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| Assessor: Kath Healion | Assessment Date: 01.09.21 |
| Activity Assessed: **COVID - 19** | Location: Culture Coventry Sites | Review Date: 01.12.21 |

B

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| THOSE AFFECTED |
| **A.** Employees | **B**. Members of The Public | **C**. Adjacent Workers | **D**. Children/Young Persons | **E.** Contractors | **F.** Visitors |
| **Others** (state) |  |

C

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| HAZARDS | Those Affected | HAZARDS | Those Affected | HAZARDS | ThoseAffected | HAZARDS | Those Affected | HAZARDS | Those Affected |
| Falling |  |  | Fire + explosion |  |  | Friction or abrasion |  |  | Ejection of Objects |  |  | Radiation |  |  |
| Falling objects |  |  | Substances |  |  | Shearing |  |  | Confined space  |  |  | Dust/fume |  |  |
| Vehicles |  |  | Access/Egress |  |  | Entanglement |  |  | Manual handling |  |  | Water/Drowning |  |  |
| Noise |  |  | Slips/trips |  |  | Puncture/Stabbing |  |  | Lighting |  |  | **Others (state below)** |  |  |
| Electricity |  |  | Crushing |  |  | Severing or Cutting |  |  | Temperature |  |  | Transfer of Virus  | X | A-F |
| Vibration |  |  | Trapping |  |  | Ejection of fluid |  |  | Weather |  |  |  |  |  |

