

Documented to comply with The Management of Health and Safety at Work Regulations 1999, Regulation 3 (Record of Significant Findings and Groups of Employees or Others Especially at Risk) and the Control of Substances Hazardous to Health Regulations 2002

Part 1 – General Details

| | | | |
|---|---|------------------|---|
| Assessor | Jo Best CMIOSH, AIFSM | Job Title | Health and Safety Consultancy Support Manager, Quadriga Health & Safety Ltd |
| Project or location | Greenwich Foundation | | |
| Department/business | <p>Safe reopening of Museum Buildings (Visitor Centre, Painted Hall, Skittle Alley and Chapel) to members of the public w/c 6th July in line with Government announcements.</p> <p>It should be noted that the outdoor grounds i.e. College Way, has been open to members of the public since the w/c 8th June, to ease congestion and safety for pedestrians.</p> | | |
| Scope of risk assessment | <p>This document records significant findings of the assessment on measures to prevent the spread of COVID-19 on the reopening of Greenwich Museum buildings to members of the public.</p> <p>Please note that this assessment does not cover tenant operations who are responsible for the areas they occupy and ensuring that they have a Covid-19 risk assessment in place.</p> <p>A separate Covid-19 risk assessment is in place for employees returning to work, i.e. work areas, offices, staff welfare facilities, management of contractors etc. However, this risk assessment also covers control measures to protect employees who are customer facing and working in the Museum buildings.</p> | | |
| Employees and others potentially at risk | Employees, contractors, tenants, members of the public and potentially family members could also be at risk. | | |
| COVID-19 properties | <p>COVID-19 is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It is transmitted in droplets when people are breathing, most particularly when they cough, or sneeze. It is understood that the virus can remain "live" on hard surfaces such as handles, switches, bannisters etc. for up to 72 hours. As such, if people touch a contaminated surface and then touch their nose or lips, or if they breathe in droplets from an infected person, they can become infected. They may also be symptom-free but infectious during the incubation stage which is typically five days but can be up to a week. The virus can be killed using normal household detergents on hard surfaces.</p> | | |
| Main symptoms | <p>A new continuous cough, a high temperature or a loss or change in normal sense of taste or smell (anosmia) are considered the most indicative symptoms. People with these symptoms should be self-isolating following the guidance from Public Health England (PHE): https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> | | |

| | |
|---|---|
| Control of transmission | <p>From the 4th July, the two-metre social distancing rule is changing in England. Where it is possible to keep two metres apart, Greenwich will adhere to this. Where it is not possible, the advice is for people to keep social distance of 'one metre plus' (meaning they should remain one metre apart, while taking mitigating actions to reduce the risk of transmission).</p> <p>Regular handwashing with soap and water should continue and hand-gel should be used where soap and water is not available. The Government have also made it mandatory for face coverings to be worn on public transport.</p> <p>Further guidance on working safely during Covid-19, including the visitor economy and Heritage locations can be found here: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p> |
| Vulnerable groups | <p>Clinically extremely vulnerable people who are most at risk from becoming ill from coronavirus will no longer need to shield in England from 1st August 2020.</p> <p>Further information can be found here: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>If you are not clinically extremely vulnerable (i.e. you do not have any of the conditions listed for clinically extremely vulnerable people and you have not been told by your GP or specialist that you are clinically extremely vulnerable or received a letter saying you are clinically extremely vulnerable) you should follow the guidance on staying alert and safe social distancing: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing</p> |
| Staying Covid-19 Secure in 2020 Notice | <p>The Covid-19 Secure in 2020 notice will be displayed in the Visitor Centre to show the Government guidance has been followed: https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf</p> |



Part 2 – Preparation of the Museum Buildings for Safe Reopening to Members of the Public

| Hazards, Dangers, Problems | People At Risk | Legislation Applicable | Existing Controls | Current Risk | Further Controls Required or Issues to Consider | Risk After Further Controls |
|--|--|---|--|--------------|--|-----------------------------|
| Members of the public with symptoms of COVID-19 | Employees, members of the public/visitors, tenants and contractors | Health and Safety at Work etc. Act 1974, Sections 2 & 3 | Information will be displayed on Greenwich website to remind visitors that they should not visit the Museum if they are displaying any Covid-19 symptoms and should stay at home to keep themselves and everyone safe. | Medium | Posters should be displayed around the Museum reminding visitors, that if they have any symptoms, to stay at home. The reopening of the economy, following the COVID-19 outbreak, is being supported by NHS Test and Trace. Greenwich should assist this service by keeping a temporary record of visitors for 21 days (where possible), and in a way that is manageable for their business and in line with data protection legislation. This will assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks. | Low |
| Fire related systems readiness | Employees, members of the public/visitors, tenants and contractors | Regulatory Reform (Fire Safety) Order 2005 | Planned preventative maintenance of the Museum buildings fire alarm systems, emergency lighting, fire extinguishers, lighting protection systems have continued to be maintained during lockdown. | Low | Ongoing review. | Low |



