

# 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-YMG-S01**

LOCATION FOR RISK ASSESSMENT	RISK ASSESSMENT TITLE	PERSON OR PERSONS COMPLETEING THIS RISK ASSESSMENT	DATE	PAGES
MUSEUM GARDENS	COVID-19 RELATED SITE RISKS/HAZARDS	AW/OP/RS/SW	22.06.20	11

LIST ACTIVITIES	HAZARDS ASSOCIATED WITH THE CORONAVIRUS PANDEMIC	POTENTIAL RISKS TO VISITORS TO YORK MUSEUM GARDENS CAUSED BY HAZARDS	PERSONS AT RISK	RISK LEVEL L M H	LIST EXISTING CONTROLS IN PLACE	LIST ANY ADDITIONAL CONTROLS REQUIRED	START DATE	FINIS H DATE
CONSIDERATION OF MUSEUM GARDENS FROM THE RISK OF COVID-19 TRANSMISSION PERSPECTIVE	Risk of infection from Covid-19.	People can catch the Coronavirus from others who are infected in the following ways: <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</li> </ul>	Staff, volunteers, visitors, contractors	<b>M</b>	Museum Gardens opening times have been adjusted to avoid rush hour pedestrian traffic.  Museum Gardens only to open if it is deemed safe. Clear direction to Gardens Manager that if the Gardens cannot be managed within the safety requirements, they should close the site to the public.	Staff who are on site will be required to observe the current social distancing guidelines. Staff to be reminded on a regular basis of the importance of social distancing both in the workplace and outside of it. Management	<b>JUNE 2020</b>	<b>OPEN</b>

		<p>the body on surfaces which people have coughed on, etc.</p> <p>People can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth.</p>			<p>Specific safety pre-visit information is set out on YMT website advising visitors of the behaviours required, the restrictions on site and a reminder of their own personal responsibility to observe site rules and information.</p> <p>Safety information clearly displayed throughout the site to help visitors observe social distancing.</p> <p>One-way traffic at site entrance and exit points.</p> <p>All staff that are within the Government's specified extremely vulnerable groups must not be at work at this time.</p> <p>Staff are reminded that they must self-isolate in accordance with government guidance and get a coronavirus</p>	<p>checks to ensure this is adhered to.</p> <p>Operations and locations will be designed accordingly and, where this cannot be achieved, the task/activity will cease.</p> <p>Only assigned essential tasks/activities or specified opening operations will take place and all other activities will cease</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support staff in a fast-changing situation.</p>		
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					<p>test if they develop symptoms. Gardens Manager will send home any member of staff who displays symptoms.</p> <p>Staff are reminded to stay away from work should a member of their household develop symptoms, pending the outcome of a coronavirus test on that household member.</p> <p>Staff are reminded that they must self-isolate for 14 days should they receive such instructions from the NHS Track and Trace service.</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 COVID-19 in the workplace.</p>		
		<p>Access and egress gates causing 'bottlenecks' and not allowing for social distancing, increasing risk of transmission.</p>	<p>Staff Public Visitors Contractors</p>	<p><b>M</b></p>	<p>At Museum street entrance the two side gates are used for Access and Egress so that social distancing is undertaken.</p> <p>One gate for access to the gardens and one gate for egress from the Gardens.</p>	<p>The visitor route is specified and managed as far as possible to enable social distancing at all times. If areas are very tight for space, there may be a need to provide marshalling.</p> <p>Gardens Manager</p>	<p><b>JUNE 2020</b></p>	<p><b>OPEN</b></p>

					<p>There will also be a hatched area on the floor from each pillar facing inwards coming to a pyramid point. This will be in yellow tape or paint to help with the flow from the two side gates for access and egress.</p> <p>Signage placed on either side of the gates; these signs include:</p> <ul style="list-style-type: none"><li>• No entry signs.</li><li>• Entrance signs.</li><li>• Exit signs.</li></ul> <p>Also 'A' board signage will be displayed throughout the Gardens.</p> <p>Marygate gates will have signage asking the public to wait and give way to footfall already coming through the gates and vice versa.</p> <p>The gates leading to the edible wood, the Snickelway to exhibition square next to the Art</p>	<p>will have the authority to close the site in case of a significant concern.</p>		
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					<p>Gallery and at the Exhibition square end will also have signage attached asking the public to wait and give way to footfall already coming through the gates and vice versa.</p> <p>All riverside gates will be locked.</p>			
		<p>Queuing to access or egress the Gardens and/ or catering outlets could cause crowding and potentially not allow for social distancing, increasing risk of transmission.</p>	<p>Staff Public Visitors Contractors</p>	<p><b>H</b></p>	<p>External queuing will be managed by the public themselves.</p> <p>Internal queuing will be managed by the public themselves using provided signage to help people observe social distancing rules.</p> <p>Ensure no close seating area created as takeaway service only.</p>	<p>It is reasonable to allow visitors to manage the flow themselves.</p>	<p><b>JUNE 2020</b></p>	<p><b>OPEN</b></p>
		<p>Vendors/ contractors entering and exiting the Museum Gardens from Lendal entrance.</p>	<p>Staff Public Visitors Contractors</p>	<p><b>L</b></p>	<p>Agreement with YMT to cover vendors arrival and departure times and processes.</p> <p>External queuing will be managed by the public</p>	<p>Keep under review</p>	<p><b>JUNE 2020</b></p>	<p><b>OPEN</b></p>

