

# YORK MUSEUMS TRUST RISK ASSESSMENT FORM

**RISK ASSESSMENT FORM TO BE COMPLETED IN FULL THEN SENT TO HEALTH & SAFETY FOR FINAL APPROVAL AND A RA NUMBER**

RA NUMBER: COVID-YM-S03

LOCATION FOR RISK ASSESSMENT	RISK ASSESSMENT TITLE	PERSON OR PERSONS COMPLETEING THIS RISK ASSESSMENT	DATE	PAGES
YORKSHIRE MUSEUM (YM)	COVID-19 RELATED SITE RISKS/HAZARDS	ANDY WALLER H&S ADVISOR	16.08.21	7

HAZARDS ASSOCIATED WITH THE CORONAVIRUS PANDEMIC	POTENTIAL RISKS TO VISITORS TO YORK ART GALLERY CAUSED BY HAZARDS	PERSONS AT RISK	RISK LEVEL L M H	LIST EXISTING CONTROLS IN PLACE	LIST ANY ADDITIONAL CONTROLS REQUIRED	START DATE	FINISH DATE
Risk of infection from <b>Covid-19 and its variants.</b>	<p>Yorkshire museum is a three-story building with front and rear access and egress points.</p> <p>As a visitor attraction, the building has points where surfaces can be touched by multiple people (visitors and staff) throughout the day, and where people may come into contact with each other.</p>	<p>Staff</p> <p>Public</p> <p>Visitors</p> <p>Volunteers</p> <p>Contractors</p>		<p>Comprehensive workplace and site risk assessments undertaken to ensure safety of the public, visitors, staff, contractors and volunteers.</p> <p>Specific safety pre-visit information is set out on YMT / Yorkshire Museum website advising visitors of the safety measures on site and the behaviours required.</p> <p>Visitors to the Yorkshire Museum are asked via YMT website and the signage on site not to enter YM premises if they have any of the <b>COVID-19</b> or variants symptoms (fever, new and continuous cough, sore throat, loss of sense of smell/ taste)</p>	<p>We will continue to recommend and encourage our visitors to use and wear a face coverings as stated by government guidance for the safety of themselves and our staff members.</p> <p>Minimal signage for social distancing will remain in place.</p> <p><b>As of 16.08.21 Anyone told by the NHS app to self-isolate will not need to do so, as long as they have received their 2<sup>nd</sup> vaccination more than 14 days</b></p>	<b>AUG 21</b>	<b>OPEN</b>

	<p>People can catch the Coronavirus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> <li>• Virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales</li> <li>• The virus can survive for up to <b>72</b> hours out of the body on surfaces which people have coughed on, etc. Under certain conditions, the virus can remain on surfaces for up to 9 days.</li> <li>• People can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then</li> </ul>		<p>Enhanced cleaning throughout the site using appropriate cleaning materials.</p> <p>Hand sanitising stations at points of entry, exit and throughout the site including entry to toilets.</p> <p>Visitors and staff are encouraged to use hand sanitiser via signage.</p> <p>Perspex screens installed at admission desk and Retail desk.</p> <p>Visitor Experience staff members provided with face visors</p> <p>Staff trained on how to interact from a safe distance.</p> <p>Enhanced cleaning throughout the site using appropriate cleaning materials.</p> <p>Hand sanitising stations at points of entry, exit and throughout the site including entry to toilets.</p> <p>Visitors and staff are encouraged to use hand sanitiser via signage.</p> <p>One-way traffic at the internal galleries entry and exit points, public must use their own discretion on doorway pinch points as the Museum will be free flow.</p>	<p><b>prior to their contact with a positive case.</b></p> <p><b>People are advised to take a Covid-19 PCR test as soon as possible to check if they have the virus and any of its variants of concern.</b></p> <p><b>If you test positive then you must isolate for 10 days from the date of the positive test.</b></p>		
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	touching their eyes or mouth.						
<b>Confirmed COVID-19</b> case at the YM.	If there is a confirmed case of a member of staff, member of the public, volunteer or contractor with coronavirus attending any of the Trust's buildings or sites	Staff Public Visitors Volunteers Contractors		<p>On-site employees and managers trained to spot <b>COVID-19</b> symptoms and use PPE.</p> <p><b>Staff are reminded that As of 16.08.21 Anyone told by the NHS app to self-isolate will not need to do so, as long as they have received their 2<sup>nd</sup> vaccination more than 14 days prior to their contact with a positive case.</b></p> <p><b>People are advised to take a Covid-19 PCR test as soon as possible to check if they have the virus and any of its variants of concern.</b></p> <p><b>If you test positive then you must isolate for 10 days from the date of the positive test.</b></p> <p>Staff with symptoms to quarantine immediately.</p> <p>Cleaning an area with disinfectant after someone with suspected coronavirus (<b>COVID-19</b>) has left to reduce the risk of passing the infection on to other people.</p> <p>Staff to wear disposable or washing-up gloves and aprons for cleaning, these should be double-bagged, then stored securely for <b>72</b> hours then thrown away in the regular rubbish after cleaning.</p>	<p>The Trust will make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) and inform the local health authorities if there is a confirmed case of <b>COVID-19</b> in the workplace</p> <p>The Trust will keep records of staff shift patterns and visitor contact details for at least 21 days and assist NHS Track and Trace service with requests for that data if needed. This could help contain clusters or outbreaks.</p> <p><b>QR check-in at venue by smart phone or android device is available on site at entry points although we will not enforce this use by visitors.</b></p> <p>The Trust will liaise with the Public Health Authority to discuss the case and will take advice on any actions or precautions that should be taken, including the closure of YM to the public.</p>	<b>AUG 21</b>	<b>OPEN</b>

