

# 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-S04**

LOCATION FOR RISK ASSESSMENT	RISK ASSESSMENT TITLE	PERSON OR PERSONS COMPLETEING THIS RISK ASSESSMENT	DATES OF CHANGES	PAGES
MUSEUM GARDENS	COVID-19 Original strain SARS-CoV-2 VARIANT new strain RELATED WORKPLACE RISKS/HAZARDS	AW/OP/SW	25.06.20 22.09.20 06.01.21 02.03.21	12

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	FINISH DATE
CONSIDERATION OF MUSEUM GARDENS FROM THE RISK OF COVID-19 and the SARS-CoV-2 VARIANT TRANSMISSION PERSPECTIVE	Risk of infection from COVID-19 and the SARS-CoV-2 VARIANT	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> </ul>	Staff, volunteers, visitors, contractors		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,	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	<b>JUNE 2020</b>	<b>OPEN</b>

		<ul style="list-style-type: none"> <li>The virus can survive for up to <b>72</b> hours out of the body on surfaces which people have coughed on, etc. People can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth.</li> </ul>			<p>they should close the site to the public.</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>outside of it. Management 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</p>		
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					<p>Staff are reminded that they must self- isolate in accordance with government guidance and get a coronavirus 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 <b>10</b> days should they receive such instructions from the NHS Track and Trace service.</p>	<p>fast-changing situation.</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> or the <b>SARS-CoV-2 VARIANT</b> in the workplace.</p>		
		Access and egress gates causing 'bottlenecks' and not allowing for social	Staff Public Visitors Contractors		At Museum street entrance the two side gates are used for Access and Egress so	The visitor route is specified and managed as far as possible to enable	<b>JUNE 2020</b>	<b>OPEN</b>

		<p>distancing, increasing risk of transmission.</p>			<p>that social distancing is undertaken.</p> <p>One gate for access to the gardens and one gate for egress from the Gardens.</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. 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</p>	<p>social distancing at all times. If areas are very tight for space, there may be a need to provide marshalling. The Gardens Manager will have the authority to close the site in case of a significant concern.</p> <p>Guided tours of up to <b>30</b> people are allowed, as long as the rule of <b>6</b> is obeyed, that is, each group must consist of no more than <b>6</b> people (unless it is a family group or supportive bubble).</p> <p>In practice this means that social distancing has to be respected at all times between</p>		
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					<p>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 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>groups - so that if someone is in a group of (up to) <b>6</b> people, they have to stick with that group all the time, and can't join another group, or mingle with other individuals or groups.</p> <p>Within that group of <b>6</b>, social distancing rules <b>must be</b> respected if the people in it are not from the same household or support bubble.</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>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>It is reasonable to allow visitors to manage the flow themselves.</p>	<p><b>JUNE 2020</b></p>	<p><b>OPEN</b></p>

					Ensure no close seating area created as takeaway service only.			
		Vendors/ contractors entering and exiting the Museum Gardens from Lendal entrance.	Staff Public Visitors Contractors		Agreement with YMT to cover vendor's arrival and departure times and processes.  External queuing will be managed by the public themselves. Signage will help with guidance and remind the public of the social distancing rules.	Keep under review	<b>JUNE 2020</b>	<b>OPEN</b>
		Transmission risk through deliveries	Staff Public Visitors Contractors		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		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	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>

					<p>sanitiser before and after touching bins with gloves on, dispose of gloves if practicable afterwards.</p> <p>Office bins to be emptied while wearing the correct PPE.</p>			
		Litter in the areas around catering outlets that may increase the risk of transmission.	<p>Staff</p> <p>Public</p> <p>Visitors</p> <p>Contractors</p>		<p>Agree appropriate queuing direction for the catering outlets to manage.</p> <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.</p> <p>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.</p> <p>Bins will be moved by one person to</p>	<p>Signage will help to remind the public of the social distancing rules.</p> <p>YMT staff to monitor.</p>	<b>JUNE 2020</b>	<b>OPEN</b>

					minimise the risk of cross infection.			
		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		<p>1<sup>st</sup> Aiders trained in accordance with the updated 1<sup>st</sup> Aid provisions prior to delivering 1<sup>st</sup> Aid to staff.</p> <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>Staff are aware of the risks to themselves and others. Appropriate PPE will be worn at all times.</p> <p>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</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 Gov.uk websites for 1<sup>st</sup> aid updates.</p>	<b>JUNE 2020</b>	<b>OPEN</b>



