

RISK ASSESSMENT

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Activity: The ongoing operation of The Armit for staff/volunteers/visitors during the COVID-19 pandemic	Location/Rooms in use: Staff offices and welfare areas; Main museum galleries and the visitor reception
Review Date: June 2021	

No of Persons Exposed:	Approx Employees	Other Workers	Public/ Visitors	Specific Risks (eg NEMs, young persons) People with underlying health conditions & people over 70	<u>Total Persons at Risk</u>
	4	2	50 max		56

Risk Assessor:	<u>Faye Morrissey</u>	Signature:	Faye L Morrissey	Date:	<u>24/5/2021</u>
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Director:		Signature:		Date:	
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		SEVERITY					
		Multiple Death	Single Death	Major Injury	'7 day' Injury	Minor Injury	None
		10	8	6	4	2	1
LIKELIHOOD	Certain 10	100	80	60	40	20	10
	Very Likely 8	80	64	48	32	16	8
	Probable 6	60	48	36	24	12	6
	Possible 4	40	32	24	16	8	4
	Unlikely 2	20	16	12	8	4	2
	Very Unlikely 1	10	8	6	4	2	1

Key - Suppliers – S, Public – P, Staff/Volunteers - SV

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What are the hazards?	Who might be harmed and how?	Severity Rating x Likelihood= Primary risk based on no control S x L = R			Control measures to manage the risk now	Severity Rating x Likelihood= Residual Risk S x L = R			What further action do we need to control the risks?
Getting or spreading coronavirus by not washing hands or not washing them adequately	SV, P, S	10	6	60	<p>Hand washing facilities provided with water, soap, and drying facilities within our toilets, in addition to hand sanitisers placed around the site.</p> <p>Hand sanitiser positioned at the building entry point and upstairs in the library before people could touch something for purchase eg. retail or for study. Staff present to ensure people are only touching things they wish to buy.</p> <p>Hand sanitiser made available for suppliers on making a delivery/collection.</p> <p>Regular cleaning of toilet and kitchen facilities to ensure the highest levels of sanitation.</p>	4	4	16	<p>Ensure staff are fully trained and competent on hygiene standards and that they know how to uphold these for themselves and others across the site.</p> <p>Brief staff on current government safety guidance on COVID-19 and sign off to say they have read the appropriate information.</p> <p>Schedule in a cleaning and safety check rota with facilities staff at the start of each day to ensure hand washing/sanitising facilities are replenished and surfaces are clean. Make sure people are checking their skin for dryness and cracking and have a reporting procedure in place.</p>
Getting or spreading coronavirus along the main visitor route of the Armitage where the most traffic will be located, such as exhibition rooms, entry/exit point, stairway, lift, retail, and visitor reception	P, SV, S	10	6	60	<p>Focusing cleaning regimes on the high traffic areas and all "touch points" and "pinch points" where it is more difficult for people to meet social distancing rules eg. visitor reception, stairway.</p> <p>Verbal communication given to visitors by asking not to touch objects or artefacts in the museum unless told otherwise and public are requested to use sanitiser before picking up any product in the shop or book in the library.</p> <p>Where it is not obstructing routeways or fire exits, a constant flow of air ventilation will be supplied by external doors.</p> <p>NHS Test & Trace poster is clearly displayed and</p>	4	4	16	<p>Ensure all staff/volunteers know to be aware of COVID-19 symptoms, the rise of COVID variants, and to report any ill health immediately or to not come into the workplace as per government isolation guidance.</p> <p>Making staff aware of opening/closing procedures to reduce the amount of people touching surfaces.</p> <p>Empower staff/volunteers to supervise and control public behaviour when visiting the building.</p> <p>Action near-miss reporting to capture any repeat issues where controls are difficult to</p>

