

# Hastings Borough Council - risk assessment template 1

<b>SECTION:</b> Hastings Museum & Art Gallery	<b>ACTIVITY / TASK / LOCATION:</b> COVID-19 Public Opening		
<b>ASSESSED BY:</b> D Etherington	<b>DATE:</b> 16/07/2020	<b>DATE REVIEWED:</b>	

The following risk 'heat map' will help you to score your risks:

	Severity →					
		1 Trivial/ None	2 Minor	3 Lost time (<7 days)	4 Lost time (>7 days)	5 Major/Fatal
Likelihood ↓						
1 Remote		1	2	3	4	5
2 Unlikely		2	4	6	8	10
3 Possible		3	6	9	12	15
4 Likely		4	8	12	16	20
5 Certain/ Almost Certain		5	10	15	20	25

Green = Low Risk

Yellow = Medium Risk

Red = High Risk

For some examples, see

<http://www.hse.gov.uk/risk/casestudies>



Significant hazard and harm	Persons at risk	Controls currently in place	Risk Rating after controls (L,M,H)	Action	When	Who
Risk of transmission of virus posed by contact and touch points	Contractors Staff Volunteers Visitors	<ul style="list-style-type: none"> <li>Social distancing</li> <li>Enhanced cleaning standards</li> <li>Use of Personal Protective Equipment (PPE)</li> </ul>	H	Social distancing: <ul style="list-style-type: none"> <li>Removing points of contact wherever possible</li> <li>Ticketing only be available online or by telephone</li> <li>Contact name and method kept for 21 days to comply with government Track and Trace requirements</li> <li>Pre-booking required for all visitors, only visitors with tickets allowed entry</li> <li>Timed arrivals of entry tickets, at 20-minute intervals</li> <li>Welcome and ticket check outside main entrance</li> <li>One-way route throughout the building</li> <li>Directional signage throughout the building</li> <li>Numbers restricted to 20% of normal capacity, based on social distancing 2m guidance</li> <li>VSAs actively enforcing social distancing measures</li> </ul>	Daily	Staff

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				<ul style="list-style-type: none"> <li>• Doors (including main entrance) and windows kept open where possible (not breaching fire safety etc.)</li> <li>• Groups, schools etc.:             <ul style="list-style-type: none"> <li>○ Due to government social distancing restrictions only family (with bubble person) or two-household groups of up to six people can be admitted</li> </ul> </li> <li>• Shop:             <ul style="list-style-type: none"> <li>○ Screens installed in the till to minimise contact</li> <li>○ Visitors strongly encouraged to pay by card</li> <li>○ Contactless donation points introduced</li> </ul> </li> <li>• Toilets with non-touch hand dryers:             <ul style="list-style-type: none"> <li>○ Number of toilets in use limited to meet 2m physical distancing guidance</li> <li>○ Handwashing signage displayed in the toilets</li> <li>○ Sanitiser at entrance to the toilets</li> <li>○ Regular cleaning throughout the day</li> </ul> </li> </ul> <p>Enhanced cleaning:</p> <ul style="list-style-type: none"> <li>• Sanitisation points throughout the building</li> <li>• Signage encouraging people to wash or sanitiser their hands</li> <li>• Staff carrying hand sanitiser and disinfectant wipe</li> <li>• Increased daily cleaning schedule with a focus on high use areas such as handles, rails and work surfaces and toilets</li> <li>• Regular contractor deep cleans</li> <li>• Books, toys and costumes regularly cleaned throughout the day or removed from galleries</li> <li>• Disinfectant spray/wipes and cleaning signage for use before and after using the interactive touch screens</li> <li>• Communal facilities such as offices and the kitchen to be cleaned after use.</li> <li>• Cleaning stations and materials using Red, Yellow and Green coding in use.</li> </ul> <p>PPE</p> <ul style="list-style-type: none"> <li>• All visitors aged 11 and older must wear face</li> </ul>		
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				<p>covering</p> <ul style="list-style-type: none"> <li>○ A letter from a medical professional is required as proof of medical exemption (no other 'evidence' of exemption will be accepted)</li> <li>• Face shield and disposable gloves provided to all staff and volunteers</li> </ul>		
Risk posed by not maintaining social distancing in the museum	Contractors Staff Volunteers Visitors	<ul style="list-style-type: none"> <li>• Social distancing</li> <li>• Use of PPE</li> </ul>		<p>Social Distancing</p> <ul style="list-style-type: none"> <li>• Ticketing only be available online or by telephone</li> <li>• Pre-booking required for all visitors, only visitors with tickets allowed entry</li> <li>• Contact name and method kept for 21 days to comply with government Track and Trace requirements</li> <li>• Timed arrivals of entry tickets, at 20-minute intervals</li> <li>• Welcome and ticket check outside main entrance</li> <li>• One-way route throughout the building</li> <li>• Directional signage throughout the building</li> <li>• Numbers restricted to 20% of normal capacity, based on social distancing 2m guidance</li> <li>• VSAs actively enforcing social distancing measures</li> <li>• Groups, schools etc.: <ul style="list-style-type: none"> <li>○ Due to government social distancing restrictions only family (with bubble person) or two-household groups of up to six people can be admitted</li> </ul> </li> <li>• Shop: <ul style="list-style-type: none"> <li>○ Screens installed in the till to minimise contact</li> <li>○ Visitors strongly encouraged to pay by card</li> <li>○ Contactless donation points introduced</li> </ul> </li> <li>• Toilets with non-touch hand dryers: <ul style="list-style-type: none"> <li>○ Number of toilets in use limited to meet 2m physical distancing guidance</li> <li>○ Handwashing signage displayed in the toilets</li> <li>○ Sanitiser at entrance to the toilets</li> <li>○ Regular cleaning throughout the day</li> </ul> </li> </ul> <p>PPE</p>	Daily	Staff

