

Risk Assessment Record

A

Assessor: Simon Hayes / Kath Healion / Sue Mann	Assessment Date: 25.06.20
Activity Assessed: COVID - 19	Location: Culture Coventry Sites
	Review Date: 12.05.21

B

THOSE AFFECTED					
A. Employees	B. Members of The Public	C. Adjacent Workers	D. Children/Young Persons	E. Contractors	F. Visitors
Others (state)					

C

HAZARDS	Those Affected	HAZARDS	Those Affected	HAZARDS	Those Affected	HAZARDS	Those Affected	HAZARDS	Those Affected
Falling		Fire + explosion		Friction or abrasion		Ejection of Objects		Radiation	
Falling objects		Substances		Shearing		Confined space		Dust/fume	
Vehicles		Access/Egress		Entanglement		Manual handling		Water/Drowning	
Noise		Slips/trips		Puncture/Stabbing		Lighting		Others (state below)	
Electricity		Crushing		Severing or Cutting		Temperature		Transfer of Virus	X A-F
Vibration		Trapping		Ejection of fluid		Weather			

D

HAZARDS (As identified above)	Existing Control Measures (e.g. design, guarding, procedures, training, PTW, PPE, signs etc)	Risk H,M,L	Additional control measures to reduce risk (E.g. elimination; alternative methods; additional guarding; design changes; additional procedures; increased supervision to monitor controls; PPE, additional training etc)	Residual Risk H, M, L
1. PEOPLE				
1.1 Transfer of Virus - General			<ul style="list-style-type: none"> Government guidance will be used distancing markers and one-way systems to be laid out where possible - see floor plans COVID-19 signage to be displayed throughout the building Detailed and recorded staff training to be given to all employees on the content of the COVID-19 risk assessment. 	

Risk Assessment Record

		M	<ul style="list-style-type: none"> • Additional cleaning regimes throughout the building • Masks to be worn by staff and customers • Staff are strongly advised to take a Lateral Flow Test (LFT) twice <u>a week</u> to keep everyone safe and well. • Communications and messaging to advise Customers to get tested before visiting. • All contractors to be advised of COVID protocols and the LFT testing arrangements 	L
1.2 Transfer of Virus- Staff Interaction		H	<ul style="list-style-type: none"> • Where possible introduce teams/bubbles where the same group of staff could work together on shift • Maintain social distancing • Limit staff numbers in buildings • Agile working policy to be adopted and managed by team managers at a local level, Initially, staff / volunteers should only be in the buildings if on shift 	L
1.3 Transfer of Virus - Face to face contact with customers		H	<ul style="list-style-type: none"> • Install screens at serving points and Government recommended distancing in front of counters • Visitors approach when requested to complete transaction • Maintain Government recommended social distancing throughout the building 	M
1.4 Transfer of Virus - Footfall		H	<ul style="list-style-type: none"> • Capacity of areas/galleries/rooms etc - reduce numbers to allow for social distancing • Allow for time between sessions such as play and learning, to allow one group to exit and to carry out required cleaning in advance of the next group entering and commencing the session. • Promote online bookings and prepayment where possible. • Arrange access to toilet areas to control footfall 	L

Risk Assessment Record

			<ul style="list-style-type: none"> • Government recommendations for social distancing markings/signs • One-way systems around the building where possible 	
1.5 Transfer of Virus - Tours		H	<ul style="list-style-type: none"> • Maintain social distancing on tours around the museum and galleries, following one-way routes. • Limit numbers allowed on tour to maintain revised capacities within the museum gallery spaces. 	L
1.6 Transfer of Virus - Reception		H	<ul style="list-style-type: none"> • Reception screens to protect team from spread from an infected member of public • Strict control on access to behind the reception desk including other staff • Receptionists to be separated to comply with Government guidelines on social distancing. • Signs displayed to control approach to Reception and markings on floor (queue management) • Where possible contactless payments encouraged to reduce the need to handle money • Spray disinfectant AVAILABLE TO STAFF to clean surfaces and anything touched by another including telephones, card machines, tills, and screens • Where handling objects come into the building, eg as donations or returned loans, receiving staff to wear appropriate PPE when receiving objects, remove and destroy all packaging as soon as possible, store in a quarantine area (e.g. a designated separate shelf in a museum store) for 72 hours before handling. 	L
1.7 Transfer of Virus – FOH staff			<ul style="list-style-type: none"> • Access to PPE when tasks are not able to be performed within the government guidelines for social distancing. • A separate risk assessment for each activity to undertaken where social distancing cannot be maintained. 	

