



IKON

Risk Assessment | Action Plan | Staff & Contractor acknowledgement

Title: Visiting Groups – Risk Assessment

Version: 4

Ref. No. (if required):

Brief Description of Project:															
<p>Visiting groups at Ikon Gallery – self guided tours.</p> <p><i>**PLEASE NOTE: Responsible adult supervision provided by the visiting group is an essential criteria and control measure which enables Ikon to operate self guided tours. Group leaders should make themselves known to Ikon staff in advance and on arrival. If your group is unable to undertake this responsibility, your visit may not be able to proceed. Please discuss your needs with Ikon staff in advance. Whilst Ikon takes every care to provide a fun and safe environment, group leaders are responsible for the conduct of their group at all times during the visit.</i></p>															
Locations affected: All areas of the premises															
Associated Risk Assessments:															
Covid-Secure Partial Reopening Risk Assessment (attached)															
Hazard Key: $P \times S = RF$															
Probability:	1 Unlikely	2	3	4	5 Likely	6	7	8	9 Certain						
Severity:	1 No injury	2	3 Minor Injury	4	5	6	7 Major Injury	8	9 Fatal						
Risk Factor:	1-9 LOW RISK Reduce if practicable			10-28 MEDIUM RISK Plan your action			30+ HIGH RISK Immediate action required								
No.				Persons likely to be affected						Control Measures					
	Significant hazard / Exhibition note									Risk Factor $P \times S = RF$ <small>(see Hazard Key)</small>	Further Action? 'Y' or 'N' <small>(See Action Plan)</small>				
									<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">P</td> <td style="width: 33%; text-align: center;">S</td> <td style="width: 33%; text-align: center;">RF</td> </tr> <tr> <td style="height: 100px;"></td> <td></td> <td></td> </tr> </table>	P		S	RF		
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COVID-19 Guidance

