

## NEON DIGITAL ARTS: RISK ASSESSMENT

Reference:	Risk Assessment (Covid-19) – NEoN Digital Arts Festival 2021
Persons identified as at risk:	Visitors/Public/Contractors to NEoN Digital Arts
Risk assessment completed by:	Donna Holford-Lovell, Director
Date Completed/Reviewed:	07/10/21
Review Cycle:	Weekly (or sooner in the event of new or changing risk factor)

**1. There is a direct threat to health and wellbeing from transmission of the COVID-19 coronavirus.**

**People can catch the virus from others who are infected in the following ways:**

- virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales
- the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc
- people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth

**Control Measures**

## NEON DIGITAL ARTS: RISK ASSESSMENT

### Guidance & The Law

NEoN Digital Arts will follow guidance and comply with legal requirements published by HSE and GOV taking reasonable steps to protect visitors from COVID- 19 to achieve “COVID secure” status:

- We have carried out a COVID-19 risk assessment for all areas of work and shared the results with the people who work at NEoN Digital Arts
- We have cleaning, hand washing and hygiene procedures in line with guidance
- We have taken all reasonable steps to help people work from home
- We are adhering to Scottish Government guidance

### Regularly wash hands

- Staff and Visitors will be encouraged to regularly wash hands throughout their visit using our hand sanitiser stations in locations throughout the building and / or with soap and water after using our toilets.

- All staff are briefed and trained in advance of working in NEoN Digital Arts using our “COVID secure” operating procedures and receive a copy of our “NEoN Digital Arts COVID-19 Health and Safety Information Pack” including detailed risk assessments and actions to minimise the risk of transmission within the team and to visitors.
- Robust Health and Safety management procedures are in place and there is a professional, responsible culture amongst staff, building partners and trustees.

## 2. Effective physical/social distancing is a key element in reducing the transmission of COVID-19

### Control Measures

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Social distancing is no longer a required measure in Scotland. However, we continue to undertake a number of key approaches:

- Ticketed entry events – restricting numbers
- Adaption of hands on activities to reduce touching and increased cleaning frequency
- Supervision of spaces by our staff and procedures in place so they can help with enquiries
- Visitors who ignore visit rules despite being asked not to will be asked to leave NEoN Digital Arts and we will contact police if our request is refused
- Children to stay with family groups and be under supervision of parent /guardian at all times

**We will use signage to communicate key health and safety points, such as hygiene, face coverings and that there are no unintended impacts on people with disabilities or caring responsibilities. Our messaging will be clear and easy to understand.**

- We are mindful that some people may find these measures more difficult to adhere to than others e.g. those with sight loss, autism, learning disabilities, dementia or other communication or mobility needs and we will have staff on hand to support visitors appropriately.

### 3. Failure to use PPE appropriately or in mandatory settings

#### Control Measures

People must by law wear a face covering in shops and also indoor cultural sites, cinemas and galleries.

Face coverings are mandatory in NEEON Digital Arts unless you're exempt from wearing one. Visitors should bring their own face coverings when visiting NEEON Digital Arts and follow Government, NHS and manufacturer guidance.

Government guidance says physical distancing, hand hygiene and respiratory hygiene are the most important and effective things we can all do to prevent the spread of coronavirus.

The wearing of face coverings must not be used as an alternative to any of these other precautions.

- All of our staff will be wearing face coverings unless they're exempt from doing so
- We will provide single use face masks and disposable gloves for certain activities where appropriate

#### **4. Failure to gather or hold information in order to reduce transmission through Test & Trace procedures**

##### **Control Measures**

##### **NHS Test & Trace**

The opening up of the economy following the COVID-19 outbreak is being supported by NHS Test and Trace.

NEEON Digital Arts is required to assist this service by keeping a temporary record of our visitors for 21 days and assist NHS Test and Trace with NEEON Digital Arts Visitor risk assessment requests for that data if needed. This includes keeping details of any contractors/delivery drivers visiting the premises.

