


METHOD STATEMENT & RISK ASSESSMENT

Ref	COVID19	Version	#6
Location of works	Turner Contemporary, Margate		
Works activity:	Whole site		
Prepared by: Date: Signed:	Paul Sadd cmiosh V4 – 18/03/2021 		
Reviewed & Accepted by: Date:			
Accepted by Client: Date:	Reviewed Post 19 th July by Toby Parkin		

METHOD STATEMENT & RISK ASSESSMENT

Work Scope:	<p>This risk assessment includes within its scope the whole of Turner Contemporary premises and all work/ public activity identified, including: public access areas (South Terrace, galleries, entrance foyer, reception, shop, communal lift, communal stairs, toilets, café); staff offices; staff toilets; staff rest rooms/kitchen, and; staff-access-only areas.</p> <p>COVID-19 is a new illness that can affect the lungs and airways. It is caused by a virus called Coronavirus</p> <ul style="list-style-type: none"> • The focus of this assessment is upon ensuring that the Company meets its requirements in respect of the Health and Safety at Work Act 1974 and associated Regulations • Has in place a process to ascertain pre attendance information for workers and • Identify the means by which a company can seek to ensure business continuity <p>This assessment is a live document and will be revised and amended as further information becomes available.</p>
Start Date of Work:	Ongoing
Duration:	Ongoing

RISK ASSESSMENT

Matrix:

Likelihood (L)	Severity (S)	Assessment Score
1=Unlikely	1= Minor Injury, 1st Aid not required	1 to 8 – Low Risk
2=Possible	2= Minor Injury, 1st Aid required	9 to 15 – Medium Risk
3=Probable	3= Injury requires doctor's or hospital attendance	16 to 25 - High Risk
4=Likely	4= Major Injury/ RIDDOR reportable	
5=Almost Certain	5= Fatality	
Risk – Likelihood x Severity = Risk		

Revisions

Date	Added/revised	Summary
10/06/2020	Whole assessment	Additional control measures added following liaison with Facilities Manager.
16/07/2020	Control Measures	Face covering procedure for visitors added following liaison with Operations Manager.
18/03/2021	Whole Assessment	Risk assessment reviewed and updated prior to return of reduced staff numbers

19/07/2021	Whole Assessment	Internal update, post July 19 th based on updated government guidance

Guidance

- Government and NHS advice on social distancing to be followed at all times (Government link as follows <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>).
- HM Government – Our Plan to rebuild: The UK Governments COVID19 recovery Strategy issued 11/05/2020, updated 24/07/2020
- HM Government - COVID-19 Response – Spring 2021
Published 22/02/2021
- HM Government – Coronavirus – guidance on accessing green spaces safely
Issued 27/03/2020 revised 16/03/2021
- HM Government – Guidance – Working safely during coronavirus (COVID-19) in offices and contact centres
Issued 11/05/2020, updated 14/07/2021
- HM Government – Guidance – Working safely during coronavirus (COVID-19) shops and branches
Issued 11/05/2020, updated 14/07/2021
- HM Government – Guidance – Working safely during coronavirus (COVID-19) the visitor economy
Issued 11/05/2020, updated 14/07/2021

<https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions>

Government Alert Level

The assessment is based upon the below information developed by HM Government and introduced to advise and guide employers, employees and general public.

Based upon scientific and medical advice the Government Alert Level is moved up or down dependent upon available information.

As of the date of this assessment the level is set at level 3.

Level	Description	Action
National Lockdown	Material risk of healthcare services being overwhelmed	You must not leave, or be outside of your home expect where necessary.
4	In general circulation with transmission high or rising	Current social distancing measures and restrictions in place
3	Epidemic is in general circulation	Gradual relaxation of restrictions and social distancing measures
2	Present in UK but number of cases and transmission is low	No or minimal social distancing measures in place within hearts testing, tracing monitoring and screening
1	Not known to be present in UK	Routine international monitoring

People at High and Moderate Risk

Note: the list below may not include everyone who's at higher risk from coronavirus and may change as the Government learn more about the virus.

