

# 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-SITE-01**

LOCATION FOR RISK ASSESSMENT	RISK ASSESSMENT TITLE	PERSON OR PERSONS COMPLETEING THIS RISK ASSESSMENT	Date	PAGES
YORK ART GALLERY (YAG)	SITE RISKS/HAZARDS	ANDY WALLER H&S ADVISOR	01.04.22	5

HAZARDS ASSOCIATED WITH YORK ART GALLERY	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
York Museums Trust must ensure all its work and public spaces are Secure in daily work and leisure routines.	<p>York Art Gallery is a two-story building with front and rear access and egress points.</p> <p>The building has a staff mess room and multiple office spaces, as well as open galleries accessible by visitors</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>Enhanced cleaning throughout the site using appropriate cleaning materials.</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 work and interact with.</p> <p>There is no legal requirement to wear a face covering at this present time but if you wish to do so please feel free to wear one.</p>	01.04.22	OPEN

				<p>Hand sanitising stations at points of entry, exit and throughout the site including entry to toilets.</p> <p>Visitors and staff are encouraged to use hand sanitiser via signage.</p> <p>Operating on a self-led tour and free-flow only basis visitors will always be within view of a member of staff.</p> <p>Perspex screens installed at admission desk and Retail desk.</p> <p>Visitor Experience staff provided with face visors</p> <p>Staff trained on how to interact from a safe distance.</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 airborne droplets is low.</p> <p>The risk of spreading any airborne virus 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>OPENING DOORS AND WINDOWS WILL HELP WITH THE FLOW OF FRESH AIR (OPEN DOOR AND WINDOWS EXCEPT EXTERNAL FIRE DOORS TO INCREASE NATURAL AIRFLOW) OR MECHANICAL SYSTEMS.</p> <p>GOOD VENTILATION IS KEY TO MOVING FRESH AIR, OPEN DOORS AND WINDOWS 5 TO 10 MINUTES EVERY 45 MINUTES TO 1 HOUR.</p>	OPEN	OPEN

				<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>			
Cleaning of surfaces	Transmission risk through contamination of surfaces (door handles, railings, lifts, objects, fabrics).	Staff Public Visitors Volunteers Contractors		<p>Enhanced frequency of cleaning.</p> <p>Toilets checked and cleaned regularly.</p> <p>Hand sanitising stations throughout the building.</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.	OPEN	OPEN
Violence towards staff	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		<p>Some 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> <p>Any violence towards a member of staff will not be tolerated and will be dealt with by staff and the emergency services.</p>	<p>Visitor facing staff have had conflict management refresher training prior to reopening</p> <p>Contacts including Street rangers, CYC, Police 101 &amp; 999.</p>	OPEN	OPEN
Interactive Items	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		<p>Interactive items, fabrics and soft furnishings are supplied with appropriate mitigations (e.g. regular cleaning) to minimise the risk of cross infection.</p> <p>Barriers in place to avoid people touching display items.</p>	Keep under review.	OPEN	OPEN

	Risk of transmission at the on-site catering outlet	Staff Public Visitors Volunteers Contractors		<p>Access to Café through a separate entrance and also from the main museum entrance.</p> <p>Cafe seating area created inside and 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.	OPEN	OPEN
"	Toilets used by the public.	Staff, Volunteers visitors contractors		<p>Allocated toilets for the public, visitors and contractors located on the ground floor and 1<sup>st</sup> floor near the lift/ lockers.</p> <p>Installation of hand sanitiser stations at the entrance to toilets.</p>	Regular cleaning of toilets to reduce the risk of cross infection.	OPEN	OPEN
1 <sup>st</sup> Aid	There is a possibility that members of the public or staff will require 1 <sup>st</sup> Aid.	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 1<sup>st</sup> aid requirements.</p> <p>1<sup>st</sup> 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 1<sup>st</sup> Aid to staff and public.</p> <p>1<sup>st</sup> 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</p>	1 <sup>st</sup> aid guidance kept under review.	OPEN	OPEN

				<p>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> <p>Any 1<sup>st</sup> aid incident will be attended by one 1<sup>st</sup> 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 1<sup>st</sup> aid and CPR covered by in house training for all 1<sup>st</sup> aiders.</p>			
Fire causing evacuation	Fire in the workplace whilst social distancing rules are in place	Staff Public Visitors Volunteers Contractors		<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>	A fire drill will take place to test the updated evacuation routes with staff participation only.	OPEN	OPEN

RISK ASSESSMENT SIGN OFF BY H&S: ANDY WALLER  
Signature: A WALLER Date: 01.04.22