

YORK MUSEUMS TRUST RISK ASSESSMENT FORM

RISK ASSESSMENT FORM TO BE COMPLETED IN FULL THEN SENT TO HEALTH & SAFETY FOR FINAL APPROVAL AND A RA NUMBER

RA NUMBER:-CM-SITE-01-2022

LOCATION FOR RISK ASSESSMENT	RISK ASSESSMENT TITLE	PERSON OR PERSONS COMPLETEING THIS RISK ASSESSMENT	DATE	PAGES
YORK CASTLE MUSEUM	SITE RISKS/HAZARDS	ANDY WALLER H&S ADVISOR	01.04.22	4

HAZARDS ASSOCIATED WITH THE VISITORS TO THE CASTLE MUSEUM	POTENTIAL RISKS TO VISITORS TO THE CASTLE MUSEUM CAUSED BY HAZARDS.	PERSONS AT RISK	RISK LEVEL L M H	LIST EXISTING CONTROLS IN PLACE	LIST ANY ADDITIONAL CONTROLS REQUIRED	START DATE	FINISH DATE
York Museums Trust must ensure all its work and public spaces are Secure in daily work and leisure routines.	<p>York Castle Museum is a former debtors and female prison set over several floors covering two wings and a central concourse reception area linking the two.</p> <p>It has several access and egress points.</p> <p>The building has a staff mess room and multiple office spaces, open</p>	<p>Staff</p> <p>Public</p> <p>Visitors</p> <p>Volunteers</p> <p>Contractors</p>		<p>Comprehensive workplace and site risk assessments undertaken to ensure safety of the public, visitors, staff, contractors and volunteers.</p> <p>Specific safety pre-visit information is set out on YMT / York Castle Museum website advising visitors of the safety measures on site and the behaviours required.</p> <p>Enhanced cleaning throughout the site using appropriate cleaning materials.</p>	<p>We will continue to encourage staff to wear face coverings (this a personal choice) especially if you are in a crowded space or are meeting people you do not regularly work and interact with.</p> <p>There is no legal requirement to wear a face covering at this present time but if you wish to do</p>	01.04.22	OPEN

	galleries and accessible inside/outside spaces by visitors and the public.			<p>Hand sanitising stations at points of entry, exit and throughout the site including entry to toilets.</p> <p>Visitors and staff are encouraged to use hand sanitiser via signage.</p> <p>Operating on a tour and free-flow 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.</p> <p>Perspex screens installed at admission desk and Retail desk.</p> <p>Visitor Experience staff provided with face visors.</p>	so please feel free to wear one.		
Airflow/circulation in the workplace.	Stagnant air in areas with limited fresh air supply.	Staff Public Visitors Volunteers Contractors		OPENING DOORS AND WINDOWS WILL HELP WITH THE FLOW OF FRESH AIR (OPEN DOOR AND WINDOWS EXCEPT EXTERNAL FIRE DOORS TO INCREASE NATURAL AIRFLOW) OR MECHANICAL SYSTEMS. GOOD VENTILATION IS KEY TO MOVING FRESH AIR, OPEN DOORS AND WINDOWS 5 TO 10 MINUTES EVERY 45 MINUTES TO 1 HOUR.	Keep under review.	OPEN	OPEN
Cleaning of surfaces	Transmission risk through contamination of surfaces (door handles, railings, lifts, objects, fabrics).	Staff Public Visitors Volunteers Contractors		<p>Enhanced frequency of cleaning.</p> <p>Toilets checked and cleaned regularly.</p> <p>Hand sanitising stations throughout the building.</p>	Monitor	OPEN	OPEN

Violence towards staff	There is a possibility of antisocial behaviour which may bring our staff into direct contact with members of the public and members of the public with each other.	Staff Public Visitors Volunteers Contractors		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. Any violence towards a member of staff will not be tolerated and will be dealt with by staff and the emergency services.	Visitor facing staff have had conflict management refresher training prior to reopening Contacts including Street rangers, CYC, Police 101 & 999.	OPEN	OPEN
“	Toilets used by the public.	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 toilets on Kirkgate. Hand sanitiser stations at the entrance to toilets.	Regular cleaning of toilets to ensure no cross infection and cleanliness. Public reminded to wash their hands for a minimum of 20 seconds (this is good practice for health and hygiene).	OPEN	OPEN
1 st Aid	There is a possibility that members of the public or staff will require 1 st Aid.	Staff Public Visitors Volunteers Contractors		Staff are aware of the risks to themselves and others and PPE will always be worn as and when required. Staff will be kept informed of any changes to training needs and 1 st aid requirements. 1 st Aiders are trained in accordance with the First-Aid Regulations 1981 and the updated guidance due to COVID-19 AND ITS VARIANTS prior to delivering 1 st Aid to staff and public. 1 st Aiders' PPE to include visor, face mask, gloves, apron.	1 st aid guidance kept under review.	OPEN	OPEN

				<p>CPR guidance has changed, If there's a chance the person who's unwell has COVID-19, place a cloth or towel over their mouth and nose and do hands-only CPR until an ambulance arrives.</p> <p>Staff are reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Any 1st aid incident will be attended by one 1st aider and another member of staff.</p> <p>Incident/accident and near miss forms are filled in with precise information as well as collecting witness statements ASAP.</p> <p>New guidelines for 1st aid and CPR covered by in house training for all 1st aiders.</p>			
Fire causing evacuation	Fire in the workplace whilst social distancing rules are in place.	Staff Public Visitors Volunteers Contractors		<p>Regular Fire Drills.</p> <p>Staff have been trained in fire evacuation. Call points checked and fire extinguishers have been serviced.</p> <p>Fire risk assessment in place and regularly checked for updates that are needed.</p>	Regular fire drills take place to test the updated evacuation routes with staff participation only.	OPEN	OPEN

RISK ASSESSMENT SIGN OFF BY H&S: ANDY WALLER

Signature: A WALLER

Date: 01.04.22