This could help contain clusters or outbreaks.

- We will be doing this through our ticket purchasing system
- A new app has been launched by NHS Scotland – you can find out more about the app by visiting [www.nhsinform.scot](http://www.nhsinform.scot)

- To assist with guidance on Test & Trace, NEEON Digital Arts has signed up to the Check In Scotland scheme enabling us to display a QR code that visitors can use to check in and out of DCA. We will still provide a pen and paper log for those people who don't have a smart phone. Details are retained for 21 days

#### **5. The cleaning and hygiene measures implemented within NEEON Digital Arts are not adequate to prevent/reduce transmission**

##### **Control Measures**

##### **Cleanliness & Cleaning**

- NEEON Digital Arts will be cleaned daily before opening and at regular intervals throughout the day whilst open to the public
- Higher risk areas such as toilets, interactive activities and screens, hand rails, desks, will receive additional focus and be regularly cleaned throughout the day
- We will not be handing cash
- Hands on activities will be stopped or adapted and where appropriate, headphones will be removed from screens in our galleries
- Unfortunately, we are unable to provide bag storage for visitors to reduce the risk of transmission

##### **Hygiene Measures**

Stringent cleaning arrangements are in place to protect our visitors and workforce.

- Signage is used to remind visitors to maintain hygiene standards. i.e. hand washing
- Visitors are encouraged to sanitise their hands by using the hand sanitation facilities at entry and exit points and in any common areas or to use the hand washing facilities available throughout the building
- Toilets are provided by a third party and will have social distancing measures in place or additional measures in place where this is not possible. Their cleaning regime for our toilets are in line with the latest safe use of toilets guidance

## **Cleaning**

Work and public areas, staff welfare facilities and equipment are cleaned frequently between uses.

- Our workforce has been provided with training in order to support and further enhance our increased cleaning regime
- Frequent touch points have been identified and are disinfected regularly including all objects and surfaces that are touched regularly such as door handles, handrails, or workforce handheld devices
- Guidance setting out clearly the use and cleaning of toilets has been issued to our workforce with training provided to ensure they are kept clean
- We have more frequent rubbish collection and the safe and appropriate disposal of contaminated items and PPE. Staff have been provided with training on the safe disposal of used PPE

## **6. People becoming unwell while on-site or a symptomatic person when visiting DCA.**

### **Control Measures**

#### **NEoN Digital Arts Visiting Guidance**

Don't visit if you are unwell. In accordance with Government regulations you shouldn't leave your home to visit NEoN Digital Arts if you have:

- Any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to sense of smell or taste)
- OR Are waiting for a coronavirus test result
- OR Have tested positive for coronavirus within last 14 days
- OR Live with someone who has symptoms, is waiting for a test result or has tested positive within the last 14 day

#### **People who are or become unwell while at NEoN Digital Arts**

We remain alert to the continued risk of community transmission of COVID-19 and that there is an increased likelihood of any individual in the community having the infection.



If anyone becomes unwell with a new, continuous cough, a high temperature, or a loss of, or change to, their sense of smell or taste in NEEON Digital Arts they should be sent home and advised to follow the stay at home and testing guidance.

In case of an emergency, NEEON Digital Arts will call 999 to summon help from emergency services.

If a member of staff or another visitor has helped someone who was taken unwell with a new, continuous cough, a high temperature, or a loss of, or change to, their sense of smell or taste, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.

In these circumstances, it is not necessary to close the business or workplace or send any staff home, unless Government policy changes and we will keep monitoring Government information for the latest details.

## **7. NEEON Digital Arts does not provide visitors with accurate and appropriate information**

### **Control Measures**

### **Information Provision**

The controls detailed in this document will be communicated to visitors as follows:

- Pre-visit email when a ticket is booked through our website
- Visitor safety information and what to expect when visiting NEEON Digital Arts on our website
- Signage and information repeated throughout the building explaining visiting guidance
- Feedback welcomed in line with our ethos of continual improvement