

Assessment Date: 21/09/2021

Assessor's Name: Jake Sansom










Review Date: October 2021

Persons at Risk	Notes	Risk =	Likelihood	X	Consequence
Employees	<input checked="" type="checkbox"/>	1	Almost impossible		No human injury expected.
Visitors	<input checked="" type="checkbox"/> Sign in and Accompanied	2	Very improbably		Minor injury with no lost time & complete recovery.
Contractors	<input checked="" type="checkbox"/>	3	Improbable		Absent from work for less than 7 days with complete recovery.
Public	<input checked="" type="checkbox"/>	4	Less than even chance		Absent from work for over 7 days but less 3 weeks with subsequent complete
Cleaners	<input checked="" type="checkbox"/>	5	Even Chance		Absent from work for more than 3 weeks with subsequent complete recovery.
Young Persons	<input checked="" type="checkbox"/> Training and Supervision	6	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	7	Probable		Permanent slight incapacity.
Expectant Mothers	<input checked="" type="checkbox"/>	8	Very Likely		Permanent severe incapacity.
Clients	<input checked="" type="checkbox"/>	9	Almost Certain		Permanent total incapacity.
Other	<input checked="" type="checkbox"/>	10	Inevitable		Death.

Hazard	Consequence	Required Controls	Risk Likelihood (L) x Consequence (C)		
			L	C	Residual Risk Rating
Infected Persons (with or without Symptoms) coming to the Collection	Further transmission of virus	<ul style="list-style-type: none"> All staff and visitors 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 and visitors who are not fully vaccinated to self isolate if co-habiting with anyone displaying COVID-19 symptoms. Fully vaccinated persons must seek a PCR COVID-19 test. All persons advised to self isolate in line with the governments test and trace scheme must do so. Social distancing of 2-metres 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 return to work information pack. The official NHS QR code poster will be displayed upon entrance to allow visitors to check in. Temporary record of visitors kept for 21 days to assist in the NHS track and trace. Visitors informed of entry conditions via website. Pre-entry information provided to visitors. Visitors encouraged to use own transport and avoid public transport. Face coverings will be expected and encouraged for visitors and staff within retail areas and galleries. 	3	10	30
Arriving at Collection (outdoors and entrance lobby)	Further transmission of virus	<ul style="list-style-type: none"> Wayfinding plan created One way system implemented with entry via east gates. Pedestrian Gates left open. 2-metre social distancing markers on pavement. Tensa barriers in place to ensure outdoor queue is uniform and maintains 2-meter social distancing. Queuing takes place outdoors, with indoor Queuing in front hall if required. Main doors are automated and will open upon access. Hand sanitiser provided immediately on access to the collection. Main access door cannot be left open: sanitiser is provided prior to using this door and the handle is cleaned frequently. Cloakroom is removed from use (other than for umbrellas and buggys). Tape and signage used to designate where public should stand within entrance Barriers erected to segregate public from staff. COVID-19 controls and one way system communicated to public upon arrival (in addition to pre information pack) 2-meter segregation between those entering the collection and those exiting. 	3	10	30

<p>Within the Collection (Resulting in COVID-19 transmission)</p>	<p>Further transmission of virus</p>	<ul style="list-style-type: none"> • Wayfinding plan created • Social distancing reminder signage placed throughout collection. • Maximum capacity calculations detailed within capacity document. Calculated as 50% of allowable persons based on a 1 person per 2m² of floor space per room. • Signage displaying maximum room capacities upon entry to each gallery with guidance on what to do if capacity is reached • Designated marked wait area segregated by 2-meter social distancing for those awaiting enter to galleries. • Staff posted upon entry to galleries to control flow • Unnecessary touch points removed: gallery books and seating. • Provision of priority seating for those with a disability or pregnant. • Frequent cleaning of all possible touch points: bannisters, tensa barriers, doorways/entrances. • All possible collection areas to be cleaned at the start and end of each day: common touch points, entrance hall, ticket desks etc. • Some objects within the gallery spaces cannot be cleaned and space constraints mean exclusion zones cannot be implemented. In this situation; if practical, objects will be removed or relocated. If relocating is not practicable, additional do not touch signage will be installed and visitors will be reminded not to touch objects before entry to the Collection and during their visits • Hand sanitiser available upon access to rooms with common touch points: front entrance (banister), entrance to shop (goods), entrance to toilets (door handles), entrance to exhibition (door handle). • COVID-19 social distancing reminders throughout. • Restricted access rope added to prevent visitors using the lift stairs into staff only areas. This is to be removed during staff fire alarms. • Face coverings expected and encouraged for visitors and staff in retail areas and galleries. 	<p>3</p>	<p>10</p>	<p>30</p>
<p>Retail area</p>	<p>Further transmission of virus</p>	<ul style="list-style-type: none"> • Wayfinding plan created • Visitors encouraged to purchase items in advance. • Expansion of space into adjoining cloakroom to increase space for social distancing. • Contactless payments whenever possible. • Signage to discourage visitors touching items. • Regular cleaning of area. • Maximum capacity of shop calculated. • Face coverings are expected and encouraged for visitors entering the shop and staff members. • Signage to display maximum capacity allowed. • Staff to monitor entry to shop. 	<p>3</p>	<p>10</p>	<p>30</p>
<p>Library and Archive Room</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. • Maximum capacity calculation to allow for 2 metre social distancing between desks. • Room is on a booking system only. • Hand sanitiser provided . • Regular cleaning of common touch points. • Reading materials quarantined for 72 hours following public use. • Provision of disposable gloves. • Face coverings to be worn unless seated. • "Purging" of air inbetween sessions. This includes opening doors to allow the room to ventilate. Mechanical ventilation should be utilised where necessary. • Signage to remind of rules and controls. • One way system in place. 	<p>3</p>	<p>10</p>	<p>30</p>