				<p>If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (<b>COVID-19</b>), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron, wash hands with soap and water for <b>20 seconds</b> after removing gloves, aprons and other protection used.</p>	<p>Line managers will offer support to staff who are affected by <b>COVID-19</b> or has a family member affected.</p>		
“	<p>Infection risk increases when people group together for events in galleries.</p>	<p>Staff Public Visitors Volunteers Contractors</p>		<p>YMT manages visitor numbers to the YM by introducing ticketed timeslots to allow for sufficient social distancing, this also includes the new Richard the <b>111</b> exhibition</p> <p><b>There will be 30 visitors per 30 min time slots as follows (11, 11-30, 12, 12-30, 13.00, 13-30, 14.00, 14-30) will be reviewed again in August.</b></p> <p>Members of staff will be checking tickets and timeslot allocations at point of entry.</p> <p>Perspex screens installed at front desks</p> <p>Community groups meetings are risk assessed on individual basis.</p> <p>Queuing managed using signage/barriers etc. Card/contactless payments encouraged.</p>	<p>The Visitor Experience Manager will have the authority to close the site in the case of a significant concern.</p> <p>YMT will manage visitor numbers to the YM.</p>	<b>AUG 21</b>	<b>OPEN</b>
“	<p>Transmission risk through contamination of surfaces (door</p>	<p>Staff Public Visitors Volunteers Contractors</p>		<p>Enhanced cleaning carried out by cleaning contractors</p> <p>Hand sanitising stations near the main entrance and exit points, also throughout the building.</p>	<p>Regular deep cleans arranged, including additional cleaning of objects and surfaces that are touched regularly, such as door handles and lift buttons, and</p>	<b>AUG 21</b>	<b>OPEN</b>

	handles, railings, lifts, objects, leaflets)			Visitors are asked to use hand sanitiser upon arrival.	making sure there are adequate disposal arrangements.		
“	There is a possibility that members of the public or staff will require 1st Aid due to Incidents/Accidents.	Staff Public Visitors Volunteers Contractors		<p>Staff are aware of the risks to themselves and others.</p> <p>PPE will always be worn.</p> <p>H&amp;S training will be undertaken before reopening.</p> <p>1<sup>st</sup> Aiders are trained in accordance with the First-Aid Regulations 1981 and the updated guidance due to <b>COVID-19</b> prior to delivering 1<sup>st</sup> Aid to staff and public. 1<sup>st</sup> Aiders’ PPE to include visor, face mask, gloves, apron.</p> <p>CPR provided in line with the changed guidance (no rescue breaths even with a face shield, a towel/scarf or an item of clothing is now placed over the injured persons face covering their nose and mouth).</p> <p>Any 1st aid incident will be attended by two members of staff (at least one - a trained 1<sup>st</sup> Aider).</p> <p>Incident and accident forms are filled in with witness statements as required.</p> <p>Emergency services contacted if needed.</p>	New guidelines for 1st aid and CPR has been covered by in house training for all 1st aiders.	<b>AUG 21</b>	<b>OPEN</b>
“	Identified use of items that the public can actively interact with	Staff Public Visitors		Interactive items, fabrics and soft furnishings are removed or supplied with appropriate	Interactives have been removed due to concerns over cross infection and contamination.	<b>AUG 21</b>	<b>OPEN</b>

	(e.g., hands on objects, benches, door handles, taps etc.)	Volunteers Contractors		mitigations (e.g., regular cleaning) to minimise the risk of cross infection.			
“	There is a possibility of antisocial behaviour which may bring our staff into direct contact with members of the public and members of the public with each other.	Staff Public Visitors Volunteers Contractors		Some staff have had conflict management training and are able to deal with antisocial behaviour.  Emergency services will be contacted if a situation is unmanageable.	Visitor facing staff have had conflict management refresher training prior to reopening  Contacts including Street rangers, CYC, Police <b>101 &amp; 999</b> .	<b>AUG 21</b>	<b>OPEN</b>
“	Toilets used by the public.	Staff, Volunteers visitors contractors		Allocated toilets for the Staff, public, visitors and contractors located on the lower ground floor.  Signage indicating a one in one out system will be in place.  Hand washing for a minimum of 20 seconds is strongly recommended.  Installation of hand sanitiser stations at the entrance to toilets.	Regular cleaning of toilets to reduce the risk of cross infection.	<b>AUG 21</b>	<b>OPEN</b>
“	Transmission risk through deliveries to site.	Staff, Volunteers visitors contractors		Arranging contactless deliveries. Where possible, arrange deliveries outside of the opening hours.	Keep under review	<b>AUG 21</b>	<b>OPEN</b>
Fire causing evacuation	Fire in the workplace whilst social distancing rules are in place	Staff Public Visitors Volunteers Contractors		Regular Fire Drills. Staff have been trained in fire evacuation. Call points checked and fire extinguishers have been serviced.	Regular fire drills have taken place to test the updated evacuation routes with staff participation only.	<b>AUG 21</b>	<b>OPEN</b>

				Fire risk assessment in place and regularly checked for updates that are needed.			
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RISK ASSESSMENT SIGN OFF BY H&S: ANDY WALLER  
Signature: A WALLER Date: 16.08.21