					needs and 1 <sup>st</sup> aid requirements.  Incident and accident forms are filled in with witness statements as required. Emergency services contacted if needed. Defibrillator on site.			
		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 Contractors		Staff have had conflict management training and are able to deal with antisocial behaviour. Emergency services will be contacted if a situation is unmanageable.	YMT to arrange police/ street ranger's presence by walk troughs. Contacts including Street rangers, CYC, Police <b>101 &amp; 999.</b>	<b>JUNE 2020</b>	<b>OPEN</b>
		Infection risk increases if people group together for events.	Public Staff Volunteers Visitors		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	Keep under review	<b>JUNE 2020</b>	<b>OPEN</b>

					do not facilitate social distancing.			
		Crowding of lawns causing a potential transmission risk and potentially not allowing for social distancing.	Staff Public Visitors Volunteers Contractors		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 visitor and their companions to leave the site.	If unmanageable and confrontation or overcrowding is evident the VEGTMs will call for assistance from Street rangers or Police.  Gardens Manager/ Duty Manager/ SLT/ H&S Advisor are authorised to close the site to public in case of a significant concern.	<b>JUNE 2020</b>	<b>OPEN</b>
		Arrangement of benches not in line with the social distancing rules.	Staff Public Visitors Contractors		Ensure benches are adequately spaced. Benches are moved back from the path sides where possible creating a good social distancing gap.	Benches removed from the immediate vicinity of the takeaway vendor.	<b>JUNE 2020</b>	<b>OPEN</b>
	<b>Inability to ensure legal compliance and reputational risk to YMT during National Lockdown</b>	General public experience 'Lockdown fatigue' and do not follow National/ local lockdown rules /	Staff Public Visitors Contractors		Signage explaining the consequences of not following the current lockdown rules are in place and visible to the public.	Review Duty management arrangement for the weekend.	<b>MARCH 2021</b>	<b>JUNE 2021</b>

		<p>observe social distancing. This is further exacerbated by nice weather falling on a weekend and inability of York residents to travel outside of the local area.</p> <p>YMG may be ordered to close premises if lockdown rules are not followed by the public.</p>			<p>Queuing system in place for the takeaway food and drinks vendor.</p> <p>Signage informing the public that food and drinks are for take away only.</p> <p>Public are asked to observe the legal requirements on social distancing via YMT website and social media channels.</p> <p>Staff can contact Street Rangers, Covid Marshalls and the Police if they have concerns about overcrowding.</p>	<p>Head of VE and Commercial and Gardens Manager to liaise with Covid Marshalls, the Police and/ or CYC to consult on appropriate measures</p> <p>Gardens Manager/ Duty Manager/ SLT/ H&amp;S Advisor are authorised to close the site to public in case of a significant concern.</p>		
	<p><b>COVID-19</b> and the <b>SARS-CoV-2 VARIANT</b> case in the workplace</p>	<p>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</p>	<p>Staff, Public, Visitors, Volunteers, Contractors</p>		<p>Train on-site employees and managers to spot <b>COVID-19</b> and the <b>SARS-CoV-2 VARIANT</b> symptoms and use PPE.</p>	<p>The Trust will keep records of staff shift patterns for at least 21 days and assist NHS Test and Trace with requests for that data if needed.</p>	<p><b>June 2020</b></p>	<p><b>OPEN</b></p>

					<p>Staff with symptoms to quarantine immediately.</p> <p>Cleaning an area with normal household disinfectant after someone with suspected coronavirus (<b>COVID-19</b> and the <b>SARS-CoV-2 VARIANT</b>) 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 (<b>COVID-19</b> and the <b>SARS-CoV-2 VARIANT</b>), use protection for the</p>	<p>This could help contain clusters or outbreaks.</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.</p> <p>Line managers will offer support to staff who are affected by <b>COVID-19</b> and the <b>SARS-CoV-2 VARIANT</b> or has a family member affected.</p>		
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					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.			
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RISK ASSESMENT SIGN OFF BY: HEALTH & SAFETY.  
OLESYA POUNDER & ANDY WALLER DATE: 02.03.2021