

BIRDWOOD HOUSE RE-OPENING POLICY FOR HIRERS

Exhibitors version: 14th September 2020

The Trustees welcome you to the Gallery at Birdwood House. We aim to be safe and comply with Government guidance while at the same time making it simple and comfortable for everyone. This document explains the arrangements at Birdwood House to help you have a safe exhibition.

The arrangements at Birdwood House

- At least 5 days before your exhibition you will need to complete a risk assessment and returned it to us.
- Extra time has been allowed for the exhibition change over, so you can close at 5pm on your last day (usually Saturday) and you have the evening to take your exhibition down, the next exhibition will not be in to set until the following day.
- A queuing system has been introduced to keep visitors apart and allow them to enter the Gallery one at a time.
- While in the exhibition it is your responsibility to ensure everyone is as safe as possible.
- There must not be more than 6 people (including you) in the gallery at any one time.

Risk assessment

- The risk assessment can be downloaded from the Covid-19 information page of the Birdwood House website:
<https://www.birdwoodhouse.org.uk/covid-19-information/>
- Consider the rows relevant to your activity, note the actions already prescribed and ensure you comply with these. In the column asking about anything else you will be doing to manage the risk, add anything you will be doing in addition. There are some suggested options in this column, you should use this column to describe your additional risk management.
- Once completed return the completed form to emily@birdwoodhouse.org.uk at least 5 days before your exhibition.

Setting up your exhibition

- Decide how you are going to arrange the work so as to ensure safe distancing, and carry out the actions identified in your risk assessment.
- The door onto the street and the door at the far end of the gallery are to remain open at all times the exhibition is open to provide a gentle flow of fresh air.
- We advise that you do not use a comments book and pen or a browser. Where surfaces are touched, please clean them at intervals through the day.

The queuing system

- Visitors should queue in front of the gallery window, a sign on the wall will invite them in if they can see that there are less than 6 people in the exhibition. Obviously you can also invite them in yourself if there is space.
- For a predominantly hung exhibition visitors exit through the same door, but discuss a one-way system with Anthea if there are lots of table displays.

- Visitors should wear a face covering while in the exhibition
- You should consider wearing a face covering if you are not behind the table with screen.
- You must wear a face covering in other areas of the building such as going to the loo.

Cleaning up at the end of the day

- At the end of the day please take a moment to wipe down any surfaces that may have been touched.

Summary

- Fill in and return your risk assessment
- Think about how to display your work so visitors can maintain a safe distance
- Consider an electronic/on-line visitors book
- Follow the guidelines and procedures while in the building