# YORK MUSEUMS TRUST RISK ASSESSMENT FORM

**RA NUMBER: COVID-YCM-S01**

<table>
<thead>
<tr>
<th>LOCATION FOR RISK ASSESSMENT</th>
<th>RISK ASSESSMENT TITLE</th>
<th>PERSON OR PERSONS COMPLETING THIS RISK ASSESSMENT</th>
<th>DATE</th>
<th>PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>YORK CASTLE MUSEUM</td>
<td>COVID-19 RELATED SITE RISKS/HAZARDS</td>
<td>ANDY WALLER, OLESYA POUNDER, MATT PRICHARD, RICHARD SAWARD, GEOFF HUTCHINSON</td>
<td>21/07/20</td>
<td>10</td>
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</tbody>
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## LIST ACTIVITIES

**HAZARDS ASSOCIATED WITH THE CORONAVIRUS PANDEMIC**

**CONSIDERATION OF THE CASTLE MUSEUM FROM THE RISK OF COVID-19 TRANSMISSION PERSPECTIVE.**

Risk of infection from **Covid-19.**

York Castle Museum comprises a three-story building with front and side access and egress points (Debtor’s prison), a two-story building with front and side access and egress points (Female prison) and a single-story concourse link building with two front access and egress points.

<table>
<thead>
<tr>
<th>PERSONS AT RISK</th>
<th>RISK LEVEL</th>
<th>LIST EXISTING CONTROLS IN PLACE</th>
<th>LIST ANY ADDITIONAL CONTROLS REQUIRED</th>
<th>START DATE</th>
<th>FINISH DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td></td>
<td>Comprehensive workplace and site risk assessments undertaken to ensure safety of the public, visitors, staff, contractors and volunteers.</td>
<td>Staff who are on site will be required to observe the current social distancing guidelines.</td>
<td>JULY 20</td>
<td>OPEN</td>
</tr>
<tr>
<td>Public Visitors</td>
<td></td>
<td>Specific safety pre-visit information is set out on YMT / York Castle Museum website advising visitors of the safety measures on site and the behaviours required.</td>
<td>Staff to be reminded on a regular basis of the importance of social distancing both in the workplace and outside of it.</td>
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</table>
As a visitor attraction, the building has points where surfaces can be touched by multiple people (visitors and staff) throughout the day, and where people may come into contact with each other.

People can catch the Coronavirus from others who are infected in the following ways:

- Virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales.
- The virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc.
- People can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then

Visitors to York Castle Museum are asked via YMT website and the signage on site not to enter YCM premises if they have any of the COVID-19 symptoms (fever, new and continuous cough, sore throat, loss of sense of smell/ taste).

Enhanced cleaning throughout the site using appropriate cleaning materials.

Hand sanitising stations at points of entry, exit and throughout the site including entry to toilets. Visitors and staff are encouraged to use hand sanitiser via signage.

Safety information clearly displayed throughout the site reminding of social distancing rules and limiting use of the lift to one household only.

As operating on a tour only basis visitors will always be with a member of staff single route way not necessary, but tours will be timed and located so as not to pass / cross each other.

Management checks to ensure this is adhered to.

Staff to remind visitors to wear face coverings on entry.
touching their eyes or mouth.

<table>
<thead>
<tr>
<th>Confirmed COVID-19 case at YCM.</th>
<th>Screens installed at admission desk. Visitor Experience staff provided with face visors, visitors and members of the public over the age of 11 are asked to use face coverings if they can do so. Staff trained on how to interact from a safe distance.</th>
</tr>
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<tbody>
<tr>
<td><strong>If there is a confirmed case of a member of staff, member of the public, volunteer or contractor with coronavirus attending any of the Trust’s buildings or sites</strong></td>
<td><strong>Train on-site employees and managers to spot COVID-19 symptoms and use PPE.</strong> Staff are reminded that they must self-isolate in accordance with government guidance and get a coronavirus test if they or a member of their household develops symptoms or receive such instructions from the NHS Track and Trace service. Staff with symptoms to quarantine immediately. Cleaning an area with disinfectant after someone with suspected coronavirus. <strong>The Trust will make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) and inform the local health authorities if there is a confirmed case of COVID-19 in the workplace.</strong> The Trust will keep records of staff shift patterns and visitor contact details for at least 21 days and assist NHS Track and Trace service with</td>
</tr>
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</table>
COVID-19 has left to reduce the risk of passing the infection on to other people.

Staff to wear disposable or washing-up gloves and aprons for cleaning, these should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning.

If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron, wash hands with soap and water for 20 seconds after removing gloves, aprons and other protection used.

The Trust will liaise with the Public Health Authority to discuss the case and will take advice on any actions or precautions that should be taken, including the closure of YCM to the public.

Line managers will offer support to staff who are affected by COVID-19 or has a family member affected.

