

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-YAG-S01

LOCATION FOR RISK ASSESSMENT	RISK ASSESSMENT TITLE	PERSON OR PERSONS COMPLETEING THIS RISK ASSESSMENT	date	PAGES
YORK ART GALLERY (YAG)	COVID-19 RELATED SITE RISKS/HAZARDS	ANDY WALLER, OLESYA POUNDER, RICHARD SAWARD, CHRIS BAKER, STEVE HERATY-WELLS, GEOFF HUTCHINSON	20/07/20	11

LIST ACTIVITIES	HAZARDS ASSOCIATED WITH THE CORONAVIRUS PANDEMIC	POTENTIAL RISKS TO VISITORS TO YORK ART GALLERY 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 THE YORK ART GALLERY FROM THE RISK OF COVID-19 TRANSMISSION PERSPECTIVE.	Risk of infection from Covid-19.	<p>York Art Gallery is a two-story building with front and rear access and egress points.</p> <p>As a visitor attraction, the building has points where surfaces can be touched by multiple people (visitors and staff) throughout the day, and where people may come into contact with each other.</p>	<p>Staff</p> <p>Public</p> <p>Visitors</p> <p>Volunteers</p> <p>Contractors</p>		<p>Comprehensive workplace and site risk assessments undertaken to ensure safety of the public, visitors, staff, contractors and volunteers.</p> <p>Specific safety pre-visit information is set out on YMT / York Art Gallery website advising visitors of the safety measures on site and the behaviours required.</p> <p>Visitors to York Art Gallery are asked via YMT website</p>	<p>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 outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>Staff to remind visitors to wear face coverings and use hand sanitising facilities on entry.</p>	JULY 20	OPEN

		<p>People can catch the Coronavirus from others who are infected in the following ways:</p> <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 72 hours out of the body on surfaces which people have coughed on, etc. Under certain conditions, the virus can remain on surfaces for up to 9 days. • People can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then 			<p>and the signage on site not to enter YAG premises if they have any of the COVID-19 symptoms (fever, new and continuous cough, sore throat, loss of sense of smell/ taste)</p> <p>Enhanced cleaning throughout the site using appropriate cleaning materials.</p> <p>Hand sanitising stations at points of entry, exit and throughout the site including entry to toilets. Visitors and staff are encouraged to use hand sanitiser via signage.</p> <p>Safety information clearly displayed throughout the site reminding of social distancing rules and limiting use of lifts to one household only.</p> <p>Screens installed at admission desks.</p> <p>Visitor Experience staff provided with face visors; visitors and members of the</p>			
--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--

		touching their eyes or mouth.			<p>public over the age of 11 are asked to use face coverings if they are able to do so.</p> <p>Staff trained on how to interact from a safe distance.</p> <p>One-way traffic at site entrance and exit points through the CoCA shop onto the decked landing and down the external staircase overlooking the Artists Garden.</p> <p>One-way traffic at the internal galleries entry and exit points.</p>			
	Confirmed COVID-19 case at YAG.	If there is a confirmed case of a member of staff, member of the public, volunteer or contractor with coronavirus attending any of the Trust's buildings or sites.			<p>On-site employees and managers trained to spot COVID-19 symptoms and use PPE.</p> <p>Staff are reminded that they must self- isolate in accordance with government guidance and get a coronavirus test if they or a member of their household develops symptoms or receive such instructions from the NHS Track and Trace service.</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 COVID-19 in the workplace</p> <p>The Trust will keep records of staff shift patterns and visitor contact details for at least 21 days and assist NHS Track and Trace service with requests for</p>	JULY 20	OPEN

					<p>Staff with symptoms to quarantine immediately. Cleaning an area with disinfectant after someone with suspected coronavirus (COVID-19) 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), 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>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, including the closure of YAG to the public.</p> <p>Line managers will offer support to staff who are affected by COVID-19 or has a family member affected.</p>		
--	--	--	--	--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

	Risk of Transmission	Air conditioning systems are used in York Art Gallery	Staff Public Visitors Volunteers Contractors		<p>HSE advises that the risk of air conditioning spreading coronavirus (COVID-19) is low.</p> <p>The risk of spreading Coronavirus can be reduced by improving general ventilation through fresh air (open windows and doors except fire doors to increase natural airflow) or mechanical systems.</p> <p>Air conditioning systems that mix some of the extracted air with fresh air and return it to the room can continue to be used as normal as this increases the fresh air ventilation rate.</p> <p>Dehumidifiers may be used to protect the art works.</p> <p>There is no need to adjust systems in individual rooms or portable units as these operate on 100% recirculation.</p>	<p>The centralised ventilation system to be switched to 100% fresh air supply to avoid recirculation.</p> <p>The air handling unit filters to be replaced with HEPA filters prior to reopening.</p> <p>Dehumidifier trays will have to be checked and emptied at least twice daily when dehumidifiers are in use. Staff to wear PPE (Mask, Face Shield, Gloves) to remove and dispose of any water collected.</p>	JULY 20	OPEN
--	----------------------	-------------------------------------------------------	-------------------------------------------------------	--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------	-------------

