

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-SITE-01

LOCATION FOR RISK ASSESSMENT	RISK ASSESSMENT TITLE	PERSON OR PERSONS COMPLETEING THIS RISK ASSESSMENT	DATES OF CHANGES	PAGES
MUSEUM GARDENS YORK 7 DAYS A WEEK	RELATED WORKPLACE RISKS/HAZARDS	HEALTH & SAFETY ADVISOR AND GARDENS MANAGER	01.04.22	5

HAZARDS ASSOCIATED WITH THE MUSEUM GARDENS	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
York Museums Trust must ensure all its workplaces are Secure in daily work routines for staff and the public.	York Museum Gardens is a 12.5-acre open space with multiple entrances and exits.	Staff, volunteers, visitors, contractors		<p>Ensuring that the organisation complies with its duty to provide a safe and healthy workplace/ working conditions for staff in the workplace and safety procedures to all staff and managers; these set out how staff should behave and the precautions they must adopt to keep them safe.</p> <p>Visitor Experience staff members are provided with face visors and appropriate PPE as required.</p> <p>Museum Gardens only to open if it is deemed safe.</p>	<p>We will continue to encourage staff to wear face coverings (this a personal choice) especially if you are in a crowded space or are meeting people you do not regularly interact with.</p> <p>There is no legal requirement to wear a face covering at this present time but if you</p>	01.04.22	OPEN

				<p>Clear direction by the 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 and government recommendation's.</p> <p>Safety information clearly displayed throughout the site as required.</p>	wish to do so please feel free to wear one.		
"	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.	OPEN	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	OPEN	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 grassed area with route guidance.</p>	<p>Signage will help to remind the public of the social distancing rules.</p> <p>YMT staff to monitor.</p>	OPEN	OPEN

				<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>Staff are aware of the risks to themselves and others and PPE will always be worn as and when required.</p> <p>Staff will be kept informed of any changes to training needs and 1st aid requirements.</p> <p>1st Aiders are trained in accordance with the First-Aid Regulations 1981 and the updated guidance due to COVID-19 AND ITS VARIANTS prior to delivering 1st Aid to staff and public.</p> <p>1st Aiders’ PPE to include visor, face mask, gloves, apron.</p> <p>CPR guidance has changed, If there's a chance the person who's unwell has COVID-19, place a cloth or towel over their mouth and nose and do hands-only CPR until an ambulance arrives.</p> <p>Staff are reminded that wearing of gloves is not a substitute for good hand washing.</p>	1 st Aider provided with individual 1 st Aid kit.	OPEN	OPEN

				<p>Any 1st aid incident will be attended by one 1st aider and another member of staff.</p> <p>Incident/accident and near miss forms are filled in with precise information as well as collecting witness statements ASAP.</p> <p>New guidelines for 1st aid and CPR covered by in house training for all 1st aiders.</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>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>	YMT to arrange police/ street ranger's presence by walk troughs. <p>Contacts including Street rangers, COVID Rangers CYC Cameras, Police 101 & 999 will be called if a threat to safety is noted.</p>	OPEN	OPEN
Fire in the Gardens	Fire causing evacuation.	Staff Public Visitors Contractors		<p>Regular Fire training undertaken.</p> <p>Fire assembly points located throughout the gardens.</p> <p>Evacuation from site through:</p> <ol style="list-style-type: none"> 1. Lendal (Museum Street) 2. Marygate 3. Manor Lane (next to Kings Manor) 4. Edible Wood (Marygate) 5. Artists Garden side of YAG to Exhibition Square. 6. Riverside gates. 	Keep under review	OPEN	OPEN

				<p>Staff have been trained in fire evacuation.</p> <p>Call points checked and fire extinguishers have been serviced.</p> <p>Fire risk assessment in place and regularly checked for updates that are needed.</p>			
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RISK ASSESSMENT SIGN OFF BY H&S: ANDY WALLER

Signature: A WALLER

Date: 01.04.22