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				<ul style="list-style-type: none"> <li>All visitors aged 11 and older must wear face covering                             <ul style="list-style-type: none"> <li>A letter from a medical professional is required as proof of medical exemption (no other 'evidence' of exemption will be accepted)</li> </ul> </li> <li>Face shield and disposable gloves provided to all staff and volunteers</li> <li>All staff in visitor facing roles provided with a care pack including hand sanitiser, gloves and wipes etc.</li> </ul>		
Risk of transmission posed by catering facilities	Contractors Staff Volunteers Visitors	<ul style="list-style-type: none"> <li>No public indoors facilities</li> <li>Social distancing</li> <li>Enhanced cleaning standards</li> <li><a href="#">HMAG Covid-19 Risk Assessment</a></li> </ul>		<p>No indoors public facilities</p> <ul style="list-style-type: none"> <li>The museum has no catering facilities</li> <li>Visitors are not allowed to eat or drink in the museum</li> <li>Visitors are welcome to picnic in the grounds following strict social distancing measures</li> <li>The museum will be closed over lunch to allow staff to have their breaks while following social distancing measures</li> </ul> <p>Social distancing</p> <ul style="list-style-type: none"> <li>Contractors, staff and volunteers are allowed to have their lunch while the museum is closed to the public</li> <li>They must follow strict social distancing measures and maintain a 2m distance</li> <li>Only one person is allowed in the kitchen at a time and will clean what they have touched after themselves</li> </ul> <p>Enhanced cleaning standards</p> <ul style="list-style-type: none"> <li>Communal facilities such as the kitchen and table are to be cleaned after each use.</li> </ul> <p>HMAG Covid-19 Risk Assessment</p> <ul style="list-style-type: none"> <li>Refer to this risk assessment for more detailed guidance for contractor, staff and volunteer information</li> </ul>	Daily	Staff

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<p>Risk of people coming to the museum with coronavirus symptoms</p>	<p>Contractors Staff Volunteers Visitors</p>	<ul style="list-style-type: none"> <li>• Clear communication</li> <li>• Social distancing</li> <li>• Use of PPE</li> </ul>		<p>Clear communication</p> <ul style="list-style-type: none"> <li>• If you have ANY symptoms of coronavirus COVID-19 or feeling unwell then do NOT visit</li> <li>• Website and social media pages updated with opening information, including details of when people should not visit</li> </ul> <p>Social Distancing</p> <ul style="list-style-type: none"> <li>• Timed arrivals of entry tickets to allow for checks / questions</li> <li>• Welcome and ticket check outside main entrance to check if people are well enough to visit</li> <li>• 2m social distancing enforced in the queue and when speaking to staff at the entrance</li> </ul> <p>PPE</p> <ul style="list-style-type: none"> <li>• Face shield and disposable gloves provided to all staff</li> </ul>	<p>Daily</p>	<p>Staff</p>
<p>Risk of visitors arriving at the museum unprepared or unaware of new measures</p>	<p>Contractors Staff Volunteers Visitors</p>	<ul style="list-style-type: none"> <li>• Accessible information</li> <li>• Clear communication</li> </ul>		<p>Accessible information</p> <ul style="list-style-type: none"> <li>• <a href="#">Access guide</a> and <a href="#">visual story</a> with Covid-19 secure changes on the website</li> <li>• Hardcopy flyers and posters available for display at appropriate venues and distribution</li> <li>• Covid-19 secure video showing changes and booking process available on museum and council website are shared on social media</li> <li>• Large text copy of materials will be available as well</li> </ul> <p>Clear communication</p> <ul style="list-style-type: none"> <li>• Website and social media pages updated with opening information, including details of how to book tickets online or by telephone.</li> <li>• Press release and regular social media posts about opening hours and how to book, including details of how to book tickets online or by telephone.</li> <li>• For general visitors their booking confirmation will confirm the time of their booking and a link to the Covid and the COVID-19 procedures in place that must be adhered to</li> </ul>	<p>3-4 times weekly</p>	<p>Comms</p>

