**COVID-19 RISK ASSESSMENT**

Event dates: 6th and 7th August 2021

Event Location: Salisbury Hall, Govilon

Event details: Art exhibition

Risk assessment completed by: Tom Evans

The purpose of this risk assessment is to provide controls to manage the risk of coronavirus at the above exhibition.

The restrictions on events are due to be revised on 7th August, which may mean different controls are required. Applicable controls are split to accommodate any changes between the opening dates of the exhibition.

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| Potential Hazard Identified | 6th August Controls | 7th August Controls |
| Airborne spread through visitor travel to the venue. | * Visitors encouraged to travel by car - incentivised by free parking for the venue.
 | As 6th August. |
| Airborne spread through close visitor contact in busy aisles. | * Masks required, except for those exempt. Enforced through signage and verbal reminders by exhibition staff.
* Wide aisles where possible.
* Visitors encouraged to walk on left in contraflow.
* Signs, or verbal reminders by exhibition staff to visitors on arrival to venue.
* Limit entrance to the venue to manageable amount of visitors. Exhibition staff to cease flow of visitors entering should social distancing guidelines be compromised.
* Windows and doors opened where possible to encourage airflow.
 | As 6th August.Although the rules on 7th allow for greater than 200 standing at an indoor organised event, the venue does not have capacity for this to require alternative consideration. |
| Airborne spread through visitors queuing to enter. | * Communication via website to ensure social distancing maintained during queuing.
* Signs, or verbal reminders by exhibition staff to social distance.
 | As 6th August |
| Contact spread through touchpoints. | * Hand sanitiser provided at entrance to venue.
* Frequent antibacterial wipe down of touchpoints (door handles)
* Start and end of opening period antibacterial wipe down of touchpoints.
* Minimising any exhibits requiring touch from visitors.
 | As 6th August |
| Risk to exhibition staff during build-up / break-down | * Minimise the amount of personnel in the venue during build-up / break-down
* Sufficient time for build-up / break-down to reduce number of personnel in the venue.
 | As 6th August |
| Risk to exhibition staff during open times | * Masks to be worn at all times open to the public, except for any staff exempt.
 | As 6th August |
| Other risks and controls in place | * All exhibition staff to complete lateral flow test 24 hours prior to exhibition opening.
* No handshake rule.
* No food or beverages on-site.
* No payment systems required.
 | As 6th August |
| Donations | * No payments to be taken by exhibition staff
* Encourage the use of internet donations by providing the charity details online.
* Charity collection box in use - no handling of the box by exhibition staff during the exhibition. Antibacterial wipedown before and after opening times.
 | As 6th August |