

# COVID-19 RISK ASSESSMENT

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Tasks covered:	Premises setup and management to reduce the risks of those on site being exposed to coronavirus. This document follows Government/PHE and NMDC guidance.				

Key								
L: Likelihood	5	5	10	15	20	25	<b>High risk: 15-25</b>	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.
	4	4	8	12	16	20		
	3	3	6	9	12	15	<b>Medium risk: 8-12</b>	Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.
	2	2	4	6	8	10		
	1	1	2	3	4	5	<b>Low risk: 1-6</b>	Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.
	1	2	3	4	5			
S: Severity				DR: Degree of risk			RR: Residual risk	
Guidance:	<ol style="list-style-type: none"> <li>Identify the persons at risk and the significant hazards.</li> <li>Calculate an initial RR for the activity.</li> <li>Identify risk control measures that reduce the risks to an acceptable level.</li> <li>Calculate a revised RR – assuming the control measures are followed. (Consider changing both the likelihood (L) and the severity (S) ratings.)</li> </ol>							

PPE assessment		Note. In many instances, you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:						
Type of PPE:								
	Head	Foot	Eye	Hand	Hearing	Hi-visibility	RPE	Fall arrest
	Standard rules	Standard rules	Standard rules	Standard rules	Standard rules	Standard rules	Standard rules	Standard rules
Additional requirements:		Face masks and face shields will be available to all staff.						
<b>Note.</b> PPE must only be considered when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so.								

## Risk Assessment

Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
If you may be exposed to the Covid-19 virus	Staff, contractors and visitors	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>If staff or contractors/visitors have symptoms of coronavirus (including new cough and/or high temperature), they must self-isolate and follow the latest government advice, <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> e. Staff must inform their Line Manager immediately if they exhibit any symptoms and if applicable arrange for a coronavirus test.</li> <li>If you have symptoms carry out a Lateral Flow Test (LFTs) before coming to work. Note: Museum will cease to purchase LFTs once the present stock is exhausted. Staff are reminded that they can request “free issue” test kits from NHS for use at home. It is recommended that staff carry out a LFT at least twice a week.</li> <li>All persons must follow the government guidance: (<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/</a>).</li> <li>Visitors asked to follow these same guidelines via the website when booking tickets.</li> </ul>	1	5	5

Activity	Persons at Risk	Significant Hazards	Initial			Risk Control Measures	Residual		
			L	S	R		L	S	R
Working during the Covid-19 pandemic	Staff, contractors and visitors	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>Everyone must follow the government's guidance on working during the pandemic (<a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>).</li> <li>The Museum will regularly review the guidance for updates and changes of rules, procedures etc. These are to be reflected in local arrangements.</li> </ul>	1	5	5
Working on company premises/ working at home	Staff and contractors	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>In accordance with re-opening guidelines and subsequent advice on "flexible" working if staff have a operational need to work out of office they can, with the agreement of their Line Manager be allowed to work remotely for a specific period, this procedure will be on an as needs basis and not automatic.</li> <li>Laptops for mobile working have been issued to all staff requiring them to carry out their work remotely.</li> <li>The Museum management has taken steps to maintain reasonable staffing levels on site that allow for social distancing measures.</li> <li>Contractors/visitors to be fully briefed on the precautions in place and assure that they have not had Covid 19 symptoms in the past ten days. All contractors/visitors will be required to be booked in on Proxyclick which contains guidance on NAM Covid-19 secure procedures.</li> </ul>	1	5	5
Access to site	Staff, contractors and visitors	Serious ill-health conditions/ mental health issues.	3	5	15	<ul style="list-style-type: none"> <li>Handwashing and hand gel facilities will continue to be made available near all Museum entrances/exits and at various locations throughout the Museum's. All staff and contractors/visitors to be advised to follow handwashing guidelines. Visitors are encouraged to use these facilities and handwashing posters are displayed in all facilities.</li> <li>Numbers of staff and contractors on site to be controlled.</li> <li>Contractors/visitors are not permitted onto the office footplate unless they are attending pre-booked meetings in any of the Meeting Rooms. Note: meetings with contractors/visitors are <b>not</b> to take place in the Kitchen breakout area.</li> </ul>	1	5	5
Preventing infection spreading/ social distancing	Staff, contractors and visitors	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>Without being overly officious all persons to be regularly reminded to: <ul style="list-style-type: none"> <li>Wash hands often soap and water - do this for at least 20 seconds.</li> <li>Use hand sanitiser gel if soap and water are not available.</li> <li>Wash hands regularly throughout the day.</li> <li>Use hand sanitiser regularly throughout the day.</li> <li>Cover mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing.</li> <li>Dispose of any tissues in appropriate waste receptacles as quickly as possible.</li> <li>Do not touch face or eyes if hands are not clean.</li> </ul> </li> <li>Hand sanitiser stations set up around the Museum.</li> <li>Screens installed on the Security, Welcome, Shop and TSC desks to separate people from each other when interacting. These will continue</li> </ul>	1	5	5