					themselves. Signage will help with guidance and remind the public of the social distancing rules.			
		Transmission risk through deliveries	Staff Public Visitors Contractors	L	Arranging contactless deliveries.  Where possible, arrange deliveries outside of the opening hours	Keep under review	<b>JUNE 2020</b>	<b>OPEN</b>
		Transmission risk through litter bins as lids are usually closed for sanitation purposes (rubbish not to be exposed / heating up in sun, birds, squirrels etc.).	Public Staff Visitors Contractors	M	Staff to open and close bins wearing nitrile gloves (PPE). Staff to be reminded that wearing of gloves is not a substitute for good hand washing. Staff to wash their hands or use hand sanitiser before and after touching bins with gloves on, dispose of gloves if practicable afterwards.  Office bins to be emptied while wearing the correct PPE.	Staff to make sure that they wash their hands for a minimum of 20 seconds at first opportunity.	<b>JUNE 2020</b>	<b>OPEN</b>
		Litter in the areas around catering outlets that may increase the risk of transmission.	Staff Public Visitors Contractors	M	Agree appropriate queuing direction for the catering outlets to manage.	Signage will help to remind the public of the social distancing rules.	<b>JUNE 2020</b>	<b>OPEN</b>

					<p>Ice Cream Rescue will queue to the left of the serving hatch onto a grassed area with route guidance.</p> <p>Vendors have responsibility / hygiene legislation. Vendors to have a bin nearby and hand sanitiser stations for public use.</p> <p>Vendors to move bins to appropriate point for collection and emptying. Bins will be moved by one person to minimise the risk of cross infection.</p>	YMT staff to monitor.		
		There is a possibility that members of the public or staff will require 1 <sup>st</sup> Aid due to Incidents/Accidents.	Staff Public Visitors Volunteers Contractors	<b>H</b>	<p>First aid for visitors will be limited and subject to an appointed person availability, this will be made clear in the pre-visit information.</p> <p>First aid for staff will be managed in accordance with the updated 1<sup>st</sup> Aid provisions.</p>	<p>1<sup>st</sup> Aider provided with individual 1<sup>st</sup> Aid kit.</p> <p>PPE to include visor, face mask, gloves, apron.</p> <p>Regularly checking the NHS 111 and</p>	<b>JUNE 2020</b>	<b>OPEN</b>

					<p>Staff are aware of the risks to themselves and others. Appropriate PPE will be worn at all times. Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Any 1<sup>st</sup> aid incident will be attended by two members of staff. Staff will be kept informed of any changes to training needs and 1<sup>st</sup> aid requirements.</p> <p>Incident and accident forms are filled in with witness statements as required.</p> <p>Emergency services contacted if needed.</p> <p>Defibrillator on site.</p>	Gov.uk websites for 1 <sup>st</sup> aid updates.		
		There is a possibility of antisocial behaviour which may bring our staff into direct contact with members of the public and	Staff Public Visitors Contractor s	<b>H</b>	Staff have had conflict management training and are able to deal with antisocial behaviour.	YMT to arrange police/ street rangers presence by walk throughs. Contacts including	<b>JUNE 2020</b>	<b>OPEN</b>



		members of the public with each other.			Emergency services will be contacted if a situation is unmanageable.	street rangers, CYC, Police <b>101 &amp; 999.</b>		
		Infection risk increases if people group together for events.	Public Staff Volunteers Visitors	<b>L</b>	York Museums Trust will not offer guided tours, events, or any other activity that encourages people to group together in Museum Gardens. This includes the closing of the storytelling area and the removal, where possible, benches that do not facilitate social distancing.	Keep under review	<b>JUNE 2020</b>	<b>OPEN</b>
		Crowding of lawns causing a potential transmission risk and potentially not allowing for social distancing.	Staff Public Visitors Volunteers Contractors	<b>H</b>	Garden Guides to remind people to socially distance where it's obvious that it's not occurring or if a member of the public requests assistance.	Staff are authorised to remind visitors of the requirements where these are seen to be ignored. This would generally be gentle reminders. Repeated and wilful transgressions by the same individuals will ultimately require a request for the	<b>JUNE 2020</b>	<b>OPEN</b>

						<p>visitor and their companions to leave the site.</p> <p>If unmanageable and confrontation or overcrowding is evident the garden Guides will call for assistance from Street rangers or Police.</p> <p>Gardens Manager is authorised to close the site to public in case of a significant concern.</p>		
		Arrangement of benches not in line with the social distancing rules.	Staff Public Visitors Contractors	L	Ensure benches are adequately spaced. Benches are moved back from the path sides where possible creating a good social distancing gap.	Keep under review	<b>JUNE 2020</b>	<b>OPEN</b>
	COVID-19 case in the workplace	If there is a confirmed case of a member of staff, volunteer or contractor with coronavirus attending any of the Trust's buildings or sites	Staff, Public, Visitors, Volunteers, Contractors	H	<p>Train on-site employees and managers to spot COVID-19 symptoms and use PPE.</p> <p>Staff with symptoms to quarantine immediately.</p> <p>Cleaning an area with normal household</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.	<b>June 2020</b>	<b>OPEN</b>

				<p>disinfectant after someone with suspected coronavirus (COVID-19) has left to reduce the risk of passing the infection on to other people. Staff to wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning.</p> <p>If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron, wash hands with soap and water for 20 seconds after removing gloves, aprons and other protection used.</p>	<p>Line managers will offer support to staff who are affected by COVID-19 or has a family member affected.</p>		
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RISK ASSESSMENT SIGN OFF BY H&S:

Olesya Pounder, Andy Waller

*Signature*

23 June 2020

*Date*