People at high risk (clinically extremely vulnerable)

People at high risk from coronavirus include people who:

- solid organ transplant recipients
- people with specific cancers:
 - people with cancer who are undergoing active chemotherapy
 - people with lung cancer who are undergoing radical radiotherapy
 - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
 - people having immunotherapy or other continuing antibody treatments for cancer
 - people having other targeted cancer treatments that can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
 - people who have had bone marrow or stem cell transplants in the last 6 months or who are still taking immunosuppression drugs
- people with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD)
- people with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell disease)
- people on immunosuppression therapies sufficient to significantly increase risk of infection
- problems with your spleen, for example splenectomy (having your spleen removed)
- adults with Down's syndrome
- adults on dialysis or with chronic kidney disease (stage 5)
- women who are pregnant with significant heart disease, congenital or acquired
- other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions

Information:

If you're at high risk from coronavirus, you should have received a letter from the NHS.

Speak to your GP or hospital care team if you have not been contacted and think you should have been.

What to do if you're at high risk

If you're at high risk from coronavirus, you were advised to take extra steps to protect yourself until 1 August 2020. This was called shielding.

People at moderate risk (clinically vulnerable)

People at moderate risk from coronavirus include people who:

- are 70 or older
- have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis)
- have heart disease (such as heart failure)
- have diabetes
- have chronic kidney disease
- have liver disease (such as hepatitis)
- have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy)

- have a condition that means they have a high risk of getting infections
- are taking medicine that can affect the immune system (such as low doses of steroids)
- are very obese (a BMI of 40 or above)
- are pregnant – see [advice about pregnancy and coronavirus](#)

Identified Hazard	Who is at Risk?	Risk Prior to Controls	L	S	A	Control Measures	L	S	A
<p>Uncontrolled person to person spread of COVID-19 within the workplace by staff or visiting public leading to mild or severe infection which may lead to incapacitation or death.</p> <p>Includes activity within Company owned buildings, offices and meeting areas.</p> <p>Lone working may be required.</p>	<p>All persons including owners, managers, supervisors, staff, contractors, vulnerable groups and general public.</p>	<ul style="list-style-type: none"> • TC have prepared and implemented a COVID-19 Readiness Plan that is designed to be read and sit alongside this risk assessment. • 3 readiness areas have been identified and must be met to ensure TC are fully prepared for re-opening: • Facility – ensure the building is safe to enter • Team – ensure TC staff are confident and clear of the responsibilities and feel safe at work. • Visitor – ensure visitors are confident TC have taken all steps to protect them and subsequently ensure an exemplary visitor experience. • Turner Contemporary (TC) have evaluated staffing numbers, against HM Government guidance and taken advantage of the HM Government scheme around the furloughing of staff. This has served to reduce to an absolute minimum the number of staff present at any one time, identified as: <ul style="list-style-type: none"> ➢ Senior VE and Ops Manager ➢ Security Officers ➢ Visitor Engagement Managers ➢ Engagement Assistants ➢ Head of Retail ➢ Retail Team ➢ Estates & Facilities Manager ➢ Facilities Team ➢ Exhibitions Technicians/ ETAs (ad hoc attendance only) ➢ Office staff (must pre-book with OM/ VEM) 	3	5	15	<p>Turner Contemporary (TC) have implemented the below additional control measures, prior to the national lockdown implemented in January 2021.</p> <p>These measures have been followed in respect of those in relation to essential staff activity since January 2021, and the wider measures will continue to be followed upon the re-opening of the facility to the public in accordance with the Government roadmap out of lockdown (https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021-summary):</p> <p>General</p> <ul style="list-style-type: none"> • Daily, pre-opening deep clean of common areas to be carried out (all surfaces, handrails, door handles etc.) • Waste to be double bagged and stored for 3 days before collection. Bins to be date marked, and waste bagged Fri-Mon to be collected Friday, waste bagged Tues-Thurs to be collected Monday). • Windows and doors to be opened frequently to encourage ventilation – Admin windows to be opened on first entry in morning, CO2 monitor set to 400PPM. <p>Pre-public entry</p> <ul style="list-style-type: none"> • Public visitors required to book online (see Readiness Plan) prior to attending with those in possession of tickets/proof of tickets permitted entry only. • Capacity of building calculated at 244 persons based upon 4m² per person (including staff) based upon COVID19 guidance. This will ensure numbers of public present in the building are controlled, and 2m social distancing can be achieved. • Public required to queue outside at South Terrace, and enter and exit building through designated main doors, with one-way system in place. • Floor marking, tape, barriers and signage to be placed. 	1	5	5