| Hazards, Dangers, Problems | People At Risk | Legislation Applicable | Existing Controls | Current Risk | Further Controls Required or Issues to Consider | Risk After Further Controls |
|---|--|--|--|---------------------|--|------------------------------------|
| Fire evacuation | Employees, members of the public/visitors, tenants and contractors | Regulatory Reform (Fire Safety) Order 2005 | <p>Security and facilities staff are available on site to assist in fire alarm activations which alert the West Gate Security.</p> <p>The fire alarm system is a simultaneous (single stage) evacuation process.</p> <p>Fire Risk Assessments (FRAs) for the Museum Buildings reviewed on an annual basis by the Estates Operations Manager.</p> | High | <p>Fire and evacuation arrangements and Fire Risk Assessments (FRA) for the Museum buildings should be reviewed to ensure arrangements are still valid during the time of Covid-19.</p> <p>Review provision of fire warden cover if all staff will not be back on site when the Museum buildings open. Refresher training may also be required, or new training provided, including on evacuation aids so staff are aware of any changes during Covid-19.</p> <p>Assembly points may need to be revised for to maintain social distancing (where possible). If this is not possible, assembly times will be kept as short as possible.</p> | Low |
| Water related systems readiness | Employees, members of the public/visitors, tenants and contractors | <p>Control of Substances Hazardous to Health (COSHH) Regulations 2002</p> <p>ACOP L8</p> | Planned preventative maintenance for the water systems and weekly flushing of little used outlets has continued to be maintained during lockdown in the Museums buildings. | Low | Ongoing review in line with the Legionella written scheme of control. | Low |
| Status of passenger lift systems | Employees, members of the public/visitors, tenants and contractors | Lifting Operations and Lifting Equipment Regulations 1998 | Ongoing servicing and statutory inspections of passenger's lifts have continued during lockdown, however, where buildings have been closed some lifts have been switched off. | High | Where lifts have been switched off and have not been subject to regular servicing or statutory inspections, this should be arranged before reopening of the Museum buildings and any defects rectified before being put back into use. | Low |



| Hazards, Dangers, Problems | People At Risk | Legislation Applicable | Existing Controls | Current Risk | Further Controls Required or Issues to Consider | Risk After Further Controls |
|--|--|--|--|--------------|---|-----------------------------|
| Office and electrical equipment | Employees, members of the public/visitors, tenants and contractors | Electricity at Work Regulations 1989 | Fixed wiring is in date within all Museum buildings with a programme of portable appliance testing (PAT) put in place by the in-house facilities team. | Low | Ongoing review. | Low |
| Deep cleaning and pest control | Employees, members of the public/visitors, tenants and contractors | Control of Substances Hazardous to Health (COSHH) Regulations 2002 | Pest control services have continued during lockdown. A deep clean of all areas has taken place w/c 22 nd June. | Low | Ongoing review. | Low |



Part 3 – Maintaining Social Distancing in Museum Buildings

| Hazards, Dangers, Problems | People At Risk | Legislation Applicable | Existing Controls | Current Risk | Further Controls Required or Issues to Consider | Risk After Further Controls |
|----------------------------|--|---|--|--------------|--|-----------------------------|
| Visitor Centre/Shop | Employees, members of the public/visitors, tenants and contractors | The Health and Safety at Work etc. Act 1974 The Management of Health and Safety at Work Regulations 1999 | A hand sanitiser station has been installed on entrance to the Visitor Centre. Signage has been displayed to remind visitors and other occupants to maintain social distancing. Only the front reception section of the visitor centre and shop will be open to members of the public in the first phase of opening to control occupancy levels. The visitor centre exhibition space will be barriered off and not in use. Staff will be on hand to assist with any queries visitors have, whilst maintaining two metre social distancing. Toilets in the visitor centre will not be open to members of the public in the first phase of opening. | Medium | Visitor Centre/Shop <ul style="list-style-type: none"> Greenwich should manage occupancy levels in the visitor centre and shop, i.e. look at floor plans etc., and calculate maximum number that can be permitted to allow for social distancing; Greenwich should minimise contacts around transactions, for example, considering using contactless payments, where possible; Using screens to create a physical barrier between people i.e. on the visitor reception desk, without causing damage to the historic nature of the building; Encouraging visitors to avoid handling products in the shop; Reminding customers who are accompanied by children that they are responsible for supervising them at all times and should follow social distancing guidelines; | Low |



| Hazards, Dangers, Problems | People At Risk | Legislation Applicable | Existing Controls | Current Risk | Further Controls Required or Issues to Consider | Risk After Further Controls |
|-------------------------------------|--|---|---|--------------|---|-----------------------------|
| Visitor Centre/Shop (cont'd) | Employees, members of the public/visitors, tenants and contractors | The Health and Safety at Work etc. Act 1974 The Management of Health and Safety at Work Regulations 1999 | Visitor tours will not take place by staff members in the first phase of reopening to avoid shouting to or over visitor groups. Instead, Greenwich are considering providing a phone app to visitors which they can use to provide a virtual tour of the grounds/Museum buildings. Audio guides are available for blind and partially sighted visitors. | Medium | <ul style="list-style-type: none">• Suspending or reducing customer services that cannot be undertaken without contravening social distancing guidelines. This may include re-thinking how assistance is provided, for example, using fixed pairs of colleagues to lift heavy objects rather than a single colleague lifting with a customer;• Increased cleaning in these areas including sanitising of phone apps after every use. | Low |



