

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: YM-SITE-01-22

| LOCATION FOR RISK ASSESSMENT | RISK ASSESSMENT TITLE | PERSON OR PERSONS COMPLETEING THIS RISK ASSESSMENT | DATE | PAGES |
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| YORKSHIRE MUSEUM (YM) | COVID-19 RELATED SITE RISKS/HAZARDS | ANDY WALLER H&S ADVISOR | 01.04.22 | 5 |

| HAZARDS ASSOCIATED WITH THE YORKSHIRE MUSEUM | 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 |
|--|--|---|---------------------|---|---|------------|-------------|
| York Museums Trust must ensure all its work and public spaces are Secure in daily work and leisure routines. | <p>Yorkshire Museum is set over several floors It has several access and egress points. As a visitor attraction, the building has points where surfaces can be touched by multiple people (visitors and staff) throughout the day.</p> <p>The building has a staff mess room and multiple office spaces, as well as open</p> | <p>Staff Public Visitors Volunteers 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>Enhanced cleaning throughout the site using appropriate cleaning materials.</p> | <p>We will continue to encourage staff to wear face coverings (this a personal choice) especially if you are in a crowded space or are meeting people you do not regularly work and interact with.</p> <p>There is no legal requirement to wear a face covering at this present time but if you wish to do so please feel free to wear one.</p> | 01.04.22 | OPEN |

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| | galleries accessible by visitors. | | | <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>Operating on a self-led tour and free-flow only basis visitors will always be within view of a member of staff.</p> <p>Perspex screens installed at admission desk and Retail desk.</p> <p>Visitor Experience staff provided with face visors</p> <p>Staff trained on how to interact from a safe distance.</p> | | | |
| Risk of Transmission | <p>Airflow through the Yorkshire Museum.</p> <p>No Airconditioning systems in place.</p> | <p>Staff</p> <p>Public</p> <p>Visitors</p> <p>Volunteers</p> <p>Contractors</p> | | <p>The risk of spreading any airborne virus can be reduced by improving general ventilation through fresh air (open windows and doors except fire doors to increase natural airflow) or mechanical systems.</p> | <p>OPENING DOORS AND WINDOWS WILL HELP WITH THE FLOW OF FRESH AIR (OPEN DOOR AND WINDOWS EXCEPT EXTERNAL FIRE DOORS TO INCREASE NATURAL AIRFLOW) OR MECHANICAL SYSTEMS.</p> <p>GOOD VENTILATION IS KEY TO MOVING FRESH AIR, OPEN DOORS AND WINDOWS 5 TO 10 MINUTES EVERY 45 MINUTES TO 1 HOUR.</p> | OPEN | OPEN |
| Cleaning of surfaces | Transmission risk through | <p>Staff</p> <p>Public</p> | | Enhanced frequency of cleaning. | Regular deep cleans arranged, including additional cleaning of | OPEN | OPEN |

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| | contamination of surfaces (door handles, railings, lifts, objects, fabrics). | Visitors Volunteers Contractors | | Toilets checked and cleaned regularly. Hand sanitising stations throughout the building. | objects and surfaces that are touched regularly, such as door handles and lift buttons, and making sure there are adequate disposal arrangements. | | |
| Violence towards staff | 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. Any violence towards a member of staff will not be tolerated and will be dealt with by staff and the emergency services. | Visitor facing staff have had conflict management refresher training prior to reopening Contacts including Street rangers, CYC, Police 101 & 999. | OPEN | OPEN |
| Interactive Items | Identified use of items that the public can actively interact with (e.g. headphones, hands on objects, benches, door handles, taps etc.) | Staff Public Visitors Volunteers Contractors | | Interactive items, fabrics and soft furnishings are removed or supplied with appropriate mitigations (e.g., regular cleaning) to minimise the risk of cross infection. | Interactives have been removed due to concerns over cross infection and contamination. | OPEN | OPEN |
| Toilets | Toilets used by the public. | Staff Public Visitors Volunteers Contractors | | Allocated toilets for the public, visitors and contractors located on the lower ground floor. Installation of hand sanitiser stations at the entrance to toilets. | Regular cleaning of toilets to reduce the risk of cross infection. | OPEN | OPEN |
| 1 st Aid | There is a possibility that members of the public or staff will require 1 st Aid. | Staff Public Visitors Volunteers Contractors | | Staff are aware of the risks to themselves and others and PPE will always be worn as and when required. | 1 st aid guidance kept under review. | OPEN | OPEN |

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| | | | | <p>Staff will be kept informed of any changes to training needs and 1st aid requirements.</p> <p>1st Aiders are trained in accordance with the First-Aid Regulations 1981 and the updated guidance due to COVID-19 AND ITS VARIANTS prior to delivering 1st Aid to staff and public.</p> <p>1st Aiders' PPE to include visor, face mask, gloves, apron.</p> <p>CPR guidance has changed, If there's a chance the person who's unwell has COVID-19, place a cloth or towel over their mouth and nose and do hands-only CPR until an ambulance arrives.</p> <p>Staff are reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Any 1st aid incident will be attended by one 1st aider and another member of staff.</p> <p>Incident/accident and near miss forms are filled in with precise information as well as collecting witness statements ASAP.</p> <p>New guidelines for 1st aid and CPR covered by in house training for all 1st aiders.</p> | | | |
| Fire causing evacuation | Fire in the workplace whilst social distancing rules are in place | Staff Public Visitors | | <p>Regular Fire Drills.</p> <p>Staff have been trained in fire evacuation.</p> | A fire drill will take place to test the updated evacuation routes with staff participation only. | OPEN | OPEN |

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| | | Volunteers Contractors | | Call points checked and fire extinguishers have been serviced. 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: 01.04.22