	<ul style="list-style-type: none"> • Office staff have been requested to book a desk at the workplace and the office capacity is limited to a maximum of 14 people. This is supported by reasonable provisions to allow access to work supplies, IT and information to allow works to be completed and reduce instances where staff need to enter the workplace for information. • Staff instructed not to attend work and self-isolate if they feel unwell and show any symptom of COVID-19. • If staff are told by the NHS Test and Trace service that they have been in contact with a person who has COVID-19: <ul style="list-style-type: none"> ➢ Self-isolate for 10 days from the day you were last in contact the person ➢ Do not leave your home for any reason ➢ Do not have visitors in your home, including friends and family, except for essential care ➢ Try to avoid contact with anyone you live with as much as possible ➢ People you live with do not need to self-isolate if you do not have symptoms ➢ People in your support bubble do not need to self-isolate if you do not have symptoms • Staff encouraged to walk or cycle if they can, and consider all other forms of transport before using public transport. • If staff do use public transport, they are advised to follow Government guidance on doing so, that is: 		<ul style="list-style-type: none"> • Public to be advised in booking information not to attend if unwell or showing symptoms and shall not be admitted to site if regarded as meeting either criteria. • Wheelchairs to be booked in advance on booking system, to be cleaned and disinfected pre and post use. • Fort Hill stairs: signage to be displayed at stair entry points re social distancing, booking online required etc. <p><u>Entrance Foyer/Reception/Shop</u></p> <ul style="list-style-type: none"> • Digital sign-in/ clickers to be used by designated staff only and not shared by staff – to be cleaned and disinfected after each shift. • Automatic doors to be used by all public persons entering and exiting the premises. • Contactless payments only in shop. Contact-free online purchasing and delivery/ click and collect also available. • No goods/ displays to be near to main doors to prevent public congregating and potentially blocking entrance/exit or reducing social distancing measures. • Gloves only to be placed at main entrance for use as requested by public. Signage to include warning of wearing gloves in event of latex or other allergies. • Public are to be advised to bring and wear their own face coverings for the duration of their visit. • If a visitor does not have a face covering, Turner will provide a disposable one. A designated VEM will be responsible for keeping this box of masks in a secure area separate to the main entrance. Upon request, the box will be brought the entrance point and the visitor will be required to sanitise their hands before taking a mask from the box. The box will then be returned to the secure location. • Public entry and numbers present controlled by staff, capacity calculator and flow-rate. • Cleaning regime to be established and implemented, with routine (i.e. 2 hourly) cleaning and disinfecting of all areas, surfaces, appliances, displays to be completed by designated staff/cleaning personnel. Cleaning regime 	
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		<ul style="list-style-type: none"> ➤ Wear a face covering when travelling on public transport ➤ Plan their journey ➤ Avoid the busiest times and routes, where possible (i.e. travel at off-peak times) ➤ Keep changes to a minimum ➤ Use quieter stations and stops, get off a stop early if it is less busy ➤ Book tickets online in advance or pay by contactless ➤ Keep their distance when travelling – 2m apart where possible ➤ Wash or sanitise hands regularly ➤ Avoid consuming food and drink, where possible <ul style="list-style-type: none"> • All staff at or returning to work will be fully briefed on current controls and hygiene requirements along with changes made to working practices to prevent person to person infection with declaration signed around personal infection and non-high risk travel (attached) • PPE relevant to expected activity will be provided to each staff member or returning to work with sufficient replacements available. This includes gloves, face coverings or visors, personal hand sanitizer. • Offices layout reviewed to ensure minimum of 2m between staff is achieved. 		<p>to be incorporated into visitor schedule so that staff can access areas with interfering with social distancing etc.</p> <ul style="list-style-type: none"> • ‘Staying COVID-19 Secure – 5 Steps to Working Safer Working Together’ signage to be displayed at reception. • Signage to be displayed indicating need follow COVID-19 guidance, hygiene measures etc. at all times. <p>Galleries</p> <ul style="list-style-type: none"> • All ‘touch’ objects (e.g. reusable resources), audio stations, benches, seating etc. to be removed, covered or made unavailable. • No highlight tours • Sufficient numbers of engagement assistants to be deployed, to encourage steady flow of public through galleries, prevent build-up of public, control safe entry/exit from galleries etc. • Accessible stools available on request only and will be cleaned pre and post use. • Wheelchair available upon request and can be bookable in advance in the ticket booking stage. • Large caption text to be available on request, and will be cleaned pre and post use. • Public attending regarded as expected to be largely compliant with measures. • Public entry and numbers present controlled by staff, capacity calculator and flow-rate. • Cleaning regime to be established and implemented, with routine (i.e. 2 hourly) cleaning and disinfecting of all areas, surfaces, appliances, displays to be completed by designated staff/cleaning personnel. Cleaning regime to be incorporated into visitor schedule so that staff can access areas with interfering with social distancing etc. • Signage to be displayed indicating need follow COVID-19 guidance, hygiene measures at all times. • Hand sanitiser will be positioned at the door between West and South galleries visitors as these cannot be kept open. 	