1	Exposure to Covid-19	All visitors and staff	<p>Principle control measures should be followed at all times:</p> <ol style="list-style-type: none"> 1. Do not enter the building if displaying COVID-19 symptoms: A high temperature, a new continuous cough, a loss or change in sense of smell or taste 2. Keep 2 metres apart including individuals within booked groups 3. High standards of hand hygiene: Sanitise or wash hands on arrival and frequently when inside the building 4. Wearing face coverings in galleries is mandatory by law (exceptions below) <p>By not following these measures, colleagues and visitors are put at risk and Ikon's ability to operate a safe environment and remain open is jeopardised.</p> <p>Exceptions to wearing face coverings:</p> <ul style="list-style-type: none"> • Wearing of a face covering may inhibit communication with people who rely on lip reading, facial expressions and clear sound • Some individuals and groups have reasonable excuses for not wearing a face covering due to age (children under 11 are not expected to wear a mask), health or other conditions 	2	9	18	
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2	Gallery capacity and visiting group size	All visitors and staff	<p>Group size limited to 15 people on each floor with no other visitors in the galleries.</p> <p>Individuals from the group are required to respect 2m social distancing and distribute across the floor as per capacities below.</p> <p>Ikon staff will liaise with the group leader to reserve/book spaces.</p> <p>Group leaders to maintain group sizes preventing too many people being in one area of the gallery at one time</p> <p>Bookable group size is limited to 30 people (two groups of 15)</p> <p>Visitors must maintain social distancing (keep two metres apart)</p> <p>Visitors advised to follow one-way system when navigating galleries</p> <p>Front of House to ensure staggered timed entry to the gallery</p> <p>Capacities:</p> <table border="1" data-bbox="1169 1018 1729 1391"> <thead> <tr> <th>Location</th> <th>Capacity</th> </tr> </thead> <tbody> <tr> <td>First Floor</td> <td>15 (group)</td> </tr> <tr> <td>Gallery 1</td> <td>5</td> </tr> <tr> <td>Gallery 2</td> <td>12</td> </tr> <tr> <td>Gallery 3</td> <td>8</td> </tr> <tr> <td>Second Floor</td> <td>15 (group)</td> </tr> <tr> <td>Gallery 4</td> <td>8</td> </tr> <tr> <td>Gallery 4, low ceiling space</td> <td>1</td> </tr> <tr> <td>Gallery 5</td> <td>5</td> </tr> <tr> <td>Gallery 6</td> <td>12</td> </tr> <tr> <td>TOTAL:</td> <td>51</td> </tr> </tbody> </table>	Location	Capacity	First Floor	15 (group)	Gallery 1	5	Gallery 2	12	Gallery 3	8	Second Floor	15 (group)	Gallery 4	8	Gallery 4, low ceiling space	1	Gallery 5	5	Gallery 6	12	TOTAL:	51	1	9	9	
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3	<p>Talks by group leaders or Ikon staff</p> <p>Public speaking</p>		<p>Due to social distancing and transmission risks relating to public speaking/shouting and singing, visitors may not gather anywhere in the building for a plenary discussion or tour led by a group leader or member of Ikon staff.</p>	2	9	18	
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	<p>Individuals may present symptoms of COVID-19 when inside the building</p>	<p>All visitors and staff</p>	<p>Individuals displaying COVID-19 symptoms when in the building but does not need an ambulance should leave immediately and contact NHS 111 for guidance.</p> <p>If too sick to leave:</p> <ul style="list-style-type: none"> - they should first be isolated in the room/area they occupy which will be evacuated and barriered to prevent further entry. Barriers located in Facilities Workshop Lobby with other emergency equipment. - If this is not possible or WC facilities are required, they can be directed or escorted in a socially distant manner to the nearest WC or Events Room which is the designated Isolation Room - Existing users of the Events Room will be evacuated prior to unwell person entering and barriered off - Accessible WC, first aid, kitchenette and phone facilities in the vicinity can be used if absolutely necessary - Communication with unwell person via own mobile phone or, if necessary, Events Room phone. - If there is a risk to life, staff to commence First Aid only if safe to do so with PPE measures in place – see ‘First Aid’ below - WC is for use exclusively by unwell person - Once occupied, the areas the unwell person has been will be barriered off until they can leave either by ambulance or own arrangements e.g. family member collection 	<p>2</p>	<p>9</p>	<p>18</p>	
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4	<p>Group booking and arrival</p> <p>Responsibility for group</p>	All visitors and staff	<p>Group booking online at https://www.ikon-gallery.org/learning/schools/book-your-visit/</p> <p>At the time of arrival slot, the group leader to check in at reception prior to the rest of the group entering the building. The group leader will be briefed by a member of Ikon staff on the visiting guidelines which should then be relayed by the group leader to the rest of the group outdoors. The groups staggered entry into the building will then be managed by a member of Ikon staff.</p> <p>If the group cannot be left unattended outdoors, group leader should make themselves known to Ikon staff</p> <p>Allotted time for group visit will be 60 minutes. If running late, the group may be asked to depart galleries at the time scheduled slot is due to finish.</p> <p>Group leaders are responsible for and should accompany the group at all times. If the group is split, a group leader should be designated to each sub group. Group leaders should be introduced to Ikon staff on arrival.</p> <p>Group leaders will, at time of booking, acknowledge receipt and understanding of this Risk Assessment. See check box on the online booking page.</p> <p>On arrival, Ikon staff will ask each Group Leader that they have read and understood this Risk Assessment</p>	1	9	9	1, 2
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Group Visits							
5	Stairs and stairways Slips, trips and falls Items falling from stairwells People feeling uneasy when using the glass staircase	All visitors and staff	Use of handrails No running, climbing Visiting group adult supervision Lift available Use of lifts restricted to persons with limited mobility One visitor or one household permitted in the lift at a time.	2	2	4	
6	Lift Moving parts Automatic door	All visitors and staff	Visiting group adult supervision Maximum capacity stated in lift car not to be exceeded Standard IR door safety edges plus landing safety area sensor keep doors open if obstructed Lift Service Maintenance contact and statutory inspections in effect Group leader responsible for head counts Contact nearest member of Gallery staff with any concerns Use of lifts restricted to persons with limited mobility One visitor or one household permitted in the lift at a time.	1	3	3	
7	Inappropriate behavior Children could wander off	Visiting pupils/students	Visit guidelines published for groups to read before visit Visiting group adult supervision and in line with appropriate adult/children ratios for age groups Missing Child Procedure in effect	1	3	3	
8	Toilets Slips, trips and falls on wet floors Unable to lock/unlock doors Inappropriate behavior Contact with discarded waste	All visitors and staff	Visiting group adult supervision Toilets monitored by staff Reported issues dealt with immediately by staff Public WC provision limited to one person or household in the following WCs: - Ground Floor Accessible WC - Ground Floor Baby Change	1	3	3	

