**COVID-19**

**Risk Assessment and Mitigation action plan for the**

**Little Gem Art & Craft Gallery**

**Approved and authorized on behalf of the Charity Trustees and Committee**

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| --- | --- |
| **…………………………………….**Steve WilkinsonCharity Trustee | **…………………………………….**Sue CaseCharity Trustee |

Date approved:- xx/xx/20

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# Introduction

Following the UK’s Government’s (UKG) recent announcement relating to the reopening of Sports Clubs, places of multiple use, etc. this document describes the agreed COVID-19 Risk Assessment and Mitigation action plan, as mandated by the UKG, to support the progressive re-opening of the Little Gem Art & Craft Gallery at Gibson Road, Newbiggin – “the gallery”..

At the Charity’s Committee meeting held 28/07/2020, the charity committee voted by majority that the re-opening & operations of the gallery can be managed safely, so that workshops may be recommenced in accordance with the mitigation actions, guidance and restrictions defined herein. For the time being, classes will be suspended, but members will be encouraged to attend workshops where experienced artists (committee members or suitable volunteers), known as ‘Lead organisers’, will implement these procedures on a day to day basis and be available to assist (and in some cases ‘tutor’) members.

# Validity and Period of performance

The restrictions described herein shall take effect as follows:-

* **Start on:-** The first Day of re-opening (to be advised).
* **Finish:-** Until their withdrawal in writing by the committee

This document will be reviewed and updated on a regular basis, to which every member shall be given due notice of any changes by email and social media.

# The “Risk”

In the context of this document the **“Risk”** shall mean “A person who attends the gallery who contracts the COVID-19 corona-virus whilst on or in close proximity to the gallery - “the premises” “.

# Document Purpose

It is important to remember that the charity’s committee has a legal duty of care to its volunteers and the charity members (i.e. artists using the gallery). Accordingly, the charity committee must ensure that the health and safety of volunteers and charity members is protected and maintained at all times.

The purpose of this document is to ensure the Risk is managed as low as reasonably practicable (ALARP) through:-

1. The identification of possible causes of the Risk associated with reopening the gallery.
2. Establishing and implementing the mitigation actions to minimise the Risk occurring.
3. Establishment and implementing a fall back plan should the Risk occur.

# Means of Risk occurring

It is perceived that there are two main means of the risk of infection being released:-

* 1. Someone visiting the charity who is COVID-19 contagious either knowingly, unknowingly, or who is asymptomatic:-
		1. Has close contact with and infects a healthy person in the facility through airborne transmission.
		2. Leaves the virus on doors handles or other surfaces of the charity facility, which is subsequently transferred to a healthy person; or:
	2. A healthy person visiting the charity has the COVID-19 virus on their person or personal possessions and leaves the virus on doors handles, or other surfaces, of the gallery, which is subsequently transferred to a healthy person.

# High Risk

It is recognized that the risk of infection from covid-19 has not disappeared from our society, and that many of the charity members are still shielding due to being classed as “higher risk clinically and/or extremely vulnerable”. These members are advised to stay at home and avoid visiting the gallery.

Members who are known to be in the High Risk category attend entirely at their own risk and should follow the procedures herein as well as exercise extreme caution at all times if attending the gallery during these restrictions.

# Risk identification and Mitigation Strategy

The following table described the possible causes of the Risk which have been identified and the associated mitigation action plan strategy.

