

# 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-S06**

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	H&S ADVISOR ANDY WALLER	16.08.21 Sept 21	7

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
Risk of infection from <b>COVID-19</b> and the <b>SARS-CoV-2 VARIANT</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.</li> </ul>	Staff, volunteers, visitors, contractors		<p>Museum Gardens opening times have been adjusted to avoid rush hour pedestrian traffic.</p> <p>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.</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>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</p>	<b>SEPT 21</b>	<b>OPEN</b>

	<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>Safety information clearly displayed throughout the site to help visitors observe social distancing.</p> <p>All gates open at the main entrance for free flow with the exception of the double gate, half will remain closed this will allow access and egress for all including emergency services.</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 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><b>Staff are reminded 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</b></p>	<p>out regularly to reassure and support staff in a 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</p> <p>If there is a confirmed case of <b>COVID-19</b> or the <b>SARS-CoV-2 VARIANT</b> in the workplace.</p>		
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				<p><b>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>Access and egress gates causing 'bottlenecks' and not allowing for social distancing, increasing risk of transmission.</p>	<p>Staff Public Visitors Contractors</p>		<p>All gates open at the main entrance for free flow with the exception of the double gate, half will remain closed this will allow access and egress for all including emergency services.</p> <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 Gallery and at the Exhibition square end will also have signage attached asking the public to wait and give way to</p>	<p>Gardens Manager will have the authority to close the site in case of a significant concern.</p>	<p><b>SEPT 21</b></p>	<p><b>OPEN</b></p>

				<p>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>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>SEPT 21</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>Agreement with YMT to cover vendor's arrival and departure times and processes.</p> <p>External queuing will be managed by the public themselves. Signage will help with guidance and remind the public of the social distancing rules.</p>	<p>Keep under review</p>	<p><b>SEPT 21</b></p>	<p><b>OPEN</b></p>
	<p>Transmission risk through deliveries</p>	<p>Staff Public Visitors Contractors</p>		<p>Arranging contactless deliveries.</p> <p>Where possible, arrange deliveries outside of the opening hours</p>	<p>Keep under review</p>	<p><b>SEPT 21</b></p>	<p><b>OPEN</b></p>
	<p>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.).</p>	<p>Public Staff Visitors Contractors</p>		<p>Staff to open and close bins wearing nitrile gloves (PPE).</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	<p>Staff to make sure that they wash their hands for a minimum of 20 seconds at first opportunity.</p>	<p><b>SEPT 21</b></p>	<p><b>OPEN</b></p>

				<p>Staff to wash their hands or use hand 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.	Staff Public Visitors Contractors		<p>Agree appropriate queuing direction for the catering outlets to manage. 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>	<p>Signage will help to remind the public of the social distancing rules.</p> <p>YMT staff to monitor.</p>	<b>SEPT 21</b>	<b>OPEN</b>
	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>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>SEPT 21</b>	<b>OPEN</b>

				<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.</p> <p>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>			
	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		<p>Staff have had conflict management training and are able to deal with antisocial behaviour.</p> <p>Emergency services will be contacted if a situation is unmanageable.</p>	YMT to arrange police/ street ranger's presence by walk troughs. Contacts including Street rangers, CYC, Police <b>101 &amp; 999.</b>	<b>SEPT 21</b>	<b>OPEN</b>
	Arrangement of benches not in line with the social distancing rules.	Staff Public Visitors Contractors		<p>Ensure benches are adequately spaced.</p> <p>Benches are moved back from the path sides where possible creating a good social distancing gap.</p>	Keep under review	<b>SEPT 21</b>	<b>OPEN</b>
<b>COVID-19</b> and the <b>SARS-CoV-2 VARIANT</b> case in the workplace	If there is a confirmed case of a member of staff, volunteer or contractor with coronavirus attending	Staff, Public, Visitors, Volunteers,		Train on-site employees and managers to spot <b>COVID-19</b> and the <b>SARS-CoV-2 VARIANT</b> symptoms and use PPE.	The Trust will keep records of staff shift patterns for at least 21 days and assist NHS Test and Trace with	<b>SEPT 21</b>	<b>OPEN</b>

	any of the Trust's buildings or sites	Contractors		<p>Staff with symptoms AND A POSITIVE TEST ARE 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 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>requests for that data if needed. 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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RISK ASSESSMENT SIGN OFF BY H&S:

Andy Waller

*Signature*

13.09.21

*Date*