

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-S-09

LOCATION FOR RISK ASSESSMENT	RISK ASSESSMENT TITLE	PERSON OR PERSONS COMPLETEING THIS RISK ASSESSMENT	DATES OF CHANGES	PAGES
MUSEUM GARDENS	COVID-19 and its VARIANTS RELATED WORKPLACE RISKS/HAZARDS	HEALTH & SAFETY ADVISOR AND GARDENS MANAGER	27.01.22	11

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 COVID-19 and its VARIANTS	People can catch the Coronavirus from others who are infected in the following ways: <ul style="list-style-type: none"> • Virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales • The virus can survive for up to 	Staff, volunteers, visitors, contractors		The 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,	New guidance from 17.01.22 allows people who have tested positive for Covid to self-isolate for five days instead of seven, in most cases. Two lateral flow tests are needed - the first no earlier than day 5 of isolation and a second 24 hours later day 6, If the first tests are positive, further tests can be taken on other days and If both tests are negative, you can stop self-isolating. People are no longer required to take a PCR test following a LFT test if they are asymptomatic.	Jan 22	OPEN

	<p>72 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.</p>			<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 and government recommendation's.</p> <p>Safety information clearly displayed throughout the site.</p> <p>One-way traffic at site entrance and exit points.</p> <p>Staff are reminded that they must self- isolate in accordance with government guidance and get a coronavirus test if they develop symptoms.</p> <p>Gardens Manager will send home any</p>	<p>The guidance applies whatever your vaccination status and can be followed from Monday 17.01.22.</p> <p>It applies whether you have tested positive for Omicron or another variant.</p> <p>From Thursday 27 January, it will no longer be mandatory to wear face coverings.</p> <p>Staff are encouraged to wear masks, particularly in crowded or less well ventilated spaces and when meeting strangers to help protect themselves, colleagues and visitors.</p> <p>There will be exemptions in venues where it is not practical to wear one, such as when you are eating or drinking - face masks will not be required in hospitality settings.</p> <p>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 2nd vaccination more than 14 days prior to their contact with a positive case.</p> <p>Daily tests will be introduced for contacts instead of isolation, to keep</p>		
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				<p>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 10 days should they receive such instructions from the NHS Track and Trace service.</p>	<p>people safe while minimising the disruption to daily life.</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>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</p> <p>The Gardens Manager will have the authority to close the site in case of a significant concern.</p>	<p>Jan 22</p>	<p>OPEN</p>

				<p>There will also be a chained off area coming to a pyramid point 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">• No entry signs.• Entrance signs.• Exit signs. <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</p>			
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				<p>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>			
“	Queuing to access or egress the Gardens and/ or catering outlets could cause crowding.	Staff Public Visitors Contractors		<p>External queuing will be managed by the public themselves.</p> <p>Internal queuing will be managed by the public themselves using provided signage.</p>	It is reasonable to allow visitors to manage the flow themselves.	Jan 22	OPEN
“	Vendors/ contractors entering and exiting the Museum Gardens from Lendal entrance.	Staff Public Visitors Contractors		<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.</p>	Keep under review	Jan 22	OPEN
“	Transmission risk through deliveries	Staff Public Visitors Contractors		Arranging contactless deliveries.	Keep under review	Jan 22	OPEN

				Where possible, arrange deliveries outside of the opening hours			
	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		<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 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>	Staff to make sure that they wash their hands for a minimum of 20 seconds at first opportunity.	Jan 22	OPEN
“	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.</p> <p>Ice Cream Rescue will queue to the left of the serving hatch onto a</p>	<p>Signage will help to remind the public of the social distancing rules.</p> <p>YMT staff to monitor.</p>	Jan 22	OPEN

				<p>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 if required.</p> <p>Vendors to move bins to appropriate point for collection and emptying.</p> <p>Bins will be moved by one person to minimise the risk of cross infection.</p>			
“	There is a possibility that members of the public or staff will require 1 st Aid due to Incidents/Accidents.	Staff Public Visitors Volunteers Contractors		<p>1st Aiders trained in accordance with the updated 1st Aid provisions prior to delivering 1st Aid to staff.</p> <p>First aid for visitors will be limited and subject to an appointed person availability, this will be</p>	<p>1st Aider provided with individual 1st Aid kit.</p> <p>PPE to include visor, face mask, gloves, apron.</p> <p>Regularly checking the NHS 111 and Gov.uk websites for 1st aid updates.</p>	Jan 22	OPEN

				<p>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 1st aid incident will be attended by two members of staff.</p> <p>Staff will be kept informed of any changes to training needs and 1st aid requirements.</p> <p>Incident and accident forms are filled in with witness statements as required.</p> <p>Emergency services contacted if needed.</p>			
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	<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.</p>	<p>Staff Public Visitors Contractors</p>		<p>Staff have had conflict management training and are able to deal with antisocial behaviour.</p> <p>Staff are reminded to observe large groups and only approach if safe to do so.</p> <p>The Emergency services will be contacted if a situation is unmanageable And if the group is a threat to the general public or causing nuisance and resulting in antisocial behaviour.</p>	<p>YMT to arrange police/ street ranger's presence by walk troughs.</p> <p>Contacts including Street rangers, COVID Rangers CYC Cameras, Police 101 & 999 will be called if a threat to safety is noted.</p>	<p>Jan 22</p>	<p>OPEN</p>
<p>(COVID-19 and its VARIANTS) 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 (COVID-19 and its VARIANTS) symptoms and use PPE.</p> <p>Staff with symptoms to quarantine immediately.</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. 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>Jan 22</p>	<p>OPEN</p>

				<p>Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19 and its VARIANTS) has left to reduce the risk of passing the infection on to other people.</p> <p>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 and its VARIANTS), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron,</p>	<p>Line managers will offer support to staff who are affected by COVID-19 and its VARIANTS or has a family member affected.</p>		
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				wash hands with soap and water for 20 seconds after removing gloves, aprons and other protection used.			
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RISK ASSESSMENT SIGN OFF BY H&S: ANDY WALLER

Signature: A WALLER **Date: 27.01.22**