D

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| **HAZARDS**(As identified above) | **Existing Control Measures**(e.g. design, guarding, procedures, training, PTW, PPE, signs etc) | **Risk**H,M,L | **Additional control measures to reduce risk** (E.g. elimination; alternative methods; additional guarding; design changes; additional procedures; increased supervision to monitor controls; PPE, additional training etc) | **Residual Risk**H, M, L |
| 1. **PEOPLE**
 |  |  |  |  |
| **1.1 Transfer of Virus -****General** |  | M | * 2m distancing to be advised
* COVID-19 signage to be displayed throughout the building
* Additional cleaning regimes throughout the building
* Masks to be worn by staff
* Staff are strongly advised to take advantage of the COVID-19 Lateral Flow Testing facilities every 3 days to keep everyone safe and well
* Customers are advised to get tested
 | L |
| **1.2 Transfer of Virus- Staff Interaction** |  | H | * Maintain social distancing
* Limit staff numbers in buildings
* Work from home where possible
 | L |
| **1.3 Transfer of Virus - Face to face contact with customers** |  | H | * Install screens at serving points
* Visitors approach when requested to complete transaction
* Advise customers to maintain 2m social distancing throughout the building
* Private discussions with customers to take place in an open space (away from others) rather than in an office to protect the staff member and customer
 | L |
| **1.4 Transfer of Virus - Footfall** |  | H | * Capacity of areas/galleries/rooms etc - reduce numbers to allow for social distancing
* Promote online bookings and prepayment where possible
* Arrange access to toilet areas to control footfall
 | L |
| **1.5 Transfer of Virus - Tours** |  | H | * Maintain social distancing on tours around the museum and galleries
 | L |
| * 1. **Transfer of Virus - Reception**
 |  | H | * Reception screens to protect team from spread from an infected member of public
* Strict control on access to behind the reception desk including other staff
* Receptionists to be separated to comply with Government guidelines of 2m
* Where possible contactless payments encouraged to reduce the need to handle money
* Spray disinfectant AVAILABLE TO STAFF to clean surfaces and anything touched by another including telephones, card machines, tills, and screens
* Where handling objects come into the building, e.g. as   donations or returned loans, receiving staff to wear appropriate PPE when receiving objects, remove and destroy all packaging as soon as possible, store in a quarantine area (e.g. a designated separate shelf in a museum store) for 72 hours before handling.
 | L |
| **1.7 Transfer of Virus – FOH staff** |  | H | * Access to PPE when tasks are not able to be performed within the government guidelines for social distancing.
* Correct disposal of PPE (gloves, apron) when discarded
 | L |
| **1.8 Transfer of Virus – Technicians** |  | H | * Access to PPE when working in a confined area or with an external contractor
* Spray to clean areas accessible to public when work has been completed to prevent transfer
 | L |
| **1.9 Transfer of Virus - Contractors** |  | H | * Contractor to provide a risk assessment on COVID 19 measures to limit spread
* Staff to whom a contractor has contact to have access to PPE and observe social distancing guidelines
* Contractor to wear appropriate PPE when on site especially when working with other staff
* Items that have been in contact with contractor, such as tools, equipment should be cleaned after use. (e.g. switches, door handles etc)
* Keep work area naturally ventilated where possible (to the outside where possible). Do not use fans or air con units.
* Limit unnecessary contact with others
 | L |
| 1. **PLACES**
 |  |  |  |  |
| **2.1 Transfer of Virus - Staff room** |  | H | * Stagger breaks
* Control access to staff rooms – reduced capacity and follow social distancing rules
* STAFF ARE RESPONSIBLE FOR SANITISING all equipment/touch points after use
* Eat in a larger space i.e. function room or outdoors if possible
* Staff to preferably provide their own cup, plate & cutlery and store them away when not in use
* Regular cleaning and disinfection of area
 | L |
| **2.2 Transfer of Virus- Offices** |  | H | * Limit numbers in office spaces
* Avoid where possible sharing desks - if not sanitise before and after use
* Well ventilated areas
* Staff to preferably provide their own cup, plate & cutlery and store them away when not in use
 | L |
| **2.3 Transfer of Virus -Confined spaces** |  | H | * Area behind reception - receptionist and DM only maintaining social distancing; antibacterial spray available to sanitise touch points
* Plant room - limit number of people permitted in this area, maintenance personnel and Duty Manager / Managers only maintaining social distancing; antibacterial spray available to sanitise touch points
* Storerooms – 1 or 2 people at a time
 | L |
| **2.4 Transfer of Virus -Toilet areas** |  | H | * Limit access to prevent crowding. Staff to marshal area and control footfall if necessary
* Regular and repeated cleaning of toilets, cubicles, basins, taps, toilet flush handles and seats
* Regular and repeated cleaning of all touch points, baby change facilities, disabled bed etc.
* Provision of antibacterial spray and paper towels for customer use on touch points
* Educational signs for visitor’s information i.e. social distancing
* Ensure soap dispensers are stocked with soap to promote self-hygiene
* Increase hard surface deep cleaning on a routine basis
 | L |
| **2.5 Transfer of Virus – Circulation areas**  |  | H | * One entrance for staff and one for visitors into HAGM and CTM.
* HAGM – entrance for staff will be Jordan Well.
* CTM – entrance for staff will be the workshop door and exit will be via the black metal stairs door.
* Regular and repeated cleaning of touch points such as handles and doors
 | L |
| **2.6 Transfer of Virus - Café**  |  | H | * Monitor, review and implement any guidance from PHE or other similar body
* Implement the Government Guidance for food businesses on COVID-19
* Obtain COVID-19 risk assessment from any tenant providing a service
* Cleaning schedules will be reviewed, and any additional cleaning regimes required will be implemented and backed up with signage
* Staff to marshal areas and control footfall if necessary
* Screens will be placed in front of each serving point
* Where possible contactless payments encouraged
 | L |
| 1. **ACTIVITIES**
 |  |  |  |  |
| **3.1 Transfer of Virus -Visitor Education** |  | H | * Signage to promote the government advice on social distancing
* Website to market the new requirements so customers are aware before arriving at the museum
 | L |
| **3.2 Transfer of Virus –** **In House Meetings** |  | H | * Meetings to take place remotely (i.e. through Teams) if possible, if not social distancing rules must apply
* Well ventilated room
* Sanitiser to be made available
 | L |
| **3.3 Transfer of Virus -Cleaning** |  | H | * Staff to wear gloves which should be changed regularly to prevent transfer onto surfaces
* Staff will carry out regular cleaning of high-contact touch points throughout the premises. Implement a routine for frequency in all areas
* If there is a COVID-19 case in the facility, CCT will follow company guidance in line with the PHE Guidance – COVID-19 – Cleaning in non-healthcare settings while cleaning all areas of the facility.
* All appropriate staff to know what to do in the event of an occurrence.
* Manager to be informed immediately of any reported COVID-19 cases in the facility
 | L |
| **3.4 Transfer of Virus -First Aid** |  | H | * Staff within the vulnerable category (underlying health conditions, over 70, BAME) to be given the option to not attend first aid incidents.
* Staff to wear mask, apron and gloves because of working in proximity with visitor
* Correct disposal of mask, apron and gloves when discarded
* CPR – respiratory airbag masks to be used
 | L |
| **3.8 Transfer of Virus -Handling of equipment**  |  | H | * Implement a programme of disinfecting and cleaning of all interactives
* Issue receptionists with their own pen, pad etc – not to be shared
* Communication tools - phones, radios, alarms - sanitise before and after use
* Touch screen computers at tilling points need to be sanitised frequently
* Increase cleaning frequency of all touch points
* Cleaning equipment - wash hands immediately after use; avoid touching eyes, nose or mouth whilst using the equipment
* Avoid using equipment where possible - if not possible sanitise equipment & hands afterwards
 | L |
| **3.11 Transfer of Virus -Cash handling** |  | H | * Promote contactless where possible, signs on website and reception
* Sanitiser available to receptionist if cash handled
 | L |
| **3.12 Transfer of Virus -Handling of keys and fobs** |  | H | * Avoid passing keys and fobs between staff where possible,
* Sanitise keys & hands after use if not
 | L |
| **3.13 Transfer of Virus -Visitors signing in** |  | H | * Visitors to be signed in/out by receptionist - no sharing of pens
 | L |
| **3.14 Transfer of Virus -Staff Lockers** |  | H | * Increase frequency of cleaning lockers throughout the day – sanitise keys
* Provision of antibacterial spray and paper towels for staff use
 | L |
| **3.15 Transfer of Virus -Handling of paperwork** |  | H | * Staff to use the ‘sign in’ app to sign in/out of work
* Limit the passing of all paperwork between staff &/or customers
 | L |
| **3.16 Transfer of Virus - Deliveries** |  | H | * Limit deliveries
* No personal items permitted to be delivered to the workplace
* Disinfect all delivery packaging
 | L |

Any additional comments / observations:

Visitors will expect changes and a degree of inconvenience to assist in the control of the virus

It is important that everyone works together and is patient with each other

Staff available to control actions and to manage new procedures

Encourage the pre booking of tickets/events/activity where possible to reduce queuing’

* Staff are strongly advised to take advantage of the COVID-19 Lateral Flow Testing facilities/home kits every 3 days to keep themselves, their families, friends & colleagues all safe and well.

Continue to follow Government guidance