

Documented to comply with The Health and Safety at Work etc. Act 1974, 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	Museum Buildings (Visitor Centre, Painted Hall, Skittle Alley and Chapel) open to members of the public.		
Scope of risk assessment	<p>This document records significant findings of the assessment on measures to prevent the spread of COVID-19 when Museum buildings are open to members of the public.</p> <p>It should be read in conjunction with up-to-date government advice which can be accessed here: https://www.gov.uk/coronavirus</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 employee work areas. 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.		
Main symptoms	<p>A high temperature, a dry cough and a loss or change to your sense of smell and taste are considered the most indicative symptoms. People with these symptoms should be self-isolating following the guidance from PHE: https://www.gov.uk/government/publications/COVID-19-stay-at-home-guidance</p>		
Control of transmission	<p>Social distancing is encouraged and we will limit close contact with others.</p> <p>The Government expects and recommends that everyone wear face coverings in crowded areas such as public transport.</p> <p>Greenwich encourages staff and visitors to wear face coverings.</p> <p>Further guidance on working safely during COVID can be found here: Working safely during coronavirus (COVID): guidance from Step 4 - Guidance - GOV.UK (www.gov.uk) Making your workplace COVID-secure during the coronavirus pandemic (hse.gov.uk)</p>		

Part 2 – Preparation of the Museum Buildings for 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
<p>Members of the public with symptoms of COVID-19</p>	<p>Employees, members of the public/visitors, tenants and contractors</p>	<p>Health and Safety at Work etc. Act 1974, Sections 2 & 3</p>	<p>Updated information has been displayed on Greenwich website for visitors.</p> <p>Signage is being updated encouraging face coverings/social distancing.</p> <p>NHS Test and Trace systems remain in place however will not be manned by Greenwich staff since this is no longer mandatory.</p>	<p>Medium</p>	<p>Ongoing review.</p>	<p>Medium</p>

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	<p>The Health and Safety at Work etc. Act 1974</p> <p>The Management of Health and Safety at Work Regulations 1999</p>	<p>A hand sanitiser station has been installed on entrance to the Visitor Centre.</p> <p>Signage is being updated encouraging face coverings/social distancing.</p> <p>Screens are in place in reception areas.</p> <p>Visitor numbers will be monitored and should the area become very busy/congested, people will be asked to wait outside.</p> <p>Staff will be on hand to assist with any queries visitors have.</p> <p>An increased cleaning regime has been introduced across the buildings.</p> <p>Card payments used, but cash is also accepted.</p>	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
Visitor Centre/Shop (cont'd)	As above	As above	<p>Visitor Tours Information regarding tours is displayed on the Greenwich website.</p> <p>Face coverings are recommended on tours and when visiting indoor spaces and social distancing is encouraged.</p> <p>Booking in advance is recommended.</p> <p>Tour numbers will be reduced to 15 (including children) plus the tour guide. Group may split into smaller groups for the comfort of guests and to allow for more space in smaller areas of the site.</p> <p>Some tours are outside where there is plenty of ventilation. Some interactives (that can be easily cleaned will be opened to visitors). Greenwich plan to re-open remaining interactives in spring 2022.</p> <p>Audio guides are available for blind and partially sighted visitors.</p>	As above	As above	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
Painted Hall	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>A hand sanitiser station has been installed on entrance to the Painted Hall.</p> <p>Signage is being updated encouraging face coverings/social distancing.</p> <p>Visitor numbers will be monitored, and should the area become very busy/congested, people will be asked to wait outside.</p> <p>Staff will be on hand to assist with any queries visitors may have.</p> <p>Covers remain on day beds for hygiene purposes.</p> <p>A one-way system is in place and is encouraged during busy times.</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. This includes the management of the café area. Seating is also provided in this area.</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
Skittle Alley	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 will be on hand to assist with any queries visitors may have. 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. Equipment, such as balls and skittles, will be disinfected with sanitiser wipes after each use.	Medium	Ongoing review.	Medium
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 Chapel. Signage is being updated encouraging face coverings/social distancing. Visitor numbers will be monitored, and should the area become very busy/congested, people will be asked to wait outside. Staff will be on hand to assist with any queries visitors may have. A small number of wipe clean sheets are available for use with suggested prayer and Bible readings.	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
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 updated encouraging face coverings/social distancing. Note this area is external, and open to members of the public.	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>Signage is being updated encouraging face coverings/social distancing.</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>Staff will be positioned on entrance to the 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 the lift maintenance company.</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
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 in place and is encouraged during busy times.</p> <p>The Painted Hall vestibule steps and Chapel steps are sufficiently wide to allow for social distancing.</p> <p>Staff are on hand to monitor these areas.</p>	Low	Ongoing review.	Low
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>Monitoring of toilet areas will be undertaken by staff.</p> <p>Hand sanitiser stations are being installed on entrance to all buildings and Westgate where keys are collected.</p> <p>Signage is being updated encouraging face coverings/social distancing.</p> <p>In the café area, tables and chairs are positioned to allow for social distancing.</p>	Medium	Ensure that areas are well ventilated.	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	<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. This includes the management of the café area. This food and drinks service, with controls on how the café area will be managed, is 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>	As above	As above	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	<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 have been briefed on social distancing requirements.</p> <p>Fixed teams/pairing will be implemented however this is not possible in all departments.</p> <p>Face coverings are encouraged.</p> <p>Staff have been reminded to avoid narrow spaces such as the Skittle Alley or Sackler Gallery on a group site tour.</p> <p>Lateral flow testing is encouraged.</p> <p>Greenwich encourage all staff to be vaccinated unless medically advised not to.</p>	Low	Ongoing review.	Low
First aid cover	Employees, members of the public/visitors, tenants and contractors	The Health and Safety (First Aid) Regulations 1981	<p>There are currently eight trained first aiders covering Greenwich buildings.</p> <p>A list is held onsite of all trained first aiders, and radios are used to alert them if there is a first aid incident.</p> <p>There are 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:</p> <p>https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-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
<p>Cleaning</p>	<p>Employees, members of the public/visitors, tenants and contractors</p>	<p>Control of Substances Hazardous to Health (COSHH) Regulations 2002</p> <p>The Dangerous Substances and Explosive Atmospheres Regulations 2002</p>	<p>A cleaning schedule is in place 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 clean down their own areas/desks on a regular basis.</p> <p>Hand sanitiser is positioned in various locations.</p> <p>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.</p>	<p>Medium</p>	<p>Greenwich to ensure that all the contracted cleaning company staff 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>When radios are used by staff/security, these should be cleaned after each use, i.e. using sanitiser wipes. Charging stations should also be cleaned regularly.</p>	<p>Low</p>