Risk Assessment Record

		H	<ul style="list-style-type: none"> • Correct disposal of PPE (gloves, apron) when discarded. 	L
1.8 Transfer of Virus – Technicians		H	<ul style="list-style-type: none"> • Access to PPE when working in a confined area or with an external contractor • Spray to clean areas accessible to public when work has been completed to prevent transfer. • Limit the time in line with government guidance that is spent in close contact when installing or moving exhibitions / large objects. A secondary Risk assessment should be completed on each individual activity. 	L
1.9 Transfer of Virus - Contractors		H	<ul style="list-style-type: none"> • Contractor to provide a risk assessment on COVID 19 measures to ensure safe working practises. • Contractor to be advised of the opportunity to carry out LFT's and where to undertake them. • Staff to whom a contractor has contact to have access to PPE and observe social distancing guidelines. • Contractor to wear appropriate PPE when on site especially when working with other staff • Items that have been in contact with contractor, such as tools, equipment should be cleaned after use. (e.g. switches, door handles etc) • Keep work area naturally ventilated where possible (to the outside where possible). Do not use fans or air con units. • Limit unnecessary contact with others 	L
2. PLACES				
2.1 Transfer of Virus - Staff room			<ul style="list-style-type: none"> • Stagger breaks • Control access to staff rooms – reduced capacity and follow social distancing rules 	

Risk Assessment Record

		H	<ul style="list-style-type: none"> • STAFF ARE RESPONSIBLE FOR SANITISING all equipment/touch points after use • Eat in a larger space i.e. function room or outdoors if possible • Regular cleaning and disinfection of area 	L
2.2 Transfer of Virus - Offices		H	<ul style="list-style-type: none"> • Limit numbers in office spaces • Avoid where possible sharing desks - if not sanitise before and after use • Well ventilated areas • Simple awareness training video available to all office's workers • Adoption of agile working policy – allowing home working as agreed by local manager. 	L
2.3 Transfer of Virus - Confined spaces		H	<ul style="list-style-type: none"> • Area behind reception - receptionist and DM only maintaining social distancing; antibacterial spray available to sanitise touch points • Plant room - limit number of people permitted in this area, maintenance personnel and Duty Manager / Managers only maintaining social distancing; antibacterial spray available to sanitise touch points • Storerooms - one person at a time 	L
2.4 Transfer of Virus - Toilet areas		H	<ul style="list-style-type: none"> • Limit access to prevent crowding. Staff to marshal area and control footfall if necessary • Regular and repeated cleaning of toilets, cubicles, basins, taps, toilet flush handles and seats • Regular and repeated cleaning of all touch points, baby change facilities, disabled bed etc. • Provision of antibacterial spray and paper towels for customer use on touch points • Educational signs for visitor's information i.e. social distancing 	L

Risk Assessment Record

			<ul style="list-style-type: none"> • Ensure soap dispensers are stocked with soap to promote self-hygiene • Increase hard surface deep cleaning on a routine basis 	
2.5 Transfer of Virus – Circulation areas		H	<ul style="list-style-type: none"> • One entrance for staff and one for visitors into HAGM and CTM. • HAGM – entrance for staff will be Jordan Well. • CTM – entrance for staff will be the workshop door and exit will be via the black metal stairs door. • One-way system where possible to limit cross of over and busy areas • Regular and repeated cleaning of touch points such as handles and doors • Remove chairs to discourage people grouping together or waiting around. 	L
2.6 Transfer of Virus - Café			<ul style="list-style-type: none"> • Monitor, review and implement any guidance from PHE or other similar body. • Implement the Government Guidance for food businesses on COVID-19 • Obtain COVID-19 risk assessment from any tenant providing a service • Cleaning schedules will be reviewed, and any additional cleaning regimes required will be implemented and backed up with signage • Floor and wall signage with the social distancing message will be installed • Staff to marshal areas and control footfall if necessary 	