Activity	Persons at Risk	Significant Hazards	Initial			Risk Control Measures	Residual		
			L	S	R		L	S	R
						<p>to be in place until further government guidance is received</p> <ul style="list-style-type: none"> <li>• Staff to work back-to-back or side-to-side rather than face-to-face whenever possible if they are not able to maintain a metre plus distance.</li> <li>• The Museum is applying this to all staff who are likely to come within close contact with the public. Face coverings and face shields although available will be a matter of personal choice. Museum purchased face coverings will no longer be issued once current stocks are exhausted.</li> </ul>			
Cleaning and house keeping	Staff, contractors and visitors	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>• Enhanced cleaning procedures will continue across both sites, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> <li>○ taps and washing facilities</li> <li>○ toilet flush and seats</li> <li>○ door handles and push plates</li> <li>○ hand rails on staircases and corridors</li> <li>○ lift controls</li> <li>○ telephone equipment</li> <li>○ keyboards, photocopiers and other office equipment</li> </ul> </li> <li>• Rubbish collection and storage points to be increased and emptied regularly throughout and at the end of each day.</li> <li>• In the event of possible contamination, i.e. a person attending site who has a confirmed case, areas that may have been contaminated to be deep cleaned/decontaminated.</li> <li>• Shared vehicles to be cleaned after each use. All surfaces to be wiped down.</li> </ul>	1	5	5
Travel to the Museum	Staff, contractors and visitors	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>• Those travelling to the workplace to avoid public transport wherever it is practicable to do so. Bike loan scheme available to staff. Information on alternative transport available to visitors on the Museum's website.</li> </ul>	1	5	5
Providing welfare facilities	Staff, contractors and visitors	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>• All persons to wash their hands with soap and water as they enter and before leaving area.</li> <li>• Personal lockers to be used if available.</li> <li>• Breaks to be taken outside if practicable to do so.</li> <li>• Kitchen/breakout for staff (not contractors) set up so that the social distancing can be maintained.</li> <li>• Handwashing signage displayed.</li> <li>• Maximum number of persons allowed in spaces is displayed prominently.</li> <li>• Staff to bring own food and drinks.</li> <li>• All staff to wash their hands before and after using kettles, fridges, dishwasher, etc.</li> <li>• All used kitchen items to be placed in the dishwasher, no items are to be left on the side or the draining board.</li> <li>• Toilets available throughout the Museum for visitors to use.</li> </ul>	1	5	5
Training and meetings	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>• Face-to-face training to be carried out with social distancing in place.</li> <li>• In person meetings to be carried out with social distancing in place or completed by video conferencing/ phone.</li> <li>• All meetings to be kept as short as possible. No paperwork/materials to be shared.</li> </ul>	1	5	5

Activity	Persons at Risk	Significant Hazards	Initial			Risk Control Measures	Residual		
			L	S	R		L	S	R
Following prescribed safe systems of work	Staff, contractors and others	Accident or injury caused by working in an unsafe manner	3	5	15	<ul style="list-style-type: none"> <li>Under no circumstances are staff or contractors to be asked to complete tasks that they're not deemed competent in/authorised to perform. There are to be no exceptions to this rule.</li> <li>Prescribed safe systems of work must always be followed. If necessary, the safe system of work must be formally amended before adopting new work practices. New safe systems must not increase risks to those completing the job, or anyone else who may be affected.</li> <li>There may be times due to staff absences, when direct supervision levels may be less than normal. During these times, staff are expected to maintain normal working practices. Anyone failing to do so to be subject to the organisation's disciplinary procedures.</li> </ul>	1	5	5
First Aid	Staff, contractors and visitors	Serious ill-health conditions	2	5	10	<ul style="list-style-type: none"> <li>Trained NAM staff will continue to provide emergency first aid to staff, contractors and visitors but in an amended format.</li> <li>All first aiders to receive a briefing to encourage self-treatment. Face masks to be supplied in each First Aid kit.</li> </ul>	1	5	5
Visitor Facing Role	Staff, contractors and visitors	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>Staff separation from visitors. Perspex screens will continue to be in place at Security, Welcome, Retail and TSC desks.</li> <li>Staff aware that they can "back-off should people get too close and FoH staff have been issued with 'We are here to help, maintain social distancing' badges.</li> <li>Bag searching will continue but security staff trained by their parent company on the correct way to safely carry out this task. No "large" bags allowed to be brought to the Museum as no locker Room provided.</li> <li>Face coverings and face shields although available will be a matter of personal choice. Museum purchased face coverings will no longer be issued once current stocks are exhausted.</li> <li>Staff to wipe down AV screens minimum hourly</li> <li>Fogging is to take place after each Play Base session.</li> </ul>	1	5	5
Office based work	Staff	Serious ill-health conditions	2	5	10	<ul style="list-style-type: none"> <li>Desks are cleaned Mon-Fri by dedicated office cleaner. All desks have been provided with an 'I've been cleaned/please clean me' card to further identify which desks have been used. All desks must be left clear at the end of each day to enable cleaning.</li> <li>Room capacities set and displayed on the outside of each room: Kitchen = 4 Breakout Space = 8 Meeting Room 1 = 4 / 6 with masks Meeting 2 = 2 Zoom Rooms = 2 Boardroom = 16</li> </ul>	1	5	5

Note: TSC and Stevenage operations follow the precautions regarding entry but have their own specific risk assessments for their work practices. COVID risk assessments have been completed for specific Museum activities such as Public Programme Talks and Event Hire. Activities (incl. contractors) being carried out by others using the Museum space must provide COVID risk assessment to their Museum contact for approval.