			<p>- Ground Floor Male - Ground Floor Female</p> <p>Signage installed on entry to WCs regarding capacity limits</p>				
9	Galleries Slips, trips. Falls and collisions Damage to artworks Climbing of artworks/furniture Audio-visual displays that may cause discomfort	All visitors and staff	<p>Visiting group adult supervision No food or drink in the galleries No running in the galleries and for groups to act in an appropriate manner for a public space Information Assistants on duty monitor all situations and report to other Ikon staff/ estate security if necessary. Signage and verbal guidance from Information Assistants inform visitors of exhibits that may cause discomfort for some, e.g. flashing images, audio levels Information Assistant providing support and guidance Use of sketchbooks/pencils only in the galleries.</p> <p>Also see capacities above</p>	1	3	3	
10	Doors	All visitors and staff	<p>Visibility signage on glass doors Visiting groups to provide adult supervision at all times Self-closing doors labelled Auto-doors routinely maintained</p>	1	2	2	
11	Injury/incident requiring First Aid	All visitors and staff	<p>First aid kits provided in all learning spaces and throughout building First Aid trained personnel on site at all times Learning Team members/Information Assistants are always present during sessions and are first aid trained Nearest Defibrillator (AED): No.9 Oozells Sq or Brindleyplace Office near Bannatynes.</p>	1	4	4	
12	Safeguarding – child protection Isolated children or vulnerable adults could be vulnerable to the attentions of members of the public	All visitors and staff	<p>All staff DBS checked Visiting groups to provide adequate adult supervision Information Assistants patrol gallery spaces and are all aware of any missing children procedures Anyone behaving suspiciously will be monitored and asked to leave if appropriate</p>	1	8	8	
13	Counter Terrorism	All visitors and staff	On site Counter Terrorism procedure is activated.	1	9	9	

14	Fire	All visitors and staff	Visitors entering back of house to sign in /out at Reception Maintained fire detection system throughout the building Fire marshals onsite at all times Do not use lift in the event of a fire Fire evacuation procedure activated to ensure all occupants safely exit the building	1	9	9	
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Add table rows as required

Action Plan

No.	Further action necessary to control the risk	Person Responsible	Completion Date
1	Modify website for Group Leader acknowledgement of Risk Assessment	JLC, EL	
2	FoH/Learning staff briefed to ask Group Leaders if they have read and understood Risk Assessment	JLC, KH	

Identified Additional Hazards

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Add table rows as required

Assessment compiled by:

(Staff name, position)

James Latunji-Cockbill, Producer

Date 10/9/20

Assessment and all actions checked by:

(Senior Management Staff name, position)

Matt Hogan, Head of Operations

Date 16/9/20

Linzi Stauvers, Head of Learning

17/9/20

Staff/Contractor Acknowledgement

Risk Assessment Title:		Version:
I have read the Risk Assessment and confirm that I understand the requirements.		
Date	Name	Signature