








# RISK ASSESSMENT

Task Title: Visitor Risk Assessment during Covid-1 Pandemic			Date: 6/7/2020		
Assessment Number: Covid19-V1					
Department: Harris Museum			Assessment By: Events Officer		Date of Next Review: Weekly
Task No	Task	Hazard Identified	Persons At Risk	Existing Control Measures	Additional Measures to be considered
1	Risk of contracting Covid-19 through close contact with others (within 2m)	Arriving at and leaving site 	All Staff, Volunteers, Visitors, Contractors and freelancers	<ul style="list-style-type: none"> <li>Asking all persons to not visit if they are showing symptoms of Covid-19</li> <li>Perspex screens installed at all customer service points</li> <li>Clear floor markings and signage</li> <li>Queue control</li> <li>One-way routes</li> </ul>	<ul style="list-style-type: none"> <li>Monitor and review of existing control</li> <li>Change in government guidelines</li> <li>Staff, volunteer, contractor, visitor and public feedback</li> <li>Review on training requirements</li> </ul>
2		Visitor Capacity 	All Staff, Volunteers, Visitors, Contractors and freelancers	<ul style="list-style-type: none"> <li>Reduced capacity numbers</li> <li>Restrictions at entrance point</li> <li>Clear signage and floor markings</li> <li>Queue control</li> <li>Asking some staff to work from home</li> </ul>	
3		Facility use 	All Staff, Volunteers, Visitors, Contractors and freelancers	<ul style="list-style-type: none"> <li>1 in 1 out system</li> </ul>	
4		On site catering 	All Staff, Volunteers, Visitors, Contractors and freelancers	<ul style="list-style-type: none"> <li>Takeaway menu only</li> <li>Queue management</li> <li>Perspex screen installed at service point</li> <li>Clear signage to ensure social distancing</li> <li>Card payment only</li> </ul>	
5		Emergency	All Staff, Volunteers,	<ul style="list-style-type: none"> <li>Review and implementation of new First Aid Policy</li> </ul>	

			Visitors, Contractors and freelancers	<ul style="list-style-type: none"> <li>• First Aiders equipped with all required PPE assistance to be provided at a distance (where possible)</li> </ul>	
6	Contacting Covid-19 from touching a contaminated surface	<p>Contact with germs via surfaces</p> 	All Staff, Volunteers, Visitors, Contractors and freelancers	<ul style="list-style-type: none"> <li>• All visitors to sanitise hands prior to entering building</li> <li>• Hand sanitising points installed across the building</li> <li>• Enhanced cleaning and disinfecting of surfaces</li> <li>• Enhanced cleaning and disinfecting of areas</li> <li>• Discouragement from sharing personal items</li> <li>• Interactives removed</li> <li>• Staff and volunteer training</li> <li>• Staff and volunteers to wear disposable gloves for some tasks</li> <li>• All deliveries isolated for 72 hours</li> <li>• Returned library books isolated for 72 hours</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring and review of existing controls</li> <li>• Change in government guidelines</li> <li>• Staff, volunteer, contractor, visitor and public feedback</li> <li>• Review on training requirements</li> </ul>
7	Risk of decline in workforce wellbeing	<p>Wellbeing decline for staff working from home and on site</p> 	All staff and volunteers	<ul style="list-style-type: none"> <li>• Staff to work from home where possible</li> <li>• Regular contact between staff and management</li> <li>• Providing mental health support</li> <li>• Social distancing training</li> <li>• Provide appropriate PPE for protection whilst on site</li> <li>• Protection of vulnerable staff and volunteers</li> <li>• Feedback from workforce regularly reviewed</li> <li>• Measures in place to protect those at higher risk</li> </ul>	<ul style="list-style-type: none"> <li>• Review of training requirements</li> </ul>

				<ul style="list-style-type: none"><li>• Ensure all new measures ensure equality in the workplace</li><li>• Consultation with staff on risk assessment and new procedures</li></ul>	
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