

## BRT COVID-19 BACK TO WORK RISK ASSESSMENT

**TO BE READ IN  
CONJUNCTION WITH  
CURRENT  
GOVERNMENT  
GUIDANCE**

ASPECT	AREA	RISK	MEASURES OF MITIGATION	OWNER
<b>Pre Start</b>	Training	New procedures not understood/adhered to	All staff/volunteers to have opportunity to consider the RA and ask questions before return to work. Develop training materials for new procedures.	H & S lead to produce risk assessment and training material with SafetyBoss. Ops group to coordinate with volunteers.
		New procedures not understood/adhered to	Engage with staff/volunteers to deliver training and agree changes.	H&S lead to deliver training with support
	Janitorial	No hot water for hand washing	Check hot water systems.	H&S lead
		Water has been in system undisturbed	Ensure Legionnaires testing up to date.	H&S lead
		Social distancing not adhered to	Install barriers/floor markings.	Ops to source and purchase. H&S lead to install
		Social distancing not adhered to	Install signage/one way systems.	Ops to source and purchase. H&S lead to install
		Janitorial supplies not adequate	Order PPE/Sanitiser/Soap/Paper towels/antibac sprays/increased amount of cleaning products. Ordering checklist list.	Ops Group
		Adhoc visits to site - procedures not followed	Block Guardian to record and administer such visits	Mary Wain (Block Guardian)

		Covid-19 virus may be on surfaces in premises	A major clean to be carried out before public re-opening - very close to opening date to prevent cross contamination. Clear all areas of non essential items. Headphones to be removed from any displays. Small plane to be removed from Radar pulse interactive. Gonio simulator to be closed to the public (behind barrier). Guidance information to use laminated sheets where necessary.		
				Vol teams in bubbles/ socially distanced.	
	Preparation	The goods in the shop area can be touched. Difficult to maintain social distancing between visitors and with volunteers.	Retail area on site to be behind a barrier with products on view only, to be seen but not touched. Card purchases allowed with items drawn from clean stock cupboard. Selected products to be available for on-line purchase		Retail Manager and team
		Consider changing opening hours to provide a greater period of time for visitors to use the facility	Initially, reopening maximum of 2 days per week. To be reviewed regularly.		
		Remind visitors with children that they are responsible for them and that they should keep them close by at all times	Signage and training sessions for volunteers.		H&S lead to deliver training with support
Remove pinch points by adjusting the layout		One-way system to address this issue. Keep under review.			

		Visitor confidence in cleaning regime	Regular hygiene cleans to be shown on checklist and cleaning is visible to visitors. Checklist applicable if loos are open.	
		Installation of screens to provide a barrier between customers and staff	Introduce for reception and shop area for 2020 season.	Purchase needed. H&S lead to install.
		Assess all equipment	See separate sheet marked Equipment. Feeds in to opening/ closing guidance. .	Ops Group
<b>Welfare Facilities</b>	Kitchen	Cross contamination person to person use of touching surfaces etc	<p>Volunteers rest room <u>not</u> to be used for breaks or consuming food/drinks. Team advised in advance and told to bring own mugs, drinks, food and cutlery etc..</p> <p>Room to be restricted to one person at a time and only to be used for heating water for a personal drink or to collect and return cleaning products. Antibacterial wipes to be used on touched surfaces before leaving the room</p>	Access to drinking water is required for those on duty. Sealed water bottles and plastic cups to be held at reception, managed by OOD.
	Toilets	Cross contamination person to person congregation in toilet area	<p>At least one toilet should be available for visitors. This to be cleaned at regular intervals during the day.</p> <p>Monitor visitor feedback and comments to assess the impact of this.</p>	<p><b>Staff/Volunteers</b></p> <p>Provision of antibac &amp; wipes, with each individual on rota responsible for cleaning during the day.</p>

		Cross contamination from waste bins	Waste bin with foot pedal and lid to be sourced and put in place to replace open bin.	Two foot pedal bins in the museum already. Buy 2 plastic, pedal bins & liners for loos. Notices to encourage visitors to take their rubbish home + add to training. Ops team to source and purchase
		Cross contamination person to person	Good stocks of soap, disposable hand towels and antibac hand gel upon leaving facility. Signage to be included.	Establish robust, direct supply chain for Ops team to source and purchase
<b>Museum</b>	Work areas	Cross contamination person to person	Working from home where practicable.	
	Meeting rooms	Cross contamination person to person	Meetings to be conducted via web/phone.	
	Corridor/ floor plan	Cross contamination person to person	One way system in place throughout museum. The Tx Block one-way system will have a maximum of 6 separate zones. Each zone will be clearly identified. <b>2m spacing to be maintained throughout</b>	Barriers/floor markings purchase
		Managing visitor flow	Volunteers will monitor the flow and ensure that visitors are observing the 2m social distancing guidelines. Visitors will be encouraged to move on if they are holding up the flow through the Block. Visitors who require longer discussions will be asked to continue the discussion outside the Block.	Training session, lead by H&S lead, for volunteers to go through the process. This will ensure consistency and continuity as well as shortening the chain of information.