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				<ul style="list-style-type: none"> <li>Contractors be given information prior to their arrival which confirms time of arrival, where to go, who they are meeting and details of the sign in/ out procedures and the COVID-19 procedures in place that must be adhered to</li> <li>Volunteers will be given information, where to go, who they are meeting and details of the sign in/ out and the COVID-19 procedures in place that must be adhered to</li> </ul>		
Access for people with physical impairments	Volunteers Visitors	<ul style="list-style-type: none"> <li>Access</li> <li>Accessible information</li> <li>Clear communication</li> </ul>		<p>Access</p> <ul style="list-style-type: none"> <li>Regular timed sessions reserved for people with physical impairments</li> <li>Flat access route around the building identified and maps / directions shared with visitors</li> <li>Visitors with physical impairments who visit us at other times requested to tell us in advance to have the flat access route map ready for them</li> </ul> <p>Accessible information</p> <ul style="list-style-type: none"> <li><a href="#">Access guide</a> and <a href="#">visual story</a> updated with Covid-19 secure changes on website</li> <li>Personal Emergency Evacuation Plan (PEEP) available to <a href="#">download</a> and complete in advance of visit</li> <li>Covid-19 secure video showing changes and booking process available on museum and council website and shared on social media</li> </ul> <p>Clear communication</p> <ul style="list-style-type: none"> <li>Website and social media pages updated with opening information, including details of timed sessions for people with physical impairments, and how to book tickets online or by telephone</li> </ul>	Daily	Staff
First aid and safeguarding	Contractors Staff Volunteers Visitors	<ul style="list-style-type: none"> <li><a href="#">Covid-19 Generic First Aid Risk Assessment</a></li> <li><a href="#">HBC Safeguarding Policy</a></li> <li><a href="#">Sussex</a></li> </ul>		<p>Covid-19 Generic First Aid Risk Assessment</p> <ul style="list-style-type: none"> <li>Nominated First Aider on duty during public opening hours</li> <li>When administering first aid appropriate PPE (including face coverings to be worn)</li> <li>Social distancing to be maintained where possible,</li> </ul>	Daily	Staff

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		<a href="#">Safeguarding Adults Policy and Procedures</a>		<p>or as quickly as possibly afterwards</p> <p>HBC Safeguarding Policy</p> <ul style="list-style-type: none"> <li>Remains in place and is to be followed</li> </ul> <p>Sussex Safeguarding Adults Policy and Procedures</p> <ul style="list-style-type: none"> <li>Remain in place and are to be followed</li> </ul>		
Monitoring and review of Covid secure measures	Contractors Staff Volunteers Visitors	<ul style="list-style-type: none"> <li>Monitoring</li> <li>Reviews</li> </ul>		<p>Monitoring</p> <ul style="list-style-type: none"> <li>Daily team briefings to include review of processes and procedures</li> <li>Staff encouraged to use existing HBC reporting routes and H&amp;S structures</li> </ul> <p>Reviews</p> <ul style="list-style-type: none"> <li>Evaluation (digital and paper), social media comments, review websites, emails and letters regularly reviewed</li> <li>Feedback from colleagues included</li> <li>Changes to the risk assessment – to be reviewed with relevant government information changes, and HBC changes, standard operating procedures and safe systems of work in consultation with teams, volunteers and visitors</li> </ul>	Weekly	MCDM

**Colleagues should refer to the following Hastings Borough Council documents as well:**

[Covid RA Offices and Contact Centres HBC v4 Final](#)

[Covid-19 Generic First Aid Risk Assessment](#)

[Covid RA Generic Vehicles V2 Final](#)

[Communications COVID-19 FAQs](#)

[HMAG Covid-19 Risk Assessment](#)

[HBC Safeguarding Policy](#)

[Sussex Safeguarding Adults Policy and Procedures](#)

I confirm that I have reviewed and agreed the above risk assessment and action plan. Signed (Manager): D Etherington Date: 16/07/2020

Staff signed:

Dated:

