

Risk assessment template

Company name: PEDAS Assessment carried out by: John Biggs and other Trustees

Date of next review: 18 October 2020 Date assessment was carried out: 15 September 2020

What are the hazards?	Who might be harmed and how?	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?	Done
Contracting or spreading coronavirus through droplets/aerosols in the air circulating in gallery	Public Exhibitors Gus Committee Pedas Committee Pedas members Helpers, stewards; Those who use the upstairs offices; (by inhalation of infected droplets/vapour)	-Ask that anyone who feels unwell stays away. -Require the wearing of face coverings inside gallery	-Notice at entrance saying that if at all unwell, we regret please stay away. Sign saying masks to be worn in gallery	Sally,David	14 October	

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	1. Visitors;	Planning Social distancing measures	1. One way in from Courtyard, out via TR and walled garden; limit visitors to 10 in gallery at any one time and, if that number is reached, post one steward at courtyard door to organise waiting until steward in gallery gives all clear; direction arrow on arrival in gallery to indicate way around gallery;	PEDAS to use signs from UCP/BCPC and provide signs and information as necessary. (David, Sally)	14 October	
	2. Stewards;		2. 2 stewards use desk, one at each end;	Sally to include advice in Newsletter and entry form		
	3. Exhibitors when handing in and collecting;		3. Encourage members/exhibitors to stagger arrival times; Steward at courtyard		14 Oct	

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	4. Hanging teams. 5. stewards, visitors		door limits access to keep stairs and gallery socially distanced; Exhibitors queue under verandah in courtyard, separate from TR queue; 4. Hanging by 2 person teams, where possible from same household, facemasks and gloves used at all times. 5. Introduce “NHS Track and Trace”, with slips placed in box, kept for 21 days; keep in dated, daily envelopes which are to be passed to Tea Rooms Manager for safe keeping and eventual disposal.	Jacqui to set up	14 Oct	

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			<p>Remove fans & fan heaters or label them as not to be used. Advise stewards to dress appropriately</p>			
<p>Contracting or spreading coronavirus through touching infected surfaces.</p>	<p>Stewards, visitors. Public Exhibitors Gus Committee Pedas Committee Pedas members Helpers (by touching shared surfaces); Those who use the upstairs offices; (by touching door handles),</p>	<p>Planning Hand Sanitising & regular cleaning</p>	<p>Hand sanitisers placed at bottom of courtyard stair entrance. All sanitiser material to be in accordance with Government advice.</p> <p>PEDAS to supply sanitising material for all gallery users.</p> <p>Sanitising station next to NHS T&T station to be located prominently at entrance to gallery space at top of stair from courtyard.</p> <p>Only three chairs in gallery,</p>	<p>-Pam Marshall to provide</p> <p>Stewards to clean surfaces etc</p>	<p>14 October</p>	

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		<p>Informing UCP & upstairs office users we are opening & will have measures.</p>	<p>one for each steward and one for visitors. All located at desk. All other chairs and seats to be removed and stored by UCP. All chairs to be cleaned at end of stewards' shift and as appears necessary, after each use.</p> <p>Handrails on stairs and other high-touch objects, like door handles, cleaned at least twice a day.</p> <p>Clean lift after every use.</p>			
<p>Lack of information for stewards, visitors and none PEDAS exhibitors</p>	<p>Stewards, visitors, exhibitors</p>	<p>Preparing Information</p>	<p>COVID safety measures to be placed on websites; Signage to be placed at entrance and in gallery informing visitors of safety measures;</p>	<p>PEDAS Sally -Jacqui -Liz</p> <p>Barry to include in H&S checks</p>	<p>14 October</p>	

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			<p>Specific set of instructions to be prepared for stewards;</p> <p>Information pack to be provided for other exhibitors, setting out COVID safety measures they need to put in place (T&T, sanitisers, cleaning etc); exhibitors required to agree to undertake measures accordingly.</p>	for new exhibitions		

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/