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					<p>contact details taken for anyone who does not have the app.</p> <p>A one-way system in place to allow social distancing with visitor numbers limited by half hour slots. Doors along the route also kept open where possible to reduce surface touching.</p> <p>Contactless payment is the main form of transaction and any handheld devices used by staff/volunteers are wiped daily.</p> <p>Face coverings are worn by all staff, volunteers and visitors. If a visitor refuses to wear a mask (excluding those exhibiting the sunflower mark) a staff member will politely explain that they will not be permitted entry due to Armit policies and government guidance.</p>				manage or public behaviour is dropping.
Getting or spreading coronavirus in office or welfare areas by not cleaning surfaces, equipment, and workstations or by high numbers of people in one space	SV, P, S	10	6	60	<p>Staff/volunteers encouraged to stagger their breaks. People will wipe down and sanitise the area used before the next person enters.</p> <p>Hand sanitiser readily available near office and welfare spaces.</p> <p>Staff/volunteers limited onsite with a rota in place for days working in the office and windows open for ventilation.</p> <p>Staff to always wear face coverings around the building apart from when at their desks.</p> <p>Cleaning practises in place for high use surfaces such as handrails, door handles.</p> <p>Informing staff/volunteers to bring only essential personal items they need to the site and to store personal items in the specific welfare area.</p>	4	4	16	<p>Put in place monitoring and supervision to make sure people are following controls, ie are implementing the cleaning regimes.</p> <p>Provide information telling people who need to clean and when.</p> <p>Provide training and updates to staff and volunteers about any changes to policies and procedures as soon as they occur.</p>

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Contracting or spreading the virus by not social/physical distancing	SV, P, S, TH staff	10	6	60	<p>Places where, under normal circumstances, people would not be able to maintain social distancing rules identified and measures put in place to deal with it, such as deliveries being dropped a safe distance from the door.</p> <p>A one-way route system in place.</p> <p>Home working and virtual meetings still suggested and working from the Armitt when necessary to role or task.</p> <p>One person limit to using the staff kitchen area.</p> <p>Lifts only used by those with access requirements and their carers.</p> <p>Ventilation of the building to improve air flow.</p> <p>Verbal communication to remind people about social distancing when in the building.</p>	4	4	16	<p>Ensure staff are trained and feel comfortable dealing with people on social distancing regulations.</p> <p>Purchase and training on how to put on/wear/remove PPE, especially face shields for front of house staff and volunteers.</p> <p>Staff/volunteers empowered to provide feedback and inform on any instances when they have felt uncomfortable or have noticed social/physical distancing not being practised so that strong reminders/warning can be enforced.</p> <p>Perspex screens installed on reception counter and in upstairs library to prevent and shield staff/volunteers from public.</p> <p>Staff/volunteers to inform the Armitt if/when they have had COVID vaccinations but ensure they still practice social/physical distancing.</p>
Mental health and wellbeing affected through isolation or anxiety about coronavirus	SV	6	4	24	<p>Regular communication with staff to keep in touch and to talk about any work issues.</p> <p>Monthly internal newsletter to all staff/volunteers/friends/trustees to keep updated on current activities, planning, and changes per government and sector guidance so that everyone feels included and involved.</p> <p>Open discussions with staff and volunteers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through.</p> <p>Copies of completed risk assessments sent out so that people know the procedures and measures that are put in place as well as help identify</p>	2	2	4	

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					potential problems and solutions. Employees taking regular breaks, having set appropriate working hours and patterns, and encouraging open talking about any problems they are facing particularly on a new return to work.				
Increased risk of infection and complications for vulnerable workers	SV	8	4	32	<p>Have identified different types of people and those team members at increased risk of infection eg. already have a health condition and provided best advice based on government guidance.</p> <p>Any personal risks and worries discussed and measures in place to deal with cases as they may arise, as well as best place for people to work ie. behind a screen.</p> <p>With increase spread of new COVID variants which are more contagious, all vulnerable persons advised to limit physical contact as well as staff/volunteers working from home to reduce numbers of people onsite.</p>	4	2	8	Systems in place so people know when to notify if they fall into one of these categories, eg. they start chemotherapy or are pregnant.
Medical episode/incident (non-COVID related)	SV, P	8	4	32	Emergency Procedures followed as normal ensuring that all staff/volunteers attending incident wear PPE.	6	6	12	