| **No.** | **Risk cause description** | **Mitigation plan** | **Actions** | **Actionee** |
| --- | --- | --- | --- | --- |
| 1 | A covid-19 contagious person attends the Little Gem Gallery | 1. Under no circumstances should those diagnosed as COVID-19 positive, or those exhibiting such symptoms, attend the facility. They must follow the UK Government’s testing & self-isolating guidance
2. If someone in the member’s immediate household, or recent social contacts, has COVID-19 symptoms they should stay at home and must not attend the gallery under any circumstances. They should follow the UK Government’s self-isolating guidance
3. All attendees must sign and hand-in a liability release waiver declaration form before being admitted to the gallery
4. The gallery must be thoroughly cleaned before it opens to its members for the first time and cleaned after use protocols established as defined herein
5. The charity shall reduce the number of opening days and opening time to an absolute minimum to limit exposure to key volunteers and the members
 | 1. e-copy of this document to be sent to all members and a hard copy shall be retained at the gallery
2. e-copy of the COVID-19 liability waiver to be sent to all members
3. Stack of blank printed waiver forms at gallery entrance, should be completed by members using their own pen
4. Arrange for front room of gallery to be cleaned
5. Revised opening times to be published after survey results
 | Steve WilkinsonSteve WilkinsonSteve Wilkinson/MembersCommitteeCommittee to agree based on volunteers available |
| 2 | Excessive numbers of attendees result in a breakdown in the social distancing restrictions | Minimize exposure by implementing Social distancing measures and through reducing the number of attendees:-1. Maximum of 8 persons invited to each workshop
2. Seating arrangements made accordingly
3. Substitutes can be arranged if individuals advise of future non-attendance
4. No additional visiting members will be admitted during workshop
5. No children will be allowed
6. Committee meetings to follow the workshop guidelines
 | Limit the number of persons in the gallery to eight (8) persons maximum | Lead organiser nominated for each workshop |
| 3 | Social distancing breakdown due to limited space on walkways / rooms and door widths | Back rooms (storeroom, kitchen and toilet) out of bounds for all personnel apart from ‘Lead organiser’, should members require to obtain paper, canvasses or water | All persons to keep 2m apart inside the gallery | Managed by volunteer ‘Lead organiser’  |
| 4 | Transmission though dirty hands | All persons entering and exiting the facility shall clean their hands with hand sanitizer provided | Small table to be placed at entranceQuantity of hand saniters, disposable hand towels and a bins at the entrance  | Committee and ‘Lead organiser’ |
| 5 | Transmission though use of charity painting equipment | There will be no use of charity equipment. This includes, but is not limited to, paintbrushes, easels, paints and palettes | All charity equipment to be removed from public areas and stored in back roomsAll person attending the workshops shall provide their own painting equipment and supplies  | CommitteeMembers |
| 6 | Airborne transmission | All persons entering the facility shall wear face masks whilst on the premises | All person (volunteers and members) attending the gallery shall provide their own face masksA quantity of emergency masks shall be purchased and held for use by anyone forgetting their own mask – Charged @ £1.00 each | MembersSteve Wilkinson |
| 7 | Transmission through contaminated surfaces | Deep clean front room before opening (as per item 1)All members shall sanitise any communal articles which they may touch | Back rooms will be ‘out of bound’Sanitiser will be available | Committee |
| 8 | Transmission through contaminated cash handling | Members will be asked to bring the correct money for each workshop (£2.50 per session) and place in receptacle providedMembers shall sign attendance sheets with their own pens, or ask ‘Lead organiser’ to complete on their behalf | Members to follow this procedure | Members |
| 9 | Transmission through contamination by using communal articles | Members shall bring their own supplies for every workshopMembers to maintain personal hygiene and social distancing when handing paper, canvasses and water | Where communal supplies are used, the lead’ organiser’ shall both clean their hands before and after handling the goods and ensure social distancing is maintained throughout | Lead organiser |
| 10 | Transmission through touching doors | Weather permitting, the front door to remain open at all timesAll door and cupboard handles to be cleaned between each workshop | ‘Lead organiser’ (or nominee) to clean handlesQuantity of cleaning materials, towels to be provided | ‘Lead organiser’Committee |
| 11 | Transmission through use of kitchen facilities and utensils  | Kitchen is ‘out of bounds’ until further noticeThere will be no making or consumption of beverages or food using the kitchen facility (however, members may bring their own refreshments in flasks and bottles, so long as they just use their own equipment) | Out of bounds until deep clean has been completed and then these mitigation actions will be revised before opening to members | Committee |
| 12 | Transmission through use of Toilet facility | Toilet is ‘out of bounds’ until further noticeThere will be no making or consumption of beverages or food using the kitchen facility | Out of bounds until deep clean has been completed and then these mitigation actions will be revised before opening to members | Committee |

1. **Fall back plan**

When any member believes that they have contracted the virus after visiting the Gallery, then they shall:-.

* + 1. **Immediately Contact the government test, track and trace help.**
		2. **Inform one of the Charity Trustees, or committee members, as soon as practicable.**
		3. **A Committee member will contact all those who attended the workshops (or event) concerned and inform all members by email that the gallery will be closed.**
		4. **The gallery will be closed for a period of at least 72 hours.**

For further information about the NHS Test and Trace Service please use the following link:-

[**https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/**](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/)

For further information about how to book a Coronavirus Test please use the following link:-

[**https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/**](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/)

# Committee Rights

1. The committee reserve the right to close the gallery without notice should further local outbreaks deem it necessary
2. The committee reserve the right to bar any member who deliberately flouts the restrictions and social distancing requirements specified herein
3. The committee reserve the right to bar any member who knowingly makes a false declaration on the waiver form when they attend the gallery
4. The workshop ‘lead organiser’ has the right, on behalf of the Charity Trustees and committee, to refuse entrance to the gallery to anyone not wishing to follow these restriction or who appears to be suffering from COVID-19 symptoms.