

RISK ASSESSMENT COVID-19 Wallace Collection Staff

Assessment Date: 17/05/2021

Assessor's Name: Jake Sansom

Review Date: June 2021

Persons at Risk	Notes			
Employees	<input checked="" type="checkbox"/>		Almost impossible	No human injury expected.
Visitors	<input checked="" type="checkbox"/>	Sign in and Accompanied	Very improbably	Minor injury with no lost time & complete recovery.
Contractors	<input checked="" type="checkbox"/>		Improbable	Absent from work for less than 7 days with complete recovery.
Public	<input checked="" type="checkbox"/>		Less than even chance	Absent from work for over 7 days but less 3 weeks with subsequent complete
Cleaners	<input checked="" type="checkbox"/>		Even Chance	Absent from work for more than 3 weeks with subsequent complete recovery.
Young Persons	<input checked="" type="checkbox"/>	Training and Supervision	More than even chance	Absent from work for more than 3 weeks with subsequent recurring incapacity.
Trespassers	<input checked="" type="checkbox"/>	Site locked and secured	Probable	Permanent slight incapacity.
Expectant Mothers	<input checked="" type="checkbox"/>		Very Likely	Permanent severe incapacity.
Clients	<input checked="" type="checkbox"/>		Almost Certain	Permanent total incapacity.
Other	<input checked="" type="checkbox"/>		Inevitable	Death.

Hazard	Consequence	Required Controls	Risk Likelihood (L) x Consequence (C)		
			L	C	Residual Risk Rating
Infected Persons (with or without Symptoms) coming into Collection	Direct & Indirect consequences, loss of medical support throughout country, increased risk therein regarding medical public service response to all UK workplaces	<ul style="list-style-type: none"> Staff to remain at home if showing any COVID-19 symptoms and encouraged to undertake COVID-19 testing as per the government test and trace program. Staff to remain at home if co-habiting with anyone displaying COVID-19 symptoms. All persons advised to self isolate in line with the Government's test and trace scheme must do so. Social distancing of 2 metres (or 1 -metre with risk mitigation) from all other persons where reasonably practicable Staff to utilise personal transport to site as a priority Staff to not utilise public transport to travel to site at peak times when reasonably practicable. Whenever public transport cannot be avoided, face coverings should be worn. Communication of symptoms to workforce via toolbox talks. Working from home where possible. International contractors must follow Government policy and complete COVID-19 test 72 hours prior to travel and observe the mandatory 10 day quarantine or 5 day "test to release" policy. 	3	10	
Vulnerable persons attending the Collection	(Contracting COVID-19 as a vulnerable individual). Serious illness and/or fatality.	<ul style="list-style-type: none"> Controls throughout this assessment to ensure workplace is COVID Secure Clinically vulnerable persons, as classified by government & NHS to prioritise 2 metre social distancing within the workplace Clinically extremely vulnerable persons identified personally by the NHS to work from home if feasible. Specific risk assessment to be undertaken for vulnerable persons following inability to assign socially distant work and consultation Vulnerable persons & contractors should disclose this status to employers if they have not already. Proactively asking of staff where possible. 	3	10	
Social Interaction during vehicle parking (Resulting in COVID-19 transmission)	Further transmission of virus	<ul style="list-style-type: none"> 2-metre (or 1 -metre with risk mitigation) social distancing measures to be followed where reasonably practicable. All contractor vehicle parking to be offsite and the responsibility of maintenance staff. Traffic management plan in place. 	3	10	