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		<ul style="list-style-type: none"> • Staff instructed to reduce face to face interaction and make use of telephone or e-mail whenever possible. • Management have instigated a 2-phase cleaning and sanitary process involving • Company provided cleaning of all areas and surfaces and • Staff required to clean their own workstation and areas used. A robust cleaning and disinfection regime introduced with staff present responsible for their own area or for sanitary areas after use. • Hand wash areas are supplied with water, soap and hand drying facilities with hand sanitation placed along with supporting signage in all areas. • Non-essential areas have been locked and secured to prevent unauthorised access to site or working area. • Staff directed not to attend work if they are taken, or suspect that are becoming, unwell. • All staff will adhere to national lockdown restrictions when in place https://www.gov.uk/guidance/national-lockdown-stay-at-home , and to local restrictions applicable to the area in which they are working in, as set by the Government COVID Alert Level. <p>All common areas have been reviewed to reduce to as low a level as possible social interaction between staff taking rest breaks.</p> <p>Action taken comprises of</p>		<p><u>Lift/ Stairs/ Common Areas & Equipment</u></p> <ul style="list-style-type: none"> • Staff lockers will be cleaned each Monday by the FAC team. Each member of staff will be assigned a locker each day and will responsible for cleaning their locker at the start and end of their shift. If possible, personal lockers will be assigned. • Radios will be stored in admin office with cleaning materials readily available. Personal radios will be assigned if and when possible. Batteries will need to be cleaned before and after each charge/use. • Batteries, keys, TRAKA pad, telephones and any other shared equipment must be cleaned before and after use. • Cleaning regime to be established and implemented, with routine (i.e. 2 hourly) cleaning and disinfecting of all areas, surfaces, buttons, hand rails etc. to be completed by designated staff/cleaning personnel. • Cleaning regime to be incorporated into visitor schedule so as not to interfere with social distancing etc. <p><u>Toilets</u></p> <ul style="list-style-type: none"> • Every other cubicle locked off to ensure 2m separation. • Queuing system to be implemented, to take into account width of corridors leading to toilets so persons can queue at 2m social distance. The queue will not be staffed but signage and barriers will be provided showing where to queue • Hand sanitiser to be placed, and signage displayed in public and staff toilets. Hand sanitizer stations to be placed at end of toilet corridor for use after leaving toilets. Disposable paper hand towels to be available and visitors to be encouraged to use hand dryers. • Daily pre-opening deep clean of toilets, and hourly cleaning and disinfecting regime to be implemented for public and staff toilets, completed by designated staff with PPE provided and worn. Toilets to be closed for 20 mins (or longer if required) at designated times each 	
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				<ul style="list-style-type: none"> • FAC store will be "Dirty Room" accessed by FAC staff only once daily cleaning routines begin • Workstation users to be responsible for cleaning their own stations at the beginning and end of the day. • PPE, cleaning materials and supporting signage present and available to all staff. • Hand sanitisers, hand washing facilities (water, soap and drying facilities) and supporting signage present throughout. • Windows and doors to kept open as much as possible to encourage ventilation. Admin windows to be opened upon first entry, with CO2 monitors set to 1000PPM. • Covid-19 risk assessment completed and to be made available to all staff. • 'Staying COVID-19 Secure – 5 Steps to Working Safer Working Together' signage to be displayed in main offices. <p><u>Breakrooms/ Kitchen</u></p> <ul style="list-style-type: none"> • Lunch breaks to be staggered, and one in one out system to be used if kitchen is used. • Excess tables and chairs to be removed from room, so that 2m distance between staff present can be achieved. • Staff encouraged to use own cups/water bottles/ utensils, be encouraged to bring pre-packed lunch that does not require kitchen facilities (e.g. microwave) and not share crockery/utensils etc. • Designated staff member/s to be responsible for cleaning and disinfecting all door handles, light switches, surfaces, tables, seating, appliances in kitchen after each lunch break. • Staff to be encouraged to use outdoor spaces for breaks. <p><u>Café</u></p> <ul style="list-style-type: none"> • This will be covered under a separate risk assessment 	