| Hazards, Dangers, Problems | People At Risk | Legislation Applicable | Existing Controls | Current Risk | Further Controls Required or Issues to Consider | Risk After Further Controls |
|-----------------------------------|--|---|---|---------------------|--|------------------------------------|
| Painted Hall | Employees, members of the public/visitors, tenants and contractors | The Health and Safety at Work etc. Act 1974 The Management of Health and Safety at Work Regulations 1999 | A hand sanitiser station has been installed on entrance to the Painted Hall. Signage has been displayed to remind visitors and other occupants to maintain social distancing. Staff will be on hand to assist with any queries visitors have, whilst maintaining two metre social distancing. A one way system is being implemented. Visitors will enter via the Undercroft and exit the building via College Way. Greenwich has obtained Covid-19 risk assessments/SOPs and other relevant documentation from CH&Co (catering company) who occupy the kitchen area of the Painted Hall including the management of the café area which will be open to members of the public. Seating is also provided in this area. | Medium | Greenwich should manage occupancy levels the painted hall, look at floor plans etc. and calculate maximum number that can be permitted to allow for social distancing. | Low |



| Hazards, Dangers, Problems | People At Risk | Legislation Applicable | Existing Controls | Current Risk | Further Controls Required or Issues to Consider | Risk After Further Controls |
|----------------------------|--|--|--|--------------|---|-----------------------------|
| Skittle Alley | Employees, members of the public/visitors, tenants and contractors | <p>The Health and Safety at Work etc. Act 1974</p> <p>The Management of Health and Safety at Work Regulations 1999</p> | <p>Staff will be on hand to assist with any queries visitors have, whilst maintaining two metre social distancing.</p> <p>This will be a ticketed service only to ensure low occupancy levels to maintain social distancing i.e. only five people will be permitted in the skittle alley at any one time.</p> <p>A separate activity risk assessment is in place for the skittle alley which covers playing rules. Only one player is permitted in the alley at any one time.</p> <p>Occupants using the skittle alley will be required to wear disposal gloves before using equipment. These gloves will be disposed of in the general waste bin provided as PPE cannot be recycled.</p> <p>Equipment, such as balls and skittles, will be disinfected with sanitiser wipes after each use.</p> | Medium | Ongoing review. | Medium |



| Hazards, Dangers, Problems | People At Risk | Legislation Applicable | Existing Controls | Current Risk | Further Controls Required or Issues to Consider | Risk After Further Controls |
|----------------------------|--|---|---|--------------|---|-----------------------------|
| Chapel | Employees, members of the public/visitors, tenants and contractors | The Health and Safety at Work etc. Act 1974 The Management of Health and Safety at Work Regulations 1999 | A hand sanitiser station has been installed on entrance to the Painted Hall. Signage has been displayed to remind visitors and other occupants to maintain social distancing. The Chapel is currently open for private prayer only. Events will not be taking place, including choir singing etc., as there is potential for increased transmission, i.e. from aerosols. Staff will be on hand to assist with any queries visitors have, whilst maintaining two metre social distancing. | Medium | Greenwich should manage occupancy levels in the Chapel to allow for social distancing. When events in the Chapel can safely take place, Greenwich should ensure that a separate risk assessment is implemented to cover Covid-19 controls. | Low |



| Hazards, Dangers, Problems | People At Risk | Legislation Applicable | Existing Controls | Current Risk | Further Controls Required or Issues to Consider | Risk After Further Controls |
|---|--|---|--|--------------|---|-----------------------------|
| Use of College Way by pedestrians and Cyclists | Employees, members of the public/visitors, tenants and contractors | Control of Substances Hazardous to Health (COSHH) Regulations 2002 Health and Safety at Work etc. Act 1974, Sections 2 & 3 | Signage is being displayed to remind members of the public of the social distancing requirements. Barriers are also being installed. Extra security patrols will be undertaken to help with education on social distancing should this become an issue. Greenwich have been working with TFL and the local Borough to discuss how to manage high numbers of members of the public using the grounds and the surrounding area. | Low | Ongoing review. | Low |



| Hazards, Dangers, Problems | People At Risk | Legislation Applicable | Existing Controls | Current Risk | Further Controls Required or Issues to Consider | Risk After Further Controls |
|---|--|---|--|--------------|--|-----------------------------|
| Lift lobbies and lifts (two lifts in the Painted Hall, one lift in the Visitor Centre) | Employees, members of the public/visitors, tenants and contractors | The Lifting Operations and Lifting Equipment Regulations 1998 | <p>The lift in the visitor centre will not be open to members of the public during the first phase of opening.</p> <p>The two lifts in the painted hall, will be in use; one is designated as a wheelchair lift.</p> <p>Two persons are permitted in the wheelchair lift only, i.e. disabled person and carer/family member as assistance is required when the lift buttons being used.</p> <p>Only one person should be permitted in the other passenger lift, unless they are members of the same household.</p> | High | <p>Queuing lines (including social distancing floor markings where possible) should be signed and enforced outside lift areas.</p> <p>Enhanced arrangements for dealing with lift entrapment should be reviewed by Greenwich (if necessary) as it is likely to be more stressful for those trapped.</p> | Low |
| Stairwells (Painted Hall and Chapel) | Employees, members of the public/visitors, tenants and contractors | The Workplace (Health, Safety and Welfare) Regulations 1992 | <p>A one way system is being introduced in the painted hall to manage occupancy levels, including on the stairs.</p> <p>The painted hall vestibule steps and chapel steps are sufficiently wide enough to allow for social distancing.</p> | Medium | <p>Although the vestibule steps in the painted hall and chapel steps are sufficiently wide enough, only two to three persons should be permitted on the stairs at any one time (unless it is an emergency, i.e. fire evacuation).</p> <p>Only one person should be permitted on the stairs from the painted hall lift landing area at any one time (unless it is an emergency i.e. fire evacuation).</p> | Low |