Social Interaction during travel to and from The Collection (Resulting in COVID-19 transmission)	Further transmission of virus	<ul style="list-style-type: none"> • Only travel to the collection if it is essential - only agreed staff members to travel to the Collection. • Personal vehicles, cycling or pedestrian access as a priority. • Public transport to be avoided wherever reasonably practicable. • Arrange travel around less busy time periods avoiding rush hour whenever reasonably practicable. • Carpooling and vehicle sharing to be avoided wherever possible. • When it is not possible to travel individually identification of classified groups between colleagues who travel together should be undertaken; those who travel together must stay within the same classified group throughout the working day and maintain 2-metre social distancing from those outside their groups at all times. • Whenever public transport cannot be avoided, face coverings should be worn. • 2-metre (or 1 -metre with risk mitigation) social distancing measures to be followed where reasonably practicable. 	3	10	30
Social Interaction at site Access/Egress Points (Resulting in COVID-19 transmission)	Further transmission of virus	<ul style="list-style-type: none"> • 2-metre (or 1 -metre with risk mitigation) social distancing measures to be followed where reasonably practicable. • Security guard segregated from direct contact with operatives via control room screen. • Supervision at entry point. • 2-metre interval marking to segregate queuing operatives. • One way pedestrian system. • Contractors designated own entrance. • Restricted access rope added to prevent visitors using the lift stairs into staff only areas. This is to be removed during staff fire alarms. 	3	10	30
Social Interaction at delivery/pick up points (Resulting in COVID-19 transmission)	Further transmission of virus	<ul style="list-style-type: none"> • 2-metre social distancing measures to be followed where reasonably practicable. • Essential deliveries only allowed. • Traffic management plan to include designated delivery drop off point. • Designated spot to be isolated allowing for removal of materials without interaction. • If not removing materials in isolation, driver to remain in vehicle cab whilst a staff or classified group removes material in isolation. • Delivery drivers assigned delivery timings to adhere to. • Electronic delivery notes to be requested from deliverer. 	3	10	30
Social Interaction during induction processes (Resulting in COVID-19 transmission)	Further transmission of virus	<ul style="list-style-type: none"> • 2-metre (or 1 -metre with risk mitigation) social distancing measures to be followed where reasonably practicable. • Induction to be undertaken remotely/electronically where practicable. • Inductions slots pre-planned with allocated slots. • If inductions cannot be undertaken electronically they should be conducted outdoors or in a well ventilated area if possible, if not possible they should be undertaken in the welfare area if this allows for 2-metre distancing to be maintained. 	3	10	30
Social Interaction during meetings, briefings and Toolbox Talks (Resulting in COVID-19 transmission)	Further transmission of virus	<ul style="list-style-type: none"> • 2-metre (or 1 -metre with risk mitigation) social distancing measures to be followed where reasonably practicable. • Meetings and Daily briefings to be remote/electronic where practicable. • If meetings and daily briefings cannot be undertaken electronically they should be undertaken outside or in a well ventilated, open area. 	3	10	30

<p>Social Interaction during general works (resulting in COVID-19 transmission)</p>	<p>Further transmission of virus</p>	<ul style="list-style-type: none"> • Follow government advice on good hygiene practices, washing hands regularly for 20 seconds, avoiding touching face and cough/sneeze into tissues. • Enforce no equipment sharing policies. Where sharing of equipment or appointment of designated users not practicable, equipment to be cleaned following individual use. Designated persons appointed for equipment usually shared or used by many persons. • Remote meetings prioritised over physical meetings. Social distancing maintained during any essential physical meetings • Any task specific PPE used to be cleaned /disposed of after each use and not shared. • Social distancing of 2 metres (or 1 -metre with risk mitigation) from all other persons where reasonably practical. Where social distancing is not practicable during business essential work processes, the work process itself will be altered to allow for social distancing measures to be enabled. • Regular and business essential work processes where 2-metre (or 1 -metre with risk mitigation) social distancing is not possible via process alteration will employ additional controls such as minimising face to face working and employing physical screening where practicable. • Regular and business essential processes which cannot be altered or controlled to allow for social distancing to be further risk assessed to determine reasonable controls. • Working from home to be undertaken where possible for non-essential work. No non-essential travel. Follow NHS and governmental advice at all times. • All essential work procedures that must continue to include additional controls with social distancing and welfare faculties adhered to. • Wash stations/sanitisers at entry/exit points with reminder posters on notice boards. • Where possible keep doors open, encourage protective glove wearing. Fire doors should only be kept open if held by fire alarm responsive door stops. 	<p>3</p>	<p>10</p>	<p>30</p>
<p>Social Interaction during maintenance, conservation, retail and back of house works (Resulting in COVID-19 transmission)</p>	<p>Further transmission of virus</p>	<ul style="list-style-type: none"> • 2-metre (or 1 -metre with risk mitigation) social distancing measures to be followed where reasonably practicable • Where social distancing is not reasonably practicable, the sequence of works and work processes will be altered to maintain 2-metre (or 1 -metre with risk mitigation) social distancing • If 2-metre social distancing cannot be maintained, contact time must be minimised as far as practicable. The number of workers assigned to the task must be minimised as far as reasonably practicable; workers should work side by side or facing away from each other rather than face to face. • For works of an extended period and where 2-metre (or 1 -metre with risk mitigation) social distancing cannot be maintained, then works should be assigned to a classified group with additional risk assessment undertaken and contracted maintenance staff RAMS adapted; these amendments must be approved by site management. • Contracted maintenance staff to adapt RAMS to account for social distancing measures and site-specific controls to minimise interaction. • Equipment that is usually shared should be designated primary user(s). • Where sharing of equipment or appointment of designated users not practicable, equipment to be cleaned following individual use. • Any task specific/ work related PPE used to be cleaned /disposed of after each use and not shared. • No crossing on stairways. One way pedestrian system where reasonably practicable. • Works pre-planned and sequenced. • Areas of work segregated where possible for classified groups. • Maintenance staff and classified group supervision 	<p>3</p>	<p>10</p>	<p>30</p>