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				<p><u>Events</u></p> <ul style="list-style-type: none"> • Events and private hires will be individually risk assessed <p><u>Deliveries</u></p> <ul style="list-style-type: none"> • No personal deliveries permitted • All deliveries and collections to be diverted to staff entrance for contact free receiving. Courier deliveries of parts of maintenance supplies via front desk (specific area for deliveries to be placed and then moved to designated location for cleaning or 3 day isolation before unpacking). • Cleaning supplies deliveries to be unloaded at Gate and brought into site by FAC staff. Deliveries to be stored for 3 days (if possible) or contents cleaned when unpacked, and waste materials double bagged and disposed of correctly. • Frequency of deliveries to be reduced where possible, and when possible, deliveries to be booked to allow for efficient site operation. • One member of staff per day/shift to be appointed to liaise with delivery personnel and organise loading/unloading – staff not permitted to use delivery drivers lifting aids or equipment and vice versa. • Use of welfare facilities by delivery drivers to be arranged as necessary and ensure site safety measures are followed at all times. • Access to loading bay and workshop to be restricted. <p><u>Security/ Contractors</u></p> <ul style="list-style-type: none"> • Contractors to be signed in at staff gate/lobby. • Lanyards will be single use only and disposed of accordingly after each use. • In order to reduce the amount of plastic used, paper only parts of the contractor sign in to be used and disposed of. • Visitor/contractors to be asked to dispose of their personal detail sheet to avoid unnecessary contact. 	
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				<ul style="list-style-type: none"> • Contractor maintenance visits that require access to galleries or front of house to be scheduled for Mondays. • Security room restricted to limited staff and only one occupant at a time. • Staff to clean before and after prolonged use of security room (including security key set and computer workstation.) <p><u>Donations (cash handling)</u></p> <ul style="list-style-type: none"> • Public to be encouraged to use contactless donation stands rather than cash donation boxes (i.e. place former in more prominent, visible locations). • Cash donation boxes identified as permissible to be removed to be done as so. • Donation boxes to be cleaned and disinfected at regular intervals throughout the day • Specific risk assessment and standard operating procedure in place covering donation collecting, counting and handling. Document outlines safe system of work process to follow for: box collection and replacement; removal of 'full' box to separate room and isolation for 72 hrs; emptying, counting and bagging of donations by designated 2 staff members (in Foyle Room), and; handover of bagged donations. Emptying will only be completed at the end of the re-opening period. • Document outlines social distancing measures to be complied with, PPE requirements (gloves, face covering and hand sanitiser to be provided to staff), and eliminating additional staff to complete or assist with task. <p><u>HVAC systems</u></p> <ul style="list-style-type: none"> • Full management and operational details of the HVAC systems across the premises have been included within the Readiness Plan and Appendix IX –Building Systems & Ventilation. 	
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						<p>Overview activity</p> <ul style="list-style-type: none"> • Maintain overview of current HM guidance and review working practices are need is identified. • Staff to complete the attached back to work form. • Maintain ongoing review of demand to seek to match demand with minimum staffing levels possible. • Ensure that required information is provided to home workers is working correctly and reducing need to enter workplace. • Maintain link with vulnerable staff who are working or on furlough. • Maintain overview of working areas to ensure that 2m social distancing is present. If not present, the action to be taken to achieve 2m gap or remedial action around relocation of furniture to be completed. If not achievable then screens to be placed to prevent movement of bodily fluids and touching. • Ensure that staff are reducing face to face communications to a minimum level. • Management checks to be completed to ensure that information signage cleaning and sanitation activity is through and being followed. • PPE stocks to be maintained to ensure personal issue and replacement as needed. 			
<p>Lone working</p> <p>Risk of emergencies and staff member not receiving assistance. Alternatively, this may be considered a means by which maintaining a</p>	<p>All persons</p>	<p>Lone working is not illegal but should be controlled to the extent that such staff are supported, have a clear understanding of their role and have the means to gain support in the event of an emergency.</p> <p>Lone working may take place within the offices, with other staff present when open, albeit on different levels.</p>	1	5	5	<p>Employers/managers to review all staff roles to identify those that can be completed by a lone worker and identify:</p> <ul style="list-style-type: none"> • Need to review current working practices including assessments of activity to establish appropriate roles and staff. • Higher risk activity including working at height, lifting of heavy weights to be identified. If such activity is unavoidable then safe separation to be a secondary measure. • If not achievable then managers to consider not undertaking task. 	1	5	5