“	“	Risk of transmission through face to face interactions.	Staff Public Visitors Volunteers Contractors		<p>YMT manages visitor numbers to YAG by introducing ticketed timeslots to allow for sufficient social distancing, 15/20 people maximum per slot.</p> <p>Members of staff checking tickets and timeslot allocations at point of entry.</p> <p>Screens installed at front desks</p> <p>Visitor facing staff provided with high grade, anti-fog face visors.</p> <p>Visitors over the age of 11 are asked to use face coverings if they are able to. Visitors reminded to wear a face covering upon arrival.</p> <p>Signage reminding of social distancing rules displayed throughout the site.</p> <p>Queuing managed using signage/barriers etc. to</p>	The Visitor Experience Manager will have the authority to close the site in the case of a significant concern.	JULY 20	OPEN
---	---	---------------------------------------------------------	----------------------------------------------------------	--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------	----------------	-------------

					<p>help visitors observe social distancing rules. Card/contactless payments encouraged.</p> <p>Doors at building access and egress points are automated to avoid touching (operated via a push button door at egress point).</p>			
“	“	Transmission risk through contamination of surfaces (door handles, railings, lifts, objects, leaflets)	Staff Public Visitors Volunteers Contractors		<p>Enhanced cleaning carried out by cleaning contractors</p> <p>Hand sanitising stations near the main entrance and exit points, also throughout the building.</p> <p>Visitors are asked to use hand sanitiser upon arrival.</p>	<p>Regular deep cleans arranged, including additional cleaning of objects and surfaces that are touched regularly, such as door handles and lift buttons, and making sure there are adequate disposal arrangements.</p> <p>Visitors encouraged to avoid putting paper-based leaflets back if they have picked them up via signage.</p>	JULY 20	OPEN
“	“	There is a possibility that members of the public or staff will require 1st Aid due to Incidents/Accidents.	Staff Public Visitors Volunteers Contractors		<p>Staff are aware of the risks to themselves and others. PPE will always be worn.</p> <p>H&S training will be undertaken before reopening.</p> <p>1st Aiders are trained in accordance with the First-Aid Regulations 1981 and the</p>	<p>New guidelines for 1st aid and CPR will be covered by in house training for all 1st aiders before reopening.</p> <p>New guidance on immediate 1st Aid will also be covered.</p>	JULY 20	OPEN

					<p>updated guidance due to COVID-19 prior to delivering 1st Aid to staff and public. 1st Aiders' PPE to include visor, face mask, gloves, apron.</p> <p>CPR provided in line with the changed guidance (no mouth to mouth even with a face shield, towel/scarf or an item of clothing is now placed over the injured persons face covering their nose and mouth).</p> <p>Any 1st aid incident will be attended by two members of staff (at least one - a trained 1st Aider).</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>			
“	“	Infection risk increases if people group together for events in galleries.	Staff Public Visitors		Staff talks undertaken in groups with limited numbers and observing social distancing rules.	Staff required to wear face visors during talks.	JULY 20	OPEN

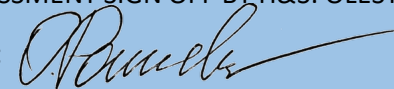
			Volunteers Contractors		Community groups meetings are risk assessed on individual basis and are undertaken in compliance with social distancing rules.			
“	“	Identified use of items that the public can actively interact with (e.g. headphones, hands on objects, benches, door handles, taps etc)	Staff Public Visitors Volunteers Contractors		Interactive items, fabrics and soft furnishings are removed or supplied with appropriate mitigations (e.g. regular cleaning) to minimise the risk of cross infection. Aesthetica exhibition: All interactive headsets removed across the exhibition to eliminate cross infection possibility. Bank of 4 TV screens to be replaced by 2 slightly larger TV screens creating space for social distancing.	Keep under review.	JULY 20	OPEN
“	“	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 Volunteers Contractors		Some staff have had conflict management training and are able to deal with antisocial behaviour. Emergency services will be contacted if a situation is unmanageable.	Visitor facing staff to have conflict management refresher training prior to reopening YMT to ensure the police and street rangers are aware that York Art Gallery is reopening on the 01/08/2020. Contacts including	JULY 20	OPEN

					Street rangers, CYC, Police 101 & 999.			
		Risk of transmission at the on-site catering outlet	Visitors Contractors		<p>Access to Café through a separate entrance.</p> <p>Cafe seating area created outside and in accordance with the Government Guidance.</p> <p>Catering providers have completed a comprehensive risk assessment provided to the City of York Council.</p>	Keep under review.	JULY 20	OPEN
“	“	Toilets used by the public.	Public Visitors Contractors		<p>Allocated toilets for the public, visitors and contractors located on the ground floor and 1st floor near the lift/ lockers.</p> <p>Signage indicating a one in one out system will be in place.</p> <p>Installation of hand sanitiser stations at the entrance to toilets.</p>	Regular cleaning of toilets to reduce the risk of cross infection.	JULY 20	OPEN
“	“	Transmission risk through deliveries to site.	Staff, Volunteers visitors contractors		<p>Arranging contactless deliveries.</p> <p>Where possible, arrange deliveries outside of the opening hours.</p>	Keep under review	JULY 20	OPEN

“	Fire causing evacuation	Fire in the workplace whilst social distancing rules are in place	Staff Public Visitors Volunteers Contractor s		<p>Regular Fire Drills.</p> <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>	<p>Social distancing control measures should not adversely affect fire safety measures.</p> <p>A fire drill will take place to test the updated evacuation routes with staff participation only.</p>	JULY 20	OPEN
---	-------------------------	-------------------------------------------------------------------	------------------------------------------------------------------	--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------	-------------

RISK ASSESSMENT SIGN OFF BY H&S: OLESYA POUNDER

Signature:



Date: 20 July 2020