<p>| “Risk of transmission” | Access and egress using internal and external doors causing ‘bottlenecks’ and not allowing for social distancing, increasing risk of transmission. | Staff, Public Visitors and Volunteers, Contractors | A holding area for guided tours/talks will be in the Concourse holding area. Floor tape clearly separates four household bays to help visitors maintain social distancing in this area. | Visitors reminded to use hand sanitiser via signage. | JULY 20 | OPEN |
| “” | “” | Risk of transmission through face to face interactions between visitors and staff. | Staff Public Visitors Volunteers Contractors | YMT manages visitor numbers to YCM by introducing guided tours with limited numbers to allow for sufficient social distancing. Members of staff checking tickets at point of entry. Screens installed at front desk Visitor facing staff provided with high grade, anti-fog face visors. Visitors over the age of 11 are asked to use face coverings if they able to. Visitors reminded to wear a face covering upon arrival. Signage reminding of social distancing rules displayed throughout the site. Queuing managed using signage/barriers etc. to help visitors observe social distancing rules. | The Visitor Experience Manager will have the authority to close the site in the case of a significant concern. | JULY 20 OPEN |</p>
<table>
<thead>
<tr>
<th>Identified use of items that the public can actively interact with (e.g. hands on objects, benches, door handles, taps etc.)</th>
<th>Staff, Public, Visitors, Volunteers, Contractors</th>
<th>Interactive items, fabrics and soft furnishings are removed or supplied with appropriate mitigations (e.g. regular cleaning) to minimise the risk of cross infection.</th>
<th>Keep under review.</th>
<th>JULY 20</th>
<th>OPEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transmission risk through deliveries to site.</td>
<td>Staff, Public, Visitors, Volunteers, Contractors</td>
<td>Arranging contactless deliveries. Where possible, arrange deliveries outside of the opening hours.</td>
<td>Keep under review.</td>
<td>JULY 20</td>
<td>OPEN</td>
</tr>
<tr>
<td>There is a possibility that members of the public or staff will require 1st Aid due to Incidents/Accidents.</td>
<td>Staff, Public, Visitors, Volunteers, Contractors</td>
<td>Staff are aware of the risks to themselves and others. PPE will always be worn. H&amp;S training will be undertaken before reopening. 1st Aiders are trained in accordance with the First Aid Regulations 1981 and the updated guidance due to COVID-19 prior to delivering 1st Aid to staff and public. New guidelines for 1st Aid and CPR will be covered by in house training for all 1st Aiders before reopening. New guidance on immediate 1st Aid will also be covered.</td>
<td>JULY 20</td>
<td>OPEN</td>
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1st Aiders’ PPE to include visor, face mask, gloves, apron.

CPR provided in line with the changed guidance (no mouth to mouth even with a face shield, towel/scarf or an item of clothing is now placed over the injured persons face covering their nose and mouth).

Any 1st aid incident will be attended by two members of staff (at least one - a trained 1st Aider).

Incident and accident forms are filled in with witness statements as required.

Emergency services contacted if needed.

Defibrillator on site

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<tr>
<th>“”</th>
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<th>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.</th>
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<tbody>
<tr>
<td>Staff Public Visitors Volunteers Contractors</td>
<td>Some staff have had conflict management training and are able to deal with antisocial behaviour. Emergency services will be contacted if a situation is unmanageable.</td>
<td>Visitor facing staff to have conflict management refresher training prior to reopening YMT to ensure the police and street rangers are aware that York Castle Museum is</td>
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| JULY 20 | OPEN |
Infection risk increases when people group together for events in galleries, Cells and Kirkgate.

Staff
Public
Visitors
Volunteers
Contractors

YMT will manage visitor numbers to YCM to ensure social distancing is possible by opening the site for guided tours with visitor number of up to 12 for the Kirkgate tour, 6 for the Cells tour and 8 for the Fashion and Textile curator led tour.

Staff talks undertaken in groups with limited numbers and observing social distancing rules.

Staff required to wear face visors during talks.

Entry to the areas that are very tight for space: Kirkgate: **Rowntree Snicket, the Chemist’s, Cocoa rooms, Cocoa snicket, the Police station, the School room**

The Cells: access restricted to one household per cell to maintain social distancing.

Entry will be either one way, or on one in/one out basis. Access will be provided at the tour guide’s discretion and subject to the ability to maintain social distancing.

Community groups meetings are risk assessed on individual

reopening on the 01/08/2020.
Contacts including Street rangers, CYC, Police 101 & 999.
| “” | “” | Identified use of items that the public can actively interact with (e.g. hands on objects, benches, door handles, taps etc.) | Staff  
Public  
Visitors  
Volunteers  
Contractors | Interactive items, fabrics and soft furnishings are removed or supplied with appropriate mitigations (e.g. regular cleaning) to minimise the risk of cross infection.  
There is a separate risk assessment for all YCM interactives. | Keep under review. | JULY 20 | OPEN |
|---|---|---|---|---|---|---|---|
| “” | “” | Toilets used by the public. | Staff  
Public  
Visitors  
Volunteers  
Contractors | Allocated toilets for the public, visitors and contractors located on the ground floor near the cells in the Debtor’s prison and the toilet for visitors with disabilities on Kirkgate.  
A one in one out system in place and clearly signposted.  
Hand sanitiser stations at the entrance to toilets. | Regular cleaning of toilets to ensure no cross infection. | JULY 20 | OPEN |
| Fire causing evacuation | Fire in the workplace whilst social distancing rules are in place | Staff  
Public  
Visitors  
Volunteers  
Contractors | Regular Fire Drills.  
Staff have been trained in fire evacuation. | Social distancing control measures should not adversely affect fire safety measures. | JULY 20 | OPEN |
<p>| | | |</p>
<table>
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<tr>
<td>Call points checked and fire extinguishers have been serviced.</td>
<td>A fire drill will take place to test the updated evacuation routes with staff participation only.</td>
<td></td>
</tr>
<tr>
<td>Fire risk assessment in place and regularly checked for updates that are needed.</td>
<td></td>
<td>RISK ASSESSMENT SIGN OFF BY H&amp;S: OLESYA POUNDER, ANDY WALLER</td>
</tr>
<tr>
<td>Signature: O.POUNDER, A.WALLER</td>
<td></td>
<td>Date: 21 July 2020</td>
</tr>
</tbody>
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