| Hazards, Dangers, Problems | People At Risk | Legislation Applicable | Existing Controls | Current Risk | Further Controls Required or Issues to Consider | Risk After Further Controls |
|--|--|---|--|--------------|---|-----------------------------|
| Toilets and welfare facilities (Visitor Centre and King William Undercroft), including Painted Hall café area | Employees, members of the public/visitors, tenants and contractors | The Workplace (Health, Safety and Welfare) Regulations 1992 | <p>Hand washing facilities are available with soap, hot and cold running water, paper towels/hand driers.</p> <p>Toilets in the visitor centre will not be open to members of the public in the first phase of opening. Only the King William undercroft toilets which can be accessed from the Painted Hall.</p> <p>Greenwich has obtained Covid-19 risk assessments/SOPs and other relevant documentation from CH&Co (catering company) who occupy the kitchen area of the Painted Hall including the management of the café area which will be open to members of the public. This is food and drinks service with controls on how the café area will be managed detailed in the SOP.</p> <p>Chairs and tables will be sanitised after each use. Touch points on front of house areas, including payment terminals, will also be sanitised regularly.</p> | High | <p>Café area</p> <ul style="list-style-type: none"> Tables and chairs should be positioned to allow for social distancing; A queuing system should be introduced for when members of the public purchase items from the café to allow for social distancing. <p>Toilets</p> <ul style="list-style-type: none"> Signs and posters should be displayed to build awareness of good hand-washing technique, the need to increase hand-washing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available; Social distancing markings or signage to be introduced where queues normally form; A limited entry approach should be implemented, to maintain social distancing. This will require dedicated staff members to manage this, whilst ensuring that no bottle necks occur; | Low |



| Hazards, Dangers, Problems | People At Risk | Legislation Applicable | Existing Controls | Current Risk | Further Controls Required or Issues to Consider | Risk After Further Controls |
|---|----------------|------------------------|-------------------|--------------|--|-----------------------------|
| Toilets and welfare facilities (Visitor Centre and King William Undercroft), including Painted Hall café area (cont'd) | As above | As above | As above | As above | <ul style="list-style-type: none">• Increased cleaning of toilet areas should be introduced, including more frequent rubbish collections. Greenwich will require to liaise with the contracted cleaning company to decide on frequency;• To enable good hand hygiene, Greenwich should consider making hand sanitiser available on entry to toilets where safe and practical;• Ensure that toilet areas are well ventilated. | As above |



| Hazards, Dangers, Problems | People At Risk | Legislation Applicable | Existing Controls | Current Risk | Further Controls Required or Issues to Consider | Risk After Further Controls |
|-----------------------------------|--|---|--|---------------------|---|------------------------------------|
| Social distancing of staff | Employees, members of the public/visitors, tenants and contractors | The Health and Safety at Work etc. Act 1974 The Management of Health and Safety at Work Regulations 1999 | Staff have been briefed on the social distancing requirements. | Medium | Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, Greenwich should consider whether that activity needs to continue for the business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff. Further mitigating actions include: <ul style="list-style-type: none"> • Increasing the frequency of hand washing and surface cleaning; • Keeping the activity time involved as short as possible; • Using screens or barriers to separate people from each other; • Using back-to-back or side-to-side working (rather than face-to-face) whenever possible; • Reducing the number of people each person has contact with by using 'fixed teams or partnering'(so each person works with only a few others); • Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment. | Low |



| Hazards, Dangers, Problems | People At Risk | Legislation Applicable | Existing Controls | Current Risk | Further Controls Required or Issues to Consider | Risk After Further Controls |
|----------------------------|--|--|---|--------------|--|-----------------------------|
| First aid cover | Employees, members of the public/visitors, tenants and contractors | The Health and Safety (First Aid) Regulations 1981 | <p>There will no impact on first aid provision as Security staff are first trained, along with duty managers and learning facilitators.</p> <p>A list is held onsite of all trained first aiders, and radios are used to alert if there is a first aid incident.</p> <p>First aid kits at various locations and two Automated External Defibrillators (AEDs).</p> | Medium | <p>First aiders should be made aware of the guidance available on St Johns Ambulance website which includes CPR during Covid-19: https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</p> <p>Consideration should be given to the purchase of additional disposable gloves, aprons and face coverings for first aiders.</p> | Low |