Nip point on stairways between 1st and 2nd floors and on lower ground floor between Lift Lobby and exit/entrance to EP02	Further transmission of virus	<ul style="list-style-type: none"> Wayfinding plan created. Alternate routes opened up outside of public hours (11-3pm) to allow for one way pedestrian system. Staff briefing of potential crossing point. Signage to raise awareness of crossing point. Staff care and attention. 2-meter markings to show safe distance to allow others to pass. 	3	10	30
Security Room	Further transmission of virus	<ul style="list-style-type: none"> Maximum capacity of 2 people at any one time with signage to indicate this on the door. Seating is socially distanced by ~6m with desks positioned facing away from each other. Workers to wear face coverings when sharing the room. Cleaning procedures for shared equipment. All shared equipment is cleaned after use. Staff care and attention. 	3	10	30
Social Interaction within welfare facilities, including toilets, drying rooms, canteens etc (Resulting in COVID-19 transmission)	Further transmission of virus	<ul style="list-style-type: none"> 2-metre (or 1 -metre with risk mitigation) social distancing measures to be followed where reasonably practicable. Classified groups/staff assigned separate time slots for use of welfare facilities. One-person max for toilet facility use. 2-metre markings for use of welfare facilities queuing. Maximum of one person to table within welfare area. Staff, maintenance staff and classified group supervision. Clothing separation within changing room through separate lockers. Showers to be taken out of use. Water coolers to be taken out of use or if required, may be put back into use if added to cleaning schedule throughout day or staff encourage to use with gloves 	3	10	30
Social interaction with facilities local to site (Resulting in COVID-19 transmission)	Further transmission of virus	<ul style="list-style-type: none"> Staff are encouraged not to utilise local facilities to site (Shops, etc) and to remain on site for the entirety of the working day. Staff will not be permitted re-entry to the Collection after leaving on any given day without a reasonable explanation. Supervision at entry point. 	3	10	30
Poor Hygiene standards within Welfare areas (Resulting in COVID-19 transmission)	Further transmission of virus	<ul style="list-style-type: none"> 2-metre (or 1 -metre with risk mitigation) social distancing measures to be followed where reasonably practicable. Cleaning staff will clean toilets and changing room at least twice per day. Staff provided with sanitiser and wipes and asked to clean surfaces within welfare areas after use. Waste bins to be emptied on a regular basis to avoid build up. Staff encouraged to use individual use cutlery which is to remain as personal use and stored within personal storage areas. Any communal cutlery or crockery to be used once, cleaned and run through dishwasher at end of day before reuse. Operatives encouraged to bring own pre-prepared meals and water bottle daily. Food warming facilities may be removed from the canteen if cleanliness cannot be guaranteed due to number of staff and cleaners available. Signage to remind of good hygiene practices Staff, maintenance staff and classified group supervision. 	3	10	30

