




Risk Assessment

Risk Assessment Details

Risk Assessment Number	145
Risk Assessment Date	02/08/2020
Risk Assessment Author	Simon Prager
Project/Contract	The Tank Museum
Start Date	09/04/2020
Expected job duration	Ongoing
Client contact	Simon Prager
Description	Coronavirus disease (COVID-19)
Site Address	As listed

Signatures

	Name	Title	Signature	Date
Document Author	Simon Prager	Head Of Commercial Operations		02/08/2020

Data Protection Statement

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It is the duty of all employees to observe the following Risk Assessment framed to provide a code of good practice and conduct with the object of preventing accidents. At all times employees must work in a safe manner both to prevent personal injury to themselves or to other personnel.

Risk Assessment Notes

Risk assessment for the risk of infection, cross-contamination and adheres to the PHE guidelines for the outbreak of the COVID-19 disease.

Groups Affected

Other Contractors

Employees

Volunteers

Members of the public

Main Contractor

The Tank Museum

Hazards and Control Procedures :

Pre-Control			Hazard: Welfare	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	3	12	Control Procedures Introduce staggered start and finish times to reduce congestion and contact at all times in changing areas.	2	3	6
			Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. Consider increasing the number or size of facilities available on site if possible.			
			Wash hands before and after using the toilet facilities.			
			Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.			
			Hand Sanitiser dispenser to be available to use outside each toilet block, so after touching the door to open it, hand sanitiser can be used			

Pre-Control			Hazard: Close Working	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	3	12	Control Procedures	2	3	6
			Site workers should be two metres apart from each other where possible, as per government instructions for COVID-19, including in the canteen.			
			Non-essential physical work requiring close contact should not be carried out.			
			Work requiring skin to skin contact should not be carried out.			
			Plan all other work to minimise contact between workers.			
			Re-usable PPE should be thoroughly cleaned after use and not shared between workers.			
			Single use PPE should be disposed of so that it cannot be reused.			
			Stairs should be used in preference to lifts or hoists.			
			Where lifts or hoists must be used: Lower their capacity to reduce congestion and contact at all times. Regularly clean touchpoints, doors, buttons etc.			
			Increase ventilation in enclosed spaces.			
			Regularly clean the inside of vehicle cabs and between use by different operators.			
			Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible.			
			If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place.			
			Where site meetings are essential only absolutely necessary meeting participants should attend. Attendees should be two metres apart from each other. Rooms should be well ventilated / windows opened to allow fresh air circulation. Consider holding meetings in open areas where possible.			
			Where it is not possible to remain 2 metres apart, staff should work side by side, or facing away from each other, rather than face to face if possible. where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible.			

Pre-Control			Hazard: Personal Hygiene	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	3	12	Control Procedures	2	3	6
			Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands should be washed with adequate soap or sanitiser immediately.			
			Hand Hygiene procedures should be in place and communicated to all employees. focus around coughing and sneezing into tissues which are disposed of in closed lid bins.			
			Employees are reminded to wash their hands for 20 seconds more frequently and catch coughs and sneezes in tissues .			

Pre-Control			Hazard: Surface Contamination	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	3	12	Control Procedures	2	3	6
			Enhanced cleaning procedures in place across the site, particularly communal areas and touch points including: Taps and washing facilities. Toilet flush and seats. Door handles and push plates. Handrails on staircases and corridors. Lift and hoist controls. Machinery and equipment controls. Food preparation and equipment controls. Telephone equipment. Key boards, photocopiers and other office equipment.			
			Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.			
			The use of digital and remote transfers of material where possible is encouraged rather than paper format, such as using e-forms, emails and e-banking.			

Pre-Control			Hazard: Coronavirus Covid-19 Travelling To & Driving At Work	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	3	12	Control Procedures	2	3	6
			Other means of transport should be used to avoid public transport e.g cycling.			
			The company will put consideration into how someone taken ill would get home.			
			If workers have no option but to share transport, the journeys should be shared with the same individuals and with the minimum number of people at any one time.			
			If workers have no option but to share transport, Good ventilation should be used (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission.			
			If workers have no option but to share transport, vehicles will be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.			
			Where public transport is the only option for workers, the company will consider changing and staggering site hours to reduce congestion on public transport.			
			Where public transport is the only option for workers, the company will consider avoiding using public transport during peak times (05:45 â 7:30 and 16:00 â 17:30).			
			Wherever possible workers should travel to site alone using their own transport. It is the employees responsibility if they decide to share transport			

Pre-Control			Hazard: Coronavirus Covid-19 Canteen and Common Areas	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	3	12	Control Procedures	2	3	6
			The capacity of the canteen or rest area will be clearly identified at the entry to each facility, and where necessary attendants provided to supervise compliance with social distancing measures.			
			Break times should be staggered to reduce congestion and contact at all times.			
			Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves.			
			Hand cleaning facilities or hand sanitiser will be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area.			
			A distance of 2 metres should be maintained between users, wherever possible.			
			All rubbish should be put straight in the bin and not left for someone else to clear up.			
			Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use.			
			Tables should be cleaned between each use.			
			Break times will be staggered to reduce pressure on break rooms or places to eat.			
			Safe outdoor areas will be used for breaks.			
			Seating and tables will be reconfigured to maintain spacing and reduce face-to-face interactions.			
			Workers will be encouraged to bring their own food to reduce contact in canteen environments.			

Pre-Control			Hazard: Coronavirus Covid-19 Meetings	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	3	12	Control Procedures	2	3	6
			Remote working tools to avoid in-person meetings will be used to reduce social contact.			
			To avoid transmission during meetings, employees should not share pens or other objects.			
			Meetings will be held outdoors or in well-ventilated rooms whenever possible.			