| Hazards, Dangers, Problems | People At Risk | Legislation Applicable | Existing Controls | Current Risk | Further Controls Required or Issues to Consider | Risk After Further Controls |
|----------------------------|--|---|--|--------------|---|-----------------------------|
| Cleaning | Employees, members of the public/visitors, tenants and contractors | Control of Substances Hazardous to Health (COSHH) Regulations 2002 The Dangerous Substances and Explosive Atmospheres Regulations 2002 | Plans are being developed to include extra cleaning of touch points and frequently touched surfaces, items used by members of the public in the Museum buildings. Chapel Disinfectant wipes or spray cannot be used on the French polish type wood in the Chapel as this would damage it. A weak solution of soft detergent and water will be used to clean down surfaces before opening and at the end of the day. | High | Extra cleaning should take place in toilet areas, Visitor Centre, Painted Hall, Chapel and Skittle Alley. Greenwich should ensure that all the contracted cleaning company are aware of the decontamination procedures in non-healthcare settings should there be a confirmed or suspected Covid-19 case on the premises: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings Greenwich should ensure that the contracted cleaning company and staff are aware of the heritage guidance on cleaning so damage is not caused to historic surfaces: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/heritage-locations#heritage-5-5# | Low |



| Hazards, Dangers, Problems | People At Risk | Legislation Applicable | Existing Controls | Current Risk | Further Controls Required or Issues to Consider | Risk After Further Controls |
|----------------------------|----------------|------------------------|-------------------|--------------|--|-----------------------------|
| Cleaning (cont'd) | As above | As above | As above | As above | <p>As the surfaces in the Chapel could become damaged by cleaning, Greenwich could consider implementing other approaches such as cordoning off an area for an appropriate period of time before the area is accessed again using appropriate cleaning materials, or temporary non-damaging covers that can be put over the sensitive surfaces which can then be subject to standard cleaning regimes.</p> <p>Greenwich should ensure that COSHH assessments are implemented for any new chemicals used by the contracted cleaning company that are classed as hazardous.</p> <p>Greenwich should request a copy of the contracted cleaning companies Covid-19 risk assessment for when working on the premises.</p> <p>When radios are used by staff, these should be cleaned after each use, i.e. sanitiser wipes. Charging stations should also be cleaned regularly.</p> | As above |



| Hazards, Dangers, Problems | People At Risk | Legislation Applicable | Existing Controls | Current Risk | Further Controls Required or Issues to Consider | Risk After Further Controls |
|----------------------------|---|--|---|--------------|--|-----------------------------|
| Deliveries | Drivers, employees, members of the public/visitors, tenants and contractors | The Workplace (Health, Safety and Welfare) Regulations 1992 | Delivery drivers will report to the Security Hut. | Medium | Other delivery considerations: <ul style="list-style-type: none"> Restrict the use of couriers where possible; Access must be maintained for delivery drivers to use toilet facilities if necessary; Consider requesting staff not to use the workplace for personal deliveries at this time; Consider sanitising deliveries with disinfectant where possible (using disposable gloves provided) before onward movement into buildings. Where this is not practicable, careful removal and disposal of outer packaging should be implemented, followed by hand washing. | Low |
| Stress | Employees | The Management of Health and Safety at Work Regulations 1999 | <p>An Employee Assistance Programme is in place for confidential counselling and advice.</p> <p>An open culture to report problems exists.</p> <p>Line managers are staying connected to those staff currently working from home.</p> | Medium | Extra stress for staff may be expected as a result of the pandemic. Staff should be encouraged to report any concerns to their line manager. | Low |



| Hazards, Dangers, Problems | People At Risk | Legislation Applicable | Existing Controls | Current Risk | Further Controls Required or Issues to Consider | Risk After Further Controls |
|-------------------------------------|--|--|---|--------------|--|-----------------------------|
| Management and supervision | Employees, members of the public/visitors, tenants and contractors | The Health and Safety at Work etc. Act 1974 | Team have senior management presence to provide leadership and support. | Low | Ongoing review. | Low |
| Consultation and information | Employees, contractors and others | The Health and Safety (Consultation with Employees) Regulations 1996 | Staff are kept up to date on Covid-19. | High | <p>This risk assessment should be communicated to staff and other interested parties.</p> <p>A specific briefing should be produced for staff before the Museum buildings open to prepare them for the new ways of working.</p> <p>Greenwich should provide clear guidance on their website for visitors on how they expect them to behave, what control measures have been implemented, and the limit on gatherings in indoor and outdoor spaces to keep everyone safe. Posters should also be displayed around the Museum.</p> | Low |