	Visitors/customers	Controlling numbers	<b>Max number in block during the 2020 season to be 16.</b> It is expected that the initial opening days will involve less than this maximum to gain confidence in the approach.	Manage numbers through advance ticketing
	Recording staff/volunteers	Test and Trace information	MANDATORY. Recording of time of arrival, name and contact phone number and time of departure for all vols on duty. See rotas.	Ops Group
	Recording visitors	Test and Trace information	MANDATORY. Recording of time of arrival, name and contact phone number for the lead member of each group/bubble and if possible time of departure. See booking information. Process needed to ensure daily bookings are passed to OOD.	Ops Group
	Ventilation	Cross contamination person to person	All external and internal doors to be open.	Tape/barrier across gas door to maintain one-way flow.
<b>Pastoral Care</b>	Team support	Mental well being	Regular online catch up (Tea Break) systems.	
	Team support	Mental well being	Maximum team size of 4 on duty on public days	Keep under review
	Engagement	Feedback	Implement communication methods to communicate changes to procedures.	Ops Group
	Engagement	Feedback	Encourage feedback on how measures are going. Ask for ideas/suggestions.	Ops Group

	Engagement	Communication	Communicate with visitors to ensure they understand procedures.	Training session for volunteers to go through the welcome process. Visitor guidance on website and reinforced during booking process with confirmation email that contains visit guidance.
	Team support	Physical well being	Establish teams which minimise the number of staff/volunteers who will work together at any time. See rotas.	Ops Group
<b>Museum</b>	Team	Cross contamination	Government/PHE guidelines must be followed. Disposable gloves and face coverings are available for use by team. Individual face shields will be provided as well.	Supplies needed Ops Group
	Visitors/customers	Infected person arrives at museum	Signage in reception, on website and at booking point to explain main Covid-19 symptoms. A request to leave site immediately if displaying any of these will be made and no admission permitted for any of the booked group.	Signage, website, booking point Ops to lead. OOD/volunteer training by H&S lead

<p>Cross contamination person to person</p>	<p>Ensure social distancing can be achieved, through use of one way systems, barriers or floor markings.</p> <p>2m floor marking. Queue system in place, including marking immediately outside of museum entry door. Review queue system in light of numbers, visitor management and how well time slots actually work.</p> <p>Hand gel/sanitiser to be available at appropriate locations throughout museum.</p> <p>Open all internal and external doors.</p>	
<p>Cross contamination person to person</p>	<p>Online booking only - no adhoc visitors allowed. No cash except donations dropped directly into Donation box.</p>	<p>Ops Group New donation box (cash and card)</p>
<p>Cross contamination person to person</p>	<p>Badges and lanyards to be kept by each volunteer and not left in central box. Team members to provide own pen/ pencil and paper for use on duty. Not to be shared or left in museum.</p>	
<p>Cross contamination person to person touching surfaces</p>	<p>Barriers/surfaces to be wiped down before opening and at least once during the day with cleaner then disinfectant following manufacturers guidelines. Hand sanitiser and wipes located appropriately.</p>	

		Cross contamination	Thorough wipe down, clean and disinfect of all areas at end of day, including end of day toilet clean (for thoroughness).	OOD and team
		Reduce social distancing risk by not delivering promotions or demonstrations	No talks or large group events to be scheduled in the Block. Keep face to face chats with visitors to a minimum and wherever possible should happen outside.	H&S lead to deliver training with support
		Control breaches of social distancing through monitoring and intervention	Volunteer training	H&S lead to deliver training with support
<b>Communication &amp; training</b>	Volunteers	Volunteer Training	Provide clear, consistent and regular communication to improve understanding and consistency in ways of working	H&S lead
		Communications	Engage with staff/volunteers through existing communication routes to explain and agree changes in working arrangements. Keep these lines of communication open to monitor and understand impacts of new working arrangements	Ops Group
		Staff/volunteers display Covid symptoms	Engage with staff/volunteers at start of each day to confirm against written list of symptoms for themselves or within their household. Any with such a symptom must stay away and follow Government/PHE guidelines on self-isolation.	Ops Group + OOD

<b>Transport/Exterior Facilities</b>	Car park	Cross contamination person to person	Signage - pre-booking only - no entry without ticket. Only enter at pre-allotted time.	Signage, website and booking confirmation
<b>Cleaning</b>		Cross contamination person to person	Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, using appropriate cleaning products and methods.	H&S lead to deliver on-line training sessions and guidance for team
<b>Maintenance</b>	Maintenance, contractor and delivery personnel on site	Cross contamination person to person	Request RA/MS before any work starts and ask for specific Covid-19 considerations, including PPE.	Fire extinguisher/ water/ alarm/ PAT etc testing to be up to date before reopening. SafetyBoss and H&S lead to deliver
		Cross contamination person to person	Restrict non BRT personnel to times when not open to the public.	
<b>High risk groups</b>	Personal Protection Plans	Cross contamination person to person	Does a volunteer/staff member have a condition that puts them at enhanced risk? Anyone in this category or who has been advised to self-isolate must not come to site	Pre-opening check to be done, prior to any training taking place. Ops to do the checks with potential volunteers.
		Conditions aggravated by control measures	Are any of the control factors problematic for the volunteer/staff? (for example Skin conditions made worse by sanitiser gels/ condition requiring priority access to toilet facility).	Pre-opening check to be done, prior to any training taking place. Ops to do the checks with potential volunteers.
<b>Emergency</b>	Emergency	Cross contamination person to person	Emergency procedures to be reviewed.	H&S lead
		Cross contamination person to person	First aid refresher course to be scheduled. Importance of hygiene factors to be covered.	On-line or in-house training

<b>Confirmation of positive case</b>	Team support	Communication	Communicate with all interested parties whether visitor or team member. This might include all team, all other visitors, Test and Trace. Trustees to consider closure of museum.	OOD/Chair/ Booking person. Add to training.
	Cleaning	Cross contamination surfaces/person to person	Deep clean - refer to government guidance. External contractor to be identified before re-opening.	Ops team
	Incident recording	Record keeping/Reporting/Lessons learned	Implement incident procedure. Consider RIDDOR advice on HSE website. Act upon lessons learned.	H&S lead + Chair + OOD