safe distance is achieved.					Means of emergency communication to be established with regular contact made to ensure wellbeing of worker.				
Risk of exposure to Legionella disease. Lack of persons in the workplace meaning that taps/water supplies have not been used, therefore increasing risk of legionella multiplying in pipes.	All persons	Prior to workers returning, all taps/showers etc. to be run for no less than 10 minutes.	3	5	15	Confirmation that taps have been run for 10 minutes minimum to be logged on preopening checklist. Legionella flushing has continued throughout capital works and lockdown. System disinfection carried out on entire water system in December.	1	5	5

Back to Work Briefing

The means which Turner Contemporary will take in order to reduce the risk of COVID-19 infection to all staff is by having a clear approach and the following of some simple avoidance techniques. To achieve this a clear understanding of what it is will assist.

What is COVID19	A new illness that can affect your lungs and airways. It is caused by a virus called coronavirus.	
Symptoms of coronavirus	<ul style="list-style-type: none"> • a cough • a high temperature • shortness of breath • Anosmia – loss of, or changes to sense of smell • Ageusia – loss of, or changes to taste <p>But these symptoms do not necessarily mean you have the illness. The symptoms are similar to other illnesses that are much more common, such as cold and flu.</p>	
How coronavirus is spread	Similar viruses are spread in cough droplets. It's very unlikely it can be spread through things like packages or food.	
How to avoid catching or spreading Coronavirus	DO	<ul style="list-style-type: none"> • Remain in your own workstation area and avoid contact with other persons. • If unavoidable then stay at least 2 m from another person • Wash your hands with soap and workstation regularly, ensuring hands are washed for at least 20 seconds. • Always wash your hands when you get home or into work. • Use hand sanitiser gel if soap and water are not available. • Cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. • Put used tissues in the bin straight away and wash your hands afterwards. • Try to avoid close contact with people who are unwell. • Travel to work alone making use of car, cycling or walking. • If public transport is used, apply social distancing with other passengers and wear face masks/gloves when travelling. • Wear PPE provided if social distancing not achievable (i.e. other persons are within the identified 2m gap) • Bring refreshments and utensils from home and clear up your own waste and dispose of in bins provided. • Clean and sterilise work equipment after use or after being touched or used by another person • Raise any concerns with your employer.
	DON'T	<ul style="list-style-type: none"> • Touch your eyes, nose or mouth • Car share. • Use public transport unless and alternative means of travel is not available. • Use provided cooking facilities.