Risk Assessment Record

			<ul style="list-style-type: none"> • Screens will be placed in front of serving point and Government recommended distancing marker will be placed on the floor in front of counters • Where possible contactless payments encouraged 	
3. ACTIVITIES				
3.1 Transfer of Virus - Visitor Education		H	<ul style="list-style-type: none"> • Signage to promote the government advice on social distancing • Website to market the new requirements so customers are aware before arriving at the museum • Programming with front of house to ensure there are no cross over areas with museums with public circulation. • Spot marks on floor to improve social distancing separation where appropriate • Provision for queuing outside – with signage indicating queuing requirements 	L
3.2 Transfer of Virus – In House Meetings		H	<ul style="list-style-type: none"> • Meetings to take place remotely (i.e. through Teams) if possible, if not social distancing rules must apply • Well ventilated room • Sanitiser to be made available • Avoid using items such as smart boards, projectors 	L
3.3 Transfer of Virus - Cleaning		H	<ul style="list-style-type: none"> • Staff to wear gloves which should be changed regularly to prevent transfer onto surfaces • Staff will carry out regular cleaning of high-contact touch points throughout the premises. Implement a routine for frequency in all areas • If there is a COVID-19 case in the facility, CCT will follow company guidance in line with the PHE Guidance – COVID-19 – Cleaning in non-healthcare settings while cleaning all areas of the facility. 	L

Risk Assessment Record

			<ul style="list-style-type: none"> • All appropriate staff to know what to do in the event of an occurrence. • Manager to be informed immediately of any reported COVID-19 cases in the facility 	
3.4 Transfer of Virus - First Aid		H	<ul style="list-style-type: none"> • Staff within the vulnerable category) to be given the option to not attend first aid incidents. DOES THIS STILL APPLY? • Staff to wear mask, apron and gloves because of working in proximity with visitor • Correct disposal of mask, apron and gloves when discarded • Follow company protocol • First aid training to be updated and review of first aid kit. • CPR – respiratory airbag masks to be used. 	L
3.8 Transfer of Virus - Handling of equipment		H	<ul style="list-style-type: none"> • Red / Green signage to be provided at all interactive exhibition points – the customer turns the signage red which indicates the interactive has been used – MA to clean and disinfect the interactive in advance of next usage. • Staff signing in systems will be sanitised regularly – employees will also be encouraged to sanitise hands after signing in. • Implement a programme of disinfecting and cleaning of all interactives. • Issue receptionists with their own pen, pad etc – not to be shared • Communication tools - phones, radios, alarms - sanitise before and after use • Touch screen computers at tilling points need to be sanitised frequently • Increase cleaning frequency of all touch points • Cleaning equipment - wash hands immediately after use; avoid touching eyes, nose or mouth whilst using the equipment 	L

Risk Assessment Record

			<ul style="list-style-type: none"> Avoid using equipment where possible - if not possible sanitise equipment & hands afterwards 	
3.11 Transfer of Virus - Cash handling		H	<ul style="list-style-type: none"> Requesting contactless payments where possible', signs on website and reception. 	L
3.12 Transfer of Virus - Handling of keys and fobs		H	<ul style="list-style-type: none"> Avoid passing keys and fobs between staff where possible, Sanitise keys & hands after use if not 	L
3.13 Transfer of Virus - Visitors signing in		H	<ul style="list-style-type: none"> Visitors to be signed in/out by receptionist - no sharing of pens 	L
3.14 Transfer of Virus - Staff Lockers		H	<ul style="list-style-type: none"> Increase frequency of cleaning lockers throughout the day – sanitise keys Provision of antibacterial spray and paper towels for staff use 	L
3.15 Transfer of Virus - Handling of paperwork		H	<ul style="list-style-type: none"> Look at electronic system for individuals to register start and finish times on a new file set up on the public server No physical paper work to be exchanged between employees and customers 	L
3.16 Transfer of Virus - Deliveries		H	<ul style="list-style-type: none"> Limit deliveries No personal items permitted to be delivered to the workplace Disinfect all delivery packaging 	L

Any additional comments / observations:

Visitors will expect changes and a degree of inconvenience to assist in the control of the virus
It is important that everyone works together and is patient with each other

Staff available to control actions and to manage new procedures

Encourage the pre booking of tickets/events/activity where possible to reduce queuing'