| Hazards, Dangers, Problems | People At Risk | Legislation Applicable | Existing Controls | Current Risk | Further Controls Required or Issues to Consider | Risk After Further Controls |
|-------------------------------------|--|---|---|---------------------|--|------------------------------------|
| Security and personal safety | Employees, members of the public/visitors, tenants and contractors | The Health and Safety at Work etc. Act 1974 | Security measures are detailed in the overall premises general risk assessment. | Medium | Greenwich should review their security arrangements if they are going to be impacted by Covid-19. Greenwich should also contact their local counter terrorism officer for further advice and support. Security information can also be found in the visitor economy workplace guide and Centre for the Protection of National Infrastructure (CPNI): https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy#shops-7-3 https://www.cpni.gov.uk/staying-secure-during-covid-19-0 | Low |
| Accidents/incidents | Employees, members of the public/visitors, tenants and contractors | The Social Security (Claims & Payments) Regulations 1979 The Social Security Administration Act 1992 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 | Incidents and accidents onsite are recorded in a central record. | Medium | Greenwich staff should be made aware that, in an emergency (for example, an accident, provision of first aid, fire, security incident) they should not have to maintain social distancing if it would be unsafe. High standards of hygiene should be followed. | Low |



| Hazards, Dangers, Problems | People At Risk | Legislation Applicable | Existing Controls | Current Risk | Further Controls Required or Issues to Consider | Risk After Further Controls |
|--|----------------|--|---|--------------|---|-----------------------------|
| Planning, monitoring and review | Employees | The Management of Health and Safety at Work Regulations 1999 | This assessment will be regularly reviewed by Greenwich. | Medium | <p>PHE and Government advice is likely to change as the pandemic moves on. The situation will need to be regularly monitored and the controls within this assessment adapted as new information and guidance is released.</p> <p>Greenwich staff to be made aware that regular monitoring of compliance should be undertaken to ensure that social distancing rules are being followed in Museum buildings. Staff should be encouraged to raise any concerns with their line manager.</p> | Low |
| Personal protective equipment (PPE) | Employees | The Personal Protective Equipment at Work Regulations 1992 | <p>Refer to First Aid section above for additional PPE for first aiders.</p> <p>Front line staff are being provided with disposal gloves and face coverings/shields, as they are likely to interact with the public where they may not always be able to maintain social distancing.</p> <p>Information Purposes Face coverings have only been made mandatory when using public transport and not encouraged in workplaces out of clinical settings/if Covid-19 transmission is not high. The best way to protect yourself is to maintain social distancing and exert regular handwashing.</p> | Medium | Greenwich should ensure that staff are provided with information on correct hand hygiene when PPE is being worn and how to put on and remove PPE correctly. This information can be found in the workplace guidance link in Part 1. | Low |



Part 4 – Action Plan

| Action | Priority | Owner | Target | Current Status/Progress | Complete |
|---|-------------------------------|--------------|---------------|--------------------------------|---|
| Posters should be displayed around the Museum reminding visitors, that if they have any symptoms, to stay at home. | Medium | Greenwich | July 20 | In progress | Social distance signage installed externally. Signage being produced for internal areas. |
| The opening up of the economy following the Covid-19 outbreak is being supported by NHS Test and Trace. Greenwich should assist this service by keeping a temporary record of visitors for 21 days (where possible), and in a way that is manageable for their business and in line with data protection legislation. This will assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks. | High-ongoing (where possible) | Greenwich | Ongoing | Ongoing | Ongoing (where possible). Looking to introduce online booking system for Painted Hall. |
| Fire and evacuation arrangements and Fire Risk Assessments (FRA) for the Museum buildings should be reviewed to ensure arrangements are still valid during the time of Covid-19. Review the provision of fire warden cover if all staff will not be back on site when the Museum buildings open. Refresher training may also be required, or new training provided, including on evacuation aids so staff are aware of any changes during Covid-19. Assembly points may need to be revised for to maintain social distancing (where possible). If this is not possible, assembly times will be kept as short as possible. | High | Greenwich | July 20 | In progress. | Assembly points will remain the same with staff awareness on social distancing. No changes to fire and evacuation arrangements. Fire marshal cover being reviewed, i.e. Team Leaders on each shift. Estates Operations Manager to review FRAs. |
| Where lifts have been switched off and have not been subject to regular servicing or statutory inspections, this should be arranged before the reopening of the Museum buildings, and any defects rectified before being put back into use. | High | Greenwich | July 20 | Complete | Statutory inspections on lifts have been completed by Munich. |



| Action | Priority | Owner | Target | Current Status/Progress | Complete |
|---|----------|-----------|---------|-------------------------|---|
| Visitor Centre/Shop <ul style="list-style-type: none"> Greenwich should manage occupancy levels in the visitor centre and shop i.e. look at floor plans etc. and calculate maximum number that can be permitted to allow for social distancing; Greenwich should minimise contacts around transactions, for example, considering using contactless payments, where possible; Using screens to create a physical barrier between people i.e. on the visitor reception desk; Encouraging visitors to avoid handling products in the shop; Reminding customers who are accompanied by children that they are responsible for supervising them at all times and should follow social distancing guidelines; Suspending or reducing customer services that cannot be undertaken without contravening social distancing guidelines. This may include rethinking how assistance is provided, for example, using fixed pairs of colleagues to lift heavy objects rather than a single colleague lifting with a customer. Increased cleaning in these areas, including sanitising of phone apps after every use. | Medium | Greenwich | July 20 | Complete | <p>A maximum of 10 occupants will be permitted in the shop at any one time.</p> <p>Floor signage has been installed.</p> <p>There will be no trying on of clothing/jewellery.</p> <p>Screens have been ordered.</p> <p>Increased cleaning regime has been introduced across the buildings.</p> <p>Card payments to be used.</p> |
| Painted Hall Greenwich should manage occupancy levels the painted hall, look at floor plans etc. and calculate maximum number that can be permitted to allow for social distancing. | Medium | Greenwich | July 20 | Complete | <p>Maximum occupancy levels have been introduced to allow for social distancing. This will be enforced by limited ticket numbers.</p> |