Toilets and Baby Changing	Further transmission of virus	<ul style="list-style-type: none"> • Visitors encouraged to use toilet facilities at the start and end of their visit • 2-metre social distancing measures to be followed • Toilets to be occupied only by individuals, members of the same household or same social bubble. • Signage to inform of toilet occupancy levels. • 2-metre markings for use of welfare facilities queuing. • Hand sanitiser provided upon access. • Soap provided in hand wash basins. • Toilets cleaned frequently throughout the day. 	3	10	30
Outside areas	Further transmission of virus	<ul style="list-style-type: none"> • Wayfinding plan created • One way system in place to be adhered to at all times. • Restricted access to all other outdoor areas. • Contractor access to scaffold and outdoor areas to be restricted during public opening hours. • Onsite parking is by booking only. • Social gatherings on lawn prohibited. • Signage. 	3	10	30
Restaurant	Further transmission of virus	<ul style="list-style-type: none"> • Table service only. • Seating positioned with 2-meter distance between tables. • Capacity calculation for restaurant. • Regular cleaning rota with cleaning of each table/chair after use. • Staff to wear face coverings. • Hand sanitiser provided upon entry. • QR Code available for public use. • Reduced menu. • Booking only. • Sodexo to undertake own COVID-19 specific risk assessment. 	3	10	30
Poor Hygiene standards across building	Further transmission of virus	<ul style="list-style-type: none"> • All staff briefed to keep area of work tidy. • Regular cleaning regime in place • Unnecessary touch points eliminated. • Regularly used touch points (Handles, push points, bannisters) to be minimised around site and where they cannot be removed cleaned regularly. • Regular cleaning of walkway touch points (Hand rails, Bannisters, tensa barriers etc) • Regular hand sanitiser points located around collection. • Hand sanitiser/ wash stations points located at access and egress points. • Any work related/ task specific PPE used to be cleaned /disposed of after each use and not shared. • Signage to remind of good hygiene practices. 	3	10	30
Social Interaction during emergency evacuation	Further transmission of virus	<ul style="list-style-type: none"> • Emergency drills not carried out during public opening hours • 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 fixed teams. 	3	10	30
Assisting persons with disabilities	Further transmission of virus	<ul style="list-style-type: none"> • 2-meter social distancing to be followed wherever reasonably practicable. • Where 2-meter social distancing cannot be maintained nominated volunteers will be used to assist persons with disabilities. • Nominated persons to have available a pack containing medical gloves, eye goggles/visor and medical masks. • PPE used in the assistance of persons with disabilities to be bagged and disposed of after use, or if reusable to be cleaned thoroughly by the wearer. • Persons with disabilities to present identification, if available, to clarify this e.g. badge/lanyard • Staff may remove face coverings for persons who rely on lip reading if asked. 	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					
Use of audio guide head set	Further transmission of virus	<ul style="list-style-type: none"> • Audio guides are sanitised thoroughly after use. • Foam muffs are removed after each use and replaced with new ones or those that have been quarantined for 72 hours. 	2	10	20					
Educational Activities	Further transmission of virus	<ul style="list-style-type: none"> • All educational activities to be individually risk assessed and to have own RAMS. • Social distancing of 2-metres from all other persons where reasonably practicable. • Groups limited to fixed teams or subject to maximum capacity calculations detailed within capacity document. Calculated as 50% of allowable persons based on a 1 person per 2m² of floor space per room. • Activities pre planned to limit interaction between attendees, staff and other members of the public. • Supervision provided throughout. • "Purging" of air inbetween sessions. This includes opening doors to allow the room to ventilate. Mechanical ventilation should be utilised where necessary. 	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):
	<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:	<ul style="list-style-type: none"> • 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 and immediate risk and first aiders discharge their duties accordingly. • Additional PPE to those stated as required controls in task specific Risk Assessments are not encouraged, this is to maintain availability for critical sectors. • Use of face coverings is permitted and encouraged in all circumstances, however, the government expect people to wear face coverings in crowded places and places where they are likely to come into contact with people they dont normally meet. (i.e. public transport for passengers, customers and staff in hospitality and retail premises) so whilst travelling for business face coverings will be worn. Where access to such areas is a necessary part of a persons' employment, face coverings must be provided by their employer. Further advice on specific areas to wear face coverings, exemptions to requirements of use, 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 "Fixed teams" throughout. For the purpose of this document "Fixed teams" is defined as identified groups of workers, formally assigned to one another, who can work within the 2-metre (or 1-metre with risk mitigation) social distancing guidelines without additional controls but must maintain 2-metre (or 1-metre with risk mitigation) social distancing from other workers and fixed teams at all times. Once a fixed team is identified, the team must remain contained within that group indefinitely whilst this document's accompanying COVID-19 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/ • Sanitiser provided in the workplace must be BSEN 1500 or EN 14476. Soap provided in the workplace must be BSEN 1499. • Processes to follow with regards to potentially COVID-19 infected employees are detailed within the accompanying document 'COVID-19 Incident Management Procedure'. 									

- All controls within this assessment must continue to be applied irrespective of the vaccination status of staff and visitors.
- Workplace testing arrangements are covered by the Company Management COVID risk assessment.

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.