

MANAGING SERPENTINE GALLERIES AND OFFICES DURING THE COVID-19 PANDEMIC

Company name: Serpentine Galleries
Date of next review: 27/08/2020

Assessment carried out by: Operations Dept.

What are the hazards?	Who might be harmed?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
Contracting Covid-19 by touching a contaminated surface and then touching your own mouth, nose or eyes	<ul style="list-style-type: none"> • staff • contractors • public 	<ol style="list-style-type: none"> 1. Asking staff to work from home where they can 2. Asking staff, contractors and the public not to visit or come to work if they have symptoms (and reporting if they do) 3. Enhanced cleaning and disinfecting measures, with focus on frequently touched surfaces and toilet areas. 4. Staff wear disposable gloves for tasks, including but not limited to, carrying out some transactions with visitors and when cleaning 5. Additional hand sanitiser for staff and visitors at key entry/exit points as well as toilets and reception desk 6. Reducing the number of frequently touched items/surfaces by introducing contactless transactions and non sharing of equipment 7. Hygiene reminder posters in all areas to be followed (handwashing, hand sanitiser, sneezing) 8. Staff and Contractor training on building procedures 	Monitoring and re-viewing: <ul style="list-style-type: none"> • risk assessments • Gov.uk guideline updates • staff, contractor, visitor and public feedback • site procedures • training • policies 	Operations Department Contractors	Daily/Weekly
Contracting Covid-19 through close proximity with an infected person	<ul style="list-style-type: none"> • staff • contractors • public 	<ol style="list-style-type: none"> 1. Asking staff to work from home where they can 2. Asking staff, contractors and the public not to visit or come to the Gallery if they have symptoms (and reporting if they do) 3. Reduced capacity and pre-booked tickets at sites 4. A visitor experience to reduce the risk of 2m breaches, queues and pinch points 5. Signage emphasising social distancing 6. Adapting the Exhibition with one-way route 7. Face coverings/Shields to be used at all times 8. Requiring public to wear face coverings 9. Increasing ventilation in indoor spaces 10. Focused staff and Contractor training on building procedures 	Monitoring and re-viewing: <ul style="list-style-type: none"> • risk assessments • Gov.uk guidelines updates • staff, contractor, visitor and public feedback • site procedures • training • policies 	Operations Department Contractors	Daily/Weekly

This is a summary of the full site risk assessment.

If you have any questions or concerns please talk to a member of the site team, or email Facilities@serpentinegalleries.org