| Action | Priority | Owner | Target | Current Status/Progress | Complete |
|--|----------|-----------|---------|-------------------------|--|
| <p>Chapel Greenwich should manage occupancy levels in the Chapel to allow for social distancing.</p> <p>When events in the Chapel can safely take place, Greenwich should ensure that a separate risk assessment is implemented to cover Covid-19 controls.</p> | Medium | Greenwich | July 20 | Complete | <p>A maximum of 10 occupants at a time.</p> <p>This will be enforced by staff and signage.</p> <p>No events will take place during this phase. When this is permitted, Greenwich will implement a risk assessment.</p> |
| <p>Lifts lobbies and Lifts Queuing lines (including social distancing floor markings where possible) should be signed and enforced outside lift areas.</p> <p>Enhanced arrangements for dealing with lift entrapment should be reviewed by Greenwich (if necessary) as it is likely to be more stressful for those trapped.</p> | High | Greenwich | July 20 | Complete | <p>Staff will be positioned on entrance to lifts in the Painted Hall to control numbers and social distancing.</p> <p>The use of stairs will be encouraged.</p> <p>The nelson lift is used for catering only.</p> <p>Onsite facilities team to assist with any lift entrapments, whilst waiting on lift maintenance company.</p> |



| Action | Priority | Owner | Target | Current Status/Progress | Complete |
|--|----------|-----------|---------|-------------------------|--|
| <p>Although the vestibule steps in the painted hall and chapel steps are sufficiently wide enough, only two-three persons should be permitted on the stairs at any one time (unless it is an emergency, i.e. fire evacuation).</p> <p>Only one person should be permitted on the stairs from the painted hall lift landing area at any one time (unless it is an emergency, i.e. fire evacuation).</p> | | Greenwich | July 20 | Complete | <p>One way system introduced, left hand side going in and left hand side going out.</p> <p>Staff will be on hand to monitor areas.</p> |



| Action | Priority | Owner | Target | Current Status/Progress | Complete |
|---|----------|-----------|---------|-------------------------|--|
| <p>Toilets and Welfare Facilities</p> <p>Café area Painted Hall</p> <ul style="list-style-type: none"> • Tables and chairs should be positioned to allow for social distancing; • A queuing system should be introduced for when members of the public purchase items from the café to allow for social distancing. <p>Toilets</p> <ul style="list-style-type: none"> • Signs and posters should be displayed to build awareness of good hand-washing technique, the need to increase hand-washing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available; • Social distancing markings or signage to be introduced where queues normally form; • A limited entry approach should be implemented, to maintain social distancing. This will require dedicated staff members to manage this, whilst ensuring that no bottle necks occur; • Increased cleaning of toilet areas should be introduced, including more frequent rubbish collections. Greenwich will require to liaise with the contracted cleaning company to decide on frequency; • To enable good hand hygiene, Greenwich should consider making hand sanitiser available on entry to toilets where safe and practical; • Ensure that toilet areas are well ventilated. | High | Greenwich | July 20 | In progress | <p>The café area will not be open during the first phase.</p> <p>The toilets in the visitor centre will not be open to members of the public during the first phase.</p> <p>Monitoring of toilet areas will be undertaken by staff.</p> <p>In the men's toilet, every other urinal will be taken out of use, to allow for social distancing.</p> <p>Hand sanitiser stations are being installed on entrance to all buildings and Westgate where keys are collected.</p> <p>Increased cleaning regime has been introduced across the buildings.</p> |



| Action | Priority | Owner | Target | Current Status/Progress | Complete |
|---|----------|-----------|---------|-------------------------|-------------------------------|
| <p>Where the social distancing guidelines cannot be followed in full in relation to a particular activity, Greenwich should consider whether that activity needs to continue for the business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.</p> <p>Further mitigating actions include:</p> <ul style="list-style-type: none">• Increasing the frequency of hand washing and surface cleaning;• Keeping the activity time involved as short as possible;• Using screens or barriers to separate people from each other;• Using back-to-back or side-to-side working (rather than face-to-face) whenever possible;• Reducing the number of people each person has contact with by using 'fixed teams or partnering'(so each person works with only a few others); <p>Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, an assessment of whether the activity can safely go ahead will need to be completed. No one is obliged to work in an unsafe work environment.</p> | Medium | Greenwich | Ongoing | Ongoing | Ongoing |
| <p>First aiders should be made aware of the guidance available on St Johns Ambulance website which includes CPR during Covid-19: https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</p> <p>Consideration should be given to the purchase of additional disposable gloves, aprons and face coverings for first aiders.</p> | Medium | Greenwich | July 20 | In progress | Extra PPE has been purchased. |