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	<p>Delivery drivers will report to the Security hut.</p> <p>Careful removal and disposal of outer packaging is implemented, followed by hand washing.</p> <p>Greenwich are aware that access must be maintained for delivery drivers to use toilet facilities if necessary.</p>	Low	Ongoing review.	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 exists in which to report problems.</p> <p>If staff are feeling concerned about any possible impact of managing the public during this time, they have been reminded of the Conflict Resolution module located online. They are also encouraged to speak with their line manager/HR.</p>	Low	Ongoing review.	Low
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

Hazards, Dangers, Problems	People at Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
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. COVID-19 information is displayed on the website for visitors.	Medium	This risk assessment should be communicated to staff and volunteers.	Low
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	It is recommended that Greenwich review their security arrangements to check if anything requires updating with the easing of restrictions. Further information can be found in the Centre for the Protection of National Infrastructure (CPNI): https://www.cpni.gov.uk/staying-secure-during-covid-19-0	Low

Hazards, Dangers, Problems	People at Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
Accidents/incidents	Employees, members of the public/visitors, tenants and contractors	<p>The Social Security (Claims & Payments) Regulations 1979</p> <p>The Social Security Administration Act 1992</p> <p>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013</p>	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 or security incident) they should not have to maintain social distancing if it would be unsafe to do so. High standards of hygiene should be followed.	Low
Planning, monitoring and review	Employees	The Management of Health and Safety at Work Regulations 1999	<p>This assessment will be regularly reviewed by Greenwich.</p> <p>Government advice is likely to continue 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>	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
Personal protective equipment (PPE)	Employees	The Personal Protective Equipment at Work Regulations 1992	Greenwich encourage staff and visitors to wear face coverings.	Low	Ongoing review.	Low

Part 4 – Action Plan

Action	Priority	Owner	Target	Current Status/Progress	Complete
Toilets and Welfare Facilities Ensure areas are well ventilated.	Medium	Greenwich/Facilities	Ongoing	Ongoing	Ongoing
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/	Medium				
Cleaning When radios are used by staff, these should be cleaned after each use, i.e. using sanitiser wipes. Charging stations should also be cleaned regularly. Greenwich to ensure that all the contracted cleaning company staff 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	Medium				
This risk assessment should be communicated to staff and volunteers.	Medium				
It is recommended that Greenwich review their security arrangements to check if anything requires updating with the easing of restrictions. Further information can be found in the Centre for the Protection of National Infrastructure (CPNI): https://www.cpni.gov.uk/staying-secure-during-covid-19-0	Medium				
Greenwich staff should be made aware that in an emergency, for example, an accident, provision of first aid, fire or security incident, they should not have to maintain social distancing if it would be unsafe to do so.	Medium				

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: 
during COVID-19

Date: 24th June 2020

Review date: 6th January 2021 and 3rd November 2021 and ongoing

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:

The results of the risk assessment to be shared with the workforce.