Poor Hygiene Standards throughout the Collection (Resulting in COVID-19 transmission)	Further transmission of virus	<ul style="list-style-type: none"> All Staff briefed to keep area of work tidy during works. Regular cleaning regime in place. All staff provided with hand sanitiser. Unnecessary touch points eliminated. Where possible keep doors open, encourage protective glove wearing. Fire doors should only be kept open if held by fire alarm responsive door stops. Regularly used touch points (Handles, push points, bannisters) to be minimised and where they cannot be removed cleaned regularly. Regular cleaning of walkway touch points (Hand rails, Bannisters etc). Regular hand sanitiser points located around the Collection. Hand sanitiser/ wash stations points located at access and egress points. Designated persons appointed for equipment usually shared. Where sharing of equipment or appointment of designated users not practicable, equipment to be cleaned following individual use. Any work related PPE used to be cleaned /disposed of after each use and not shared. Signage to remind of good hygiene practices. Staff, maintenance Staff and Classified Group supervision. 	3	10	30					
Contact with COVID-19 contaminated waste (Resulting in COVID-19 transmission)	Further transmission of virus	<ul style="list-style-type: none"> Cleaning Staff to wear protective gloves. Regular waste collection from all areas to be conducted. Waste removal to be via third party, collected in isolation as per delivery processes. Additional waste facilities for single use face coverings provided. 	3	10	30					
Social Interaction during enactment of site Emergency Plans/Fire Drills (Resulting in COVID 19 transmission)	Further transmission of virus	<ul style="list-style-type: none"> Workplace numbers to be limited to where emergency plans/drills can be enacted whilst maintaining social distancing measures where practicable. Emergency drills only to be carried out when necessary (When site elements change). Priority to be given to enactment of emergency plan over social distancing if required. Multiple assembly points to be set up if social distancing cannot be maintained with workers assembling within classified groups. 	3	10	30					
Social Interaction during administration of First Aid (Resulting in COVID-19 Transmission)	Further transmission of virus	<ul style="list-style-type: none"> First aider to assess scenario before administering first aid assistance, social distancing to be maintained where practicable First aiders to have available a pack containing medical gloves, eye goggles/visor and medical masks at all time for use whenever administering first aid. PPE used during administration of first aid to be bagged and disposed of following use Breaking of social distancing measures prioritised if injured parties condition could be worsened through lack of immediate first aid. 	3	10	30					
The risk assessment is compiled by calculating the likelihood and consequence of the hazard being a risk to those outlined by scoring each element out of 10.	Key:	60 or more High Risk, Do Not Proceed Without Taking Immediate Action	40 - 59 Medium Risk Action Within Set Timescales	20 - 39 Medium Risk Continue to Monitor and Review at Next Review Date	Below 20 No Immediate Action Required					
Additional Controls:		Time Frame:		Responsible Person:						
Task Specific PPE Required:									Other (Please Specify):	
	BS EN 352:2002	BS EN 166 – 3F	BS EN 397:1995	BS EN 388: 3121	BS EN ISO 20345:2011 5B	BS EN 471: 2003	BS EN 175:1997	BS EN 149:2001	BS EN 361:2002	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Hazards and Controls:	N/A									

Comments/Observations:

- This Risk Assessment is derived as a follow on to the COVID-19 Company Management assessment. Controls stated within that assessment continue to apply.
- A reasonably practicable approach to administering first aid in the workplace should be applied as this will likely contradict social distancing requirements currently in force. As an example, it would be deemed reasonably practicable for an injured party to self-apply plasters and wash small cuts and wounds. Where more serious injuries will be made catastrophically worse by not receiving immediate first aid however, this must be deemed a more significant effect and first aiders discharge their duties accordingly.
- Additional PPE to those stated as required controls in work specific Risk Assessments are not encouraged, this is to maintain availability for critical sectors. However, use of PPE/RPE already being owned and being used for normal work duties is encouraged when working within 2 metres of other persons to minimise likelihood of potential COVID-19 transmission.
- Use of face coverings is permitted and not discouraged in any circumstance, however their wearing and provision is down to individuals. Voluntary use of face coverings does not extend to areas where the government have made their wearing mandatory i.e. public transport for all persons and public buildings for members of the public. Further advice on where to wear face coverings, how to make them and hygiene requirements can be found at <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>
- The risk assessment uses the term "Classified Groups" throughout. For the purpose of this risk assessment this is defined as identified groups of workers, formally assigned to one another, who can work within the 2-metre social distancing guidelines without additional controls but must maintain 2-metre social distancing from other workers and classified groups at all times. Once a classified group is identified, the group must maintain within that group indefinitely whilst this risk assessment is in place.
- RA Requires update as guidance evolves. "Clinically extremely vulnerable persons" are considered as defined on <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-vulnerable>
- RA Requires update as guidance evolves. "Clinically vulnerable persons" are considered as defined on <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>
- Details referring to the government test and trace programme can be found at <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/>
- Sanitiser provided in the workplace must be BSEN 1500 or EN 14476. Soap provided in the workplace must be BSEN 1499.

In addition to written risk assessments, we should all be encouraged and have confidence to conduct point of work risk assessments - stop and think 'Am I safe doing this?'. If at any stage you identify work is not safe to proceed, stop work immediately and do not proceed unless confirmed as safe to do so.