| Action | Priority | Owner | Target | Current Status/Progress | Complete |
|--|----------|-----------|----------|-------------------------|---|
| <p>Cleaning Extra cleaning should take place in toilet areas, Visitor Centre, Painted Hall, Chapel and Skittle Alley.</p> <p>When radios are used by staff, these should be cleaned after each use, i.e. sanitiser wipes. Charging stations should also be cleaned regularly.</p> <p>Greenwich to ensure that all the contracted cleaning company are aware of the decontamination procedures in non-healthcare settings should there be a confirmed or suspected Covid-19 case on the premises: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Greenwich to ensure that the contracted cleaning company and staff are aware of the heritage guidance on cleaning so damage is not caused to historic surfaces: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/heritage-locations#heritage-5-5</p> <p>As the surfaces in the Chapel, could become damaged by cleaning, Greenwich could consider implementing other approaches such as cordoning off an area for an appropriate period of time before the area is accessed again using appropriate cleaning materials, or temporary non-damaging covers that can be put over the sensitive surfaces which can then be subject to standard cleaning regimes.</p> | High | Greenwich | July 20 | In progress | <p>A revised cleaning schedule has been introduced with the contracted cleaning company. This covers all public spaces, offices, toilet areas, frequently touched surfaces and touchable surface displays and other general areas.</p> <p>Disinfectant wipes are being supplied to staff to cleaning down own areas/desks on a regular basis.</p> |
| <p>Greenwich to ensure that COSHH assessments are implemented for any new chemicals used by the contracted cleaning company that are classed as hazardous.</p> <p>Greenwich to request a copy of the contracted cleaning companies Covid-19 risk assessment for when working on the premises.</p> | As above | As above | As above | As above | As above |



| Action | Priority | Owner | Target | Current Status/Progress | Complete |
|---|----------|-----------|---------|-------------------------|---|
| Deliveries <ul style="list-style-type: none">• Restrict the use of couriers where possible;• Access must be maintained for delivery drivers to use toilet facilities if necessary;• Consider requesting staff not to use the workplace for personal deliveries at this time;• Consider sanitising deliveries with disinfectant where possible (using disposable gloves provided) before onward movement into buildings. Where this is not practicable, careful removal and disposal of outer packaging should be implemented, followed by hand washing. | Medium | Greenwich | Ongoing | Ongoing | Ongoing |
| Extra stress for staff may be expected as a result of the pandemic. Staff should be encouraged to report any concerns to their line manager. | Medium | Greenwich | Ongoing | Ongoing | Ongoing |
| <p>This risk assessment should be communicated to staff and other interested parties.</p> <p>Specific briefing should be produced for staff before the Museum buildings open to prepare them for the new ways of working.</p> <p>Greenwich to provide clear guidance on their website for visitors on how they expect them to behave, what control measures have been implemented, limit on gatherings in indoor and outdoor spaces to keep everyone safe to keep everyone safe. Posters should also be displayed around the Museum.</p> | High | Greenwich | July 20 | In progress | <p>Risk assessment communicated to staff.</p> <p>Information is being produced to add to the public website for visitors.</p> |



| Action | Priority | Owner | Target | Current Status/Progress | Complete |
|---|----------|-----------|---------|-------------------------|--|
| Greenwich to review their security arrangements if they are going to be impacted by Covid-19. Greenwich should also contact their local counter terrorism officer for further advice and support. Security information can also be found in the visitor economy workplace guide and Centre for the Protection of National Infrastructure (CPNI): https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy#shops-7-3 https://www.cpni.gov.uk/staying-secure-during-covid-19-0 | Medium | Greenwich | July 20 | In progress | To be sent to the Security Manger. |
| Greenwich staff should be made aware that, in an emergency, for example, an accident, provision of first aid, fire, security incident, they should not have to maintain social distancing if it would be unsafe. | Medium | Greenwich | July 20 | Complete | Risk assessment communicated to staff. |
| PHE and Government advice is likely to change as the pandemic moves on. The situation will need to be regularly monitored and the controls within this assessment adapted as new information and guidance is released. Greenwich staff should be made aware that regular monitoring of compliance should be undertaken to ensure that social distancing rules are being followed in Museum buildings. Staff should be encouraged to raise any concerns with their line manager. | | Greenwich | July 20 | Complete | Risk assessment communicated to staff. |
| Greenwich should ensure that staff are provided with information on correct hand hygiene when PPE is being worn and how to put on and remove PPE correctly. This information can be found in the workplace guidance link in Part 1. | Medium | Greenwich | July 20 | In progress | Risk assessment communicated to staff. |



Actions are indicated High, Medium and Low for the purpose of prioritising. As an indication of the timescales within which action should be taken, it is recommended that:

'Urgent' priorities must be actioned immediately

'High' priorities should be actioned within one month

'Medium' within two months

'Low' priorities within three months

Assessor:

Signed: 

Date: 24th June 2020

Review date: Ongoing during Covid-19

Print name: Jo Best CMIOSH, AIFSM
Health and Safety Consultancy Support Manager
Quadriga Health & Safety Ltd

Adopted by Local Manager Responsible:

Signed: _____

Date:

Print name: