estates Maintenance Officer, James Moore, 13/07/20. The ground and basement floors all have windows to open and no AHU system.  Building users are encouraged where possible to ensure windows are open. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
|  |  |  |  | ***Public Museum/Visitor Specific (PMS) Section***  We have followed the official sector guidelines, endorsed by DCMS, for our approach to reopening the museum to the general public. We reopened to the public 23 September 2020, six days a week, Tuesday to Sunday 10 to 5 pm. See below. The galleries closed to the public 5 November. The galleries at the Barber remain closed to visits under National Lockdown. <https://www.nationalmuseums.org.uk/coronavirus-update/nmdc-good-practice-guidelines-opening-museums/>  This guidance was published by the National Museums Directors’ Council 25 June and is regularly updated, with communications from DCMS sent to the Director. Guidance was drafted by the NMDC Planning and Remobilisation Group and advised by the Museums and Galleries Working Group chaired by Caroline Dinenage, Minister for Culture, Media, Digital and Sport. Advisory group included the University Museums Group and main sector Trade Unions, PCS and Prospect trade unions. This group continues to meet and communicate with sector. |  |  |  |  |  |  |  |  |  |  |  |
| |  |  |  |  | | --- | --- | --- | --- | | Biological | Virus transmission in the workplace | Staff, students | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | | Virus transmission in the museum | Visitors, Staff, Students | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing: Barber Institute of Fine Arts Building checklist***has been completed to identify the control measures to consider reducing the risk of infections in the museum public area (Foyer, Ground Floor Corridors and Toilets, first floor Galleries).  **The galleries at the Barber remain closed to visits under National Lockdown..**  Potential visitors are informed on ticketing site not to visit if they have symptoms, are isolating, or have been in contact with symptomatic people. Message reiterated through visitor journey to arrival. Ticketing site remains paused, no gallery visits.  Signage at entrance to redirect members of public looking for the University test centre. FOH trained to deal with members of public asking for University test centre and to politely refuse entry to building.  Tickets are limited through the day (6 per half hour, last visit at 4 pm) to keep capacity low and to enable social distancing. Ticketing remains paused.  FAQs regularly updated to reflect current restrictions, including requirement that visitors must not meet up with people from outside their own household or social bubble at the Barber. No more than 6 tickets can be booked together and the ticket holders in the group just be from the same household or bubble.  Ticketing is currently paused, no visitors permitted. FAQs will be updated when ticketing can resume in line with current Tier restrictions and guidelines.  Non-public areas are clearly marked.  One-way system for main gallery visit marked by signage and invigilated by Visitor Assistants.  Social distancing signage in other public areas. | 3 | 2 | 6 | Yes |  | 3 | 2 | 6 | Yes |  |  |
| Biological | Suspected case of Covid 19/Some one entering the museum space with Covid-19 | Visitors, Staff, Students | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with Covid-19 | Response plan in place in the event of a confirmed or suspected case of Covid-19 includes:  If a visitor becomes unwell they will be asked to leave the premises immediately. If not well enough to leave, emergency service called to attend. The area will be cleaned in accordance with guidance. If possible the area will be closed for 72 hours before cleaning.  Disposable gloves, masks and aprons worn for cleaning.  Team briefed on actions to be taken in the event of a visitor suspected of having Covid-19 | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus Transmission in the museum space due to lack of social distancing | Staff student  Visitors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | The galleries at the Barber remain closed to visits under National Lockdown.Visit by appointment using ARTFUND ticketing system to control number and flow of visitors – 6 tickets per half hour, 78 max per day. Visit by appointment using ARTFUND ticketing system to gather information required to maintain information to support Test and Trace, following government guidance and GDPR requirements. On spec visitors allowed in only if capacity allows and information taken for Test and Trace.  Visitors provided with information on how visit looks and works prior to visit via ticketing system and on website, and on arrival. FAQs updated as required in line with changing restrictions.  Ticketing remains paused. FAQs to be updated when Ticketing can resume in line with appropriate restrictions.  Social distancing measures as detailed above, to reiterate:   * Main entrance stair keep left of barrier, entrance by one person or family group at a time, signed. * Visitor Assistant at reception behind screen or wearing mask. * Foyer marked keep left. * Public lavatories reduced capacity – 2 rather than 3 in Ladies with one cubicle and one sink taken out of use, 2 in Gentleman’s and one sink taken out of use. Information on door and monitored by 2 VST in Foyer. * Gallery stair used by one visitor or family group at a time, VS to radio to manage (one in Foyer, one at top of stairs]. * Lady Barber Gallery closed to public. * One way route for main gallery visit, signed and invigilated by VST. * Gallery seating marked for social distancing. * Lift use by request only and restricted for those requiring it (wheelchair users, push chairs, mobility issues), single use plus carer. * Accessible toilet single use. * No public tours, guided tours, group activities.   Face coverings are legally mandatory for all museum visitors, unless exempt, from 8 August 2020 in England. This requirement will be included in all pre-booking comms, visitor pathway, and reiterated on site. Masks will be provided for booked visitors who arrive without face coverings.  Face coverings (face masks) are mandatory for all Barber staff working on the gallery floor and museum public areas – Foyer, ground floor corridors. Sufficient washable face coverings to cover the four day shifts provided and worn by front-facing Visitor Services, and masks worn by other staff members when on the gallery floor or public museum spaces.  Face covering also required by for building co-users unless alone in single occupancy office – shared offices, Foyer, Ground Floor corridor to Toilets, Galleries etc. This is already in line with new University requirements – see above. Face covering required for students, unless exempt, throughout building. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
|  | Virus Transmission in the museum space |  | Contact with an object that has been contaminated with COVID-19 and which subsequently transmits this to another person e.g. surfaces, any inanimate objects & touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors. | The galleries at the Barber remain closed to visits under National Lockdown. Main entrance doors kept open, weather permitting or opened by Barber staff.  No cloak room facilities for visitors (visitors advised before visit not to bring unnecessary bags). Disposable brolly bags provided for visitors in a self-service unit adjacent to a hand sanitizer.  No shop or retail facilities available.  Watercooler with disposable cups provided on request. To prevent cross-contamination watercooler touchpoints wiped with disinfectant after each use by VST in Foyer.  Visitors encouraged to follow good hygiene on visit – had sanitizer at entrance, signage to ask visitors to use on entering and leaving building.  All loose interpretive and marketing material (leaflets, guides) removed – digital substitutes provided.  No on site interactives available.  Large print available by request and quarantined for 72 hours after use (multiple copies).  Entrance doors to gallery visit (top of gallery stairs) opened by staff members and wiped every 30 minutes on staff position change.  Other gallery doors kept open during visiting hours. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |

**Risk Assessment Guidance**

Risk Scoring System

The scoring system is provided as a tool to help structure thinking about assessments and to provide a framework for identifying which are the most serious risks and why.

|  | **Consequence / Severity score (severity levels) and examples of descriptors** | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **5** |
| **Domains** | **Negligible** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **Impact on the safety of staff, students or public (physical / psychological harm)** | Minimal injury not requiring first aid or requiring no/minimal intervention or treatment.  No time off work | Minor injury or illness, first aid treatment needed or requiring minor intervention.  Requiring time off work for <3 days | Moderate injury requiring professional intervention  Requiring time off work for 4-14 days  RIDDOR / MHRA / agency reportable incident | Major injury leading to long-term incapacity/ disability (loss of limb)  Requiring time off work for >14 days | Incident leading to death  Multiple permanent injuries or irreversible health effects |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood score** | **1** | **2** | **3** | **4** | **5** |
| **Frequency** | **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost certain** |
| **Broad descriptor** | This will probably never happen/occur | Do not expect it to happen/occur but it is possible it may do so | Might happen or occur occasionally | Will probably happen/occur but it is not a persisting issue | Will undoubtedly happen/occur, possibly frequently |
| **Time-framed descriptor** | Not expected to occur  for years | Expected to occur  at least annually | Expected to occur at  least monthly | Expected to occur at least weekly | Expected to occur at least daily |
| **Probability**  Will it happen or not? | <0.1 per cent | 0.1–1 per cent | 1.1–10 per cent | 11–50 per cent | >50 per cent |

The overall ***level of risk*** is then calculated by multiplying the two scores together.

**Risk Level = Consequence / Severity x Likelihood (C x L)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Likelihood** | | | | |
| **Likelihood score** | **1** | **2** | **3** | **4** | **5** |
|  | **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost certain** |
| **5 Catastrophic** | 5 | 10 | 15 | 20 | 25 |
| **4 Major** | 4 | 8 | 12 | 16 | 20 |
| **3 Moderate** | 3 | 6 | 9 | 12 | 15 |
| **2 Minor** | 2 | 4 | 6 | 8 | 10 |
| **1 Negligible** | 1 | 2 | 3 | 4 | 5 |

The Initial Risk Rating is the level of risk before control measures have been applied or with current control measures in place.

The Residual Risk is the level of risk after further control measures are put in place.