Pre-Control			Hazard: Coronavirus Covid-19 Organisational	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	3	12	Control Procedures	2	3	6
			The company will consider who is needed on site, for example, support staff should work from home if at all possible.			
			The company will plan for the minimum number of people needed to be on site to operate safely and effectively.			
			We will keep in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.			
			The company will provide equipment for people to work from home safely and effectively.			
			The company will provide clear, consistent and regular communication to improve understanding and consistency of ways of working.			
			Communication and training materials will be developed for workers prior to returning to site, especially around new procedures for arrival at work.			
			COVID19 Return to Work Interview for employees and volunteers â This will be carried out by a manager with every member of the team when they are coming back to work.			

Pre-Control			Hazard: Coronavirus Covid-19 PPE and Face Coverings	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	3	12	Control Procedures	2	3	6
			If required, Re-usable PPE will be thoroughly cleaned after use and not shared between workers.			
			If required, Single use PPE will be disposed of so that it cannot be reused.			
			Due to government guidelines the use of face coverings are a condition of entry to visitors, with a few exceptions - inline with government guidelines			
			To ensure employees are as safe as possible, face coverings are to be worn whenever in a customer facing part of the museum. This includes (but is not limited to) Galleries, Restaurant, Cafe, Kiosk Shop & VCC when open to the public.			

Pre-Control			Hazard: Coronavirus Covid-19 Site Movement	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	3	12	Control Procedures	2	3	6
			One-way systems will be implemented where possible on walkways around the workplace.			
			Signage will be used around site such as ground markings to mark and allow controlled flows of people moving throughout the site.			
			The Company will reduce maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible.			
			The use of high traffic areas including corridors, lifts and walkways will be regulated to maintain social distancing			

Pre-Control			Hazard: Coronavirus Covid-19 Static Workers and Workstations	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	3	12	Control Procedures	2	3	6
			The company will plan workstations to maintain social distancing wherever possible.			
			Workstations should be assigned to an individual as much as possible.			
			When its not possible for the company to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face.			
			Floor tape or paint to mark areas to help workers keep to a 2m distance will be used where appropriate.			
			Occupancy levels will be managed to enable social distancing.			
			Hot desking should be avoided and, where not possible, workstations will be cleaned between different occupants including shared equipment.			

Pre-Control			Hazard: Coronavirus Covid-19 Visitor and Customer Safety	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	3	12	Control Procedures	2	3	6
			Site guidance on social distancing and hygiene should be explained to visitors on or before arrival.			
			The number of visitors will be limited at any one time.			
			A record of all visitors will be maintained.			
			Public notices will be visible to help inform workers, customers, visitors, contractors and the public to maintain social distancing whilst near the workplace.			

Pre-Control			Hazard: Access & Egress	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	3	12	Control Procedures	1	3	3
			At site access points stop all non-essential visitors. Introduce staggered start and finish times to reduce congestion and contact at all times.			
			Monitor site access points to enable social distancing and change the number of access points where required, either increase to reduce congestion or decrease to enable monitoring. Remove or disable entry systems that require skin contact e.g. fingerprint scanners.			
			Require all workers to wash or clean their hands before entering or leaving the site.			
			Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times.			

Pre-Control			Hazard: Isolation & Ill coworkers	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	3	12	Control Procedures	1	3	3
			If a worker develops a high temperature or a persistent cough while at work, they should return home immediately and avoid touching anything. Any coughing or sneezing should be done into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.			
			If in isolation, to avoid emotional & physical stress, people should attempt to introduce their own suitable controls to mitigate impact. Controls include creating personal schedules, getting up at reasonable times, carrying out homeworking in designated spaces, allowing for breaks ensuring and lunch is obtained throughout the day.			
			Anyone who has a high temperature or a new persistent cough should NOT come to site & follow the guidance on self-isolation. Anyone who is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant) should NOT come to site & follow the guidance on self-isolation. Anyone who is living with someone in self-isolation or a vulnerable person should NOT come to site & follow the guidance on self-isolation.			
			If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves.			
			If a member of staff has symptoms but has had a COVID-19 test which was negative they can return to work			

Pre-Control			Hazard: Coronavirus Covid-19 First Aid and Emergency Service Response	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	3	12	Control Procedures	1	3	3
			When planning site activities, the provision of adequate first aid resources must be agreed between the relevant parties on site.			
			Emergency plans including contact details will be kept up to date.			
			The company will consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.			

Pre-Control			Hazard: Coronavirus Covid-19 Working From Home	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	2	8	Control Procedures	1	2	2
			Ensure suitability of the space for working environments to ensure that work can be done as comfortably as possible.			
			Lighting and working temperature should be adequate for the working environment.			
			Each individual should assess their work space and relocate trailing cables to places where they do not present trip hazards.			
			Company provided equipment should be suitably inspected and hold PAT certification where necessary.			
			Workplaces should make every possible effort to enable working from home as a first option when directed by government. Where working from home is not possible, workplaces should make every effort to comply with the social distancing guidelines set out by the government.			

Probability (P)	Severity (S)	Risk Ranking (RR = P * S)
1 Highly Unlikely	1 Trivial	< 1 - No Action Required
2 Unlikely	2 Minor injury	> 2 - Low Priority
3 Possible	3 Over 3 Day injury	> 8 - Medium Priority
4 Probable	4 Major injury or condition	>10 - High Priority
5 Certain	5 Incapacity or Death	>15 - Urgent Action Required

Required PPE



Gloves



Face Visor



Face Mask