What to do if you think you might have coronavirus	<ul style="list-style-type: none"> Stay at home and avoid close contact with other people. Do not go to a GP surgery, pharmacy or hospital. Use the NHS 111 online coronavirus service to find out what to do next. The 111-coronavirus service will tell you if you need to continue to stay at home (self-isolate) or if you need medical help.
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Additional requirements <i>If you have answered Yes to any of these questions, you must return home</i>	Y	N
Have you travelled to the UK from a Coronavirus (Covid-19) at risk country within the last 10 days, regardless of experiencing symptoms or not?		
Have you knowingly come into contact with someone who has returned from an at-risk country within the last 10 days?		
If you have returned to the UK from a country with a self-isolation requirement on arrival in England, (see https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors#countries-and-territories-with-no-self-isolation-requirement-on-arrival-in-england for countries with NO self-isolation requirement) have you self-isolated for the 10 days you are in the UK?		
Have you been contacted by the NHS Test and Trace service that you've been in contact with a person who has COVID-19??		
Do you or anyone in your household have a cough, high temperature, loss of or change to sense of smell or taste, or shortness of breath (even if symptoms are mild?)		

It is a requirement of Turner Contemporary that you must adhere to the following additional Site Rules with immediate effect: <i>If you do not agree with any of these and / or have answered No to any of these health and safety conditions, you must immediately leave site</i>		
Where possible, walk or cycle to work if you can, and consider all other forms of transport before using public transport.		
If you do use public transport, follow Government guidance on doing so, that is: <ul style="list-style-type: none"> Wear a face covering when travelling on public transport Plan your journey Avoid the busiest times and routes, where possible (i.e. travel at off-peak times) Keep changes to a minimum Use quieter stations and stops, get off a stop early if it is less busy Book tickets online in advance or pay by contactless Keep your distance when travelling – 2m apart where possible Wash or sanitise your hands regularly Avoid consuming food and drink, where possible 		
Accept your responsibility to maintain social distance on this site.		
Use of the welfare facilities independently.		
Use all PPE for your work operations.		
Maintain hygiene levels on site and wash your hands frequently.		

Signed	Print name	Time/date

COVID 19 Daily Check List

✓ = Satisfactory		X = Not Satisfactory		n/a = Not Applicable		Blank = Not Checked		
No.	Item	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Completed by:								
1.	Non-public areas secured against casual access							
2.	Staff restarting briefed and back to work form completed							
3.	Changes to HM Government advice identified							
4.	Staff reporting any illnesses or suspected illness.							
5.	Have issues around achieving social distancing been identified? Outline below and action taken							
6.	ALL access routes clear allowing social distancing							
7.	COVID-19 signage present and legible							
8.	Rest room provision allows for social distancing							
9.	Are rest room measures around minimal appliances, cups and crockery followed							
10.	Is the rest room clean and tidy with waste present at low level							
11.	Washing/ toilet facilities fully stocked with soap, hand drying and hand sanitisers.							
12.	Sufficient PPE supplies available							
13.	Have any concerns been identified in respect of cleaning or general area hygiene.							
14.	Have the taps within the workplace been run for no less than 10 minutes?							
15.	Other issue identified – specify below							

Managerial action taken
