

# General Risk Assessment Template

Activity Assessed	Re-opening to visitors following COVID-19
Location	City Space, Winchester

Hazard	Who could be harmed and how?	Control measures
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 capacity limited to 8 people at any given time</li> <li>• Group size limited to 6 people</li> <li>• Track and Trace system in place to collect visitor details</li> <li>• Visitors required to wear face coverings as per government guidelines</li> <li>• Safe outdoor space available queuing, if required</li> <li>• Front door to be kept open at all time</li> <li>• Team member to welcome all visitors at entrance, inform of current safety measures and manage capacity</li> <li>• Signage to inform visitors of measures being taken and expected behavior</li> <li>• Hand sanitiser station available</li> <li>• Staff to monitor that visitors are following guidance on social distancing and face coverings</li> </ul>
Covid-19 infection transmission – Visitor and staff interactions	Staff, Visitors  Risk of serious illness  Harm to mental wellbeing due to fear and anxiety	<ul style="list-style-type: none"> <li>• Perspex screens installed at all customer service counters</li> <li>• Team members wear face coverings at all times</li> <li>• Signage throughout venue to promote social distancing and good hygiene</li> <li>• Cashless transactions available at all EPOS</li> <li>• Contactless donation point available</li> <li>• Hand sanitiser stations available for visitors</li> </ul>

Covid-19 infection transmission – High traffic areas	Staff, Visitors, Contractors  Risk of serious illness  Harm to mental wellbeing due to fear and anxiety	<ul style="list-style-type: none"> <li>• Signage throughout venue to promote social distancing and good hygiene</li> <li>• High traffic areas to be checked and cleaned every 2 hours</li> <li>• One way system in place for exhibitions (see exhibition specific risk assessment)</li> </ul>
Covid-19 infection transmission – Gallery	Staff, Visitors  Risk of serious illness  Harm to mental wellbeing due to fear and anxiety	<ul style="list-style-type: none"> <li>• Signage throughout venue to promote social distancing and good hygiene</li> <li>• Hand sanitiser readily available for all visitors</li> <li>• Frequently touched locations cleaned every 2 hours e.g. buttons, banisters, door handles etc.</li> </ul>
Covid-19 infection transmission – Retail	Staff, Visitors  Risk of serious illness  Harm to mental wellbeing due to fear and anxiety	<ul style="list-style-type: none"> <li>• Staff minimising product handling transactions for retail areas</li> <li>• Cashless transactions available at all points of sale</li> <li>• Signage throughout venue to promote social distancing and good hygiene</li> </ul>
Covid-19 infection transmission – Person displaying symptoms	Staff, Visitors, Contractors  Risk of serious illness  Harm to mental wellbeing due to fear and anxiety	<ul style="list-style-type: none"> <li>• Team members instructed to remain at home if displaying any symptoms or to follow the latest government guidance if they are informed they are clinically extremely vulnerable from COVID-19</li> <li>• Anyone displaying clear symptoms whilst on the premises will be asked to leave and any surfaces they came into contact with will be cleaned immediately</li> <li>• Visitor details recorded in GDPR compliant way to ensure cooperation with track and trace requirements</li> </ul>
Covid-19 infection transmission – Emergency situations	Staff, Visitors, Contractors	<ul style="list-style-type: none"> <li>• Evacuations – exiting the building safely is the priority in case of emergency. Staff and visitors do not have to stay 2m apart if it would be unsafe. Where the threat to life is greater and/or more imminent than from COVID-19, normal procedures should apply.</li> <li>• Those involved in the provision of first aid to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.</li> </ul>

Assessed by	Jonathan Brooks, Duty Manager	Date	23/09/2020	Next operational review	31/10/2020
-------------	-------------------------------	------	------------	-------------------------	------------

Endorsed by	Katerina Kremmida, Head of Destination Winchester	Date	23/09/2020	Next publication	1/11/2020
Approved by	Rob James, Facilities Manager	Date	10/08/2020		