




## Risk Assessment

### Risk Assessment Details

<b>Risk Assessment Number</b>	259
<b>Risk Assessment Date</b>	18/07/2021
<b>Risk Review Date</b>	18/07/2022
<b>Risk Assessment Author</b>	Simon Prager
<b>Project/Contract</b>	The Tank Museum
<b>Start Date</b>	09/04/2020
<b>Expected job duration</b>	Ongoing
<b>Client contact</b>	Simon Prager
<b>Description</b>	Coronavirus disease (COVID-19)
<b>Site Address</b>	As listed

### Signatures

	Name	Title	Signature	Date
<b>Document Author</b>	Simon Prager	Head Of Commercial Operations		18/07/2021

### Data Protection Statement

The information and data provided herein applies only to the contract for which it was written, it shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission.

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.

**Individuals or Groups Affected By This Assessment**

<b>Groups Affected</b>
Other Contractors
Employees
Volunteers
Members of the public
<b>Main Contractor</b>
The Tank Museum

**Hazards and Control Procedures :**

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	<b>Control Procedures</b> 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.	2	3	6
			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.			
			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.			
			Social Distancing as per guidelines should be maintained between users, wherever possible.			

Pre-Control			Hazard: Coronavirus Covid-19 Close Working	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	3	12	<b>Control Procedures</b>	2	3	6
			The company will remind the workforce of the specific control measures necessary to protect them, their colleagues & families.			
			Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace.			
			Avoid skin to skin and face to face contact.			
			Stairs will be used in preference to lifts or hoists and one ways systems used where possible.			
			Where possible tasks will be rearranged to enable them to be done by one person, or by maintaining social distancing measures.			
			Where site meetings are essential only absolutely necessary meeting participants should attend. Attendees should be socially distanced 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 the social distancing measures cannot be applied, the frequency and time workers are within close proximity of each other will be minimised.			
			Where the social distancing measures cannot be applied, the number of workers involved in these tasks will be minimised.			
			Where the social distancing measures cannot be applied, workers should work side by side, or facing away from each other, rather than face to face.			
			Where the social distancing measures cannot be applied, common touchpoints, doors, buttons, handles, vehicle cabs, tools & equipment will be regularly cleaned.			
			Where the social distancing measures cannot be applied, ventilation in enclosed spaces should be increased.			
			Where the social distancing measures cannot be applied, Workers will wash their hands before and after using any equipment.			
			In an emergency, for example, an accident, fire or break-in, people do not have to social distance if it would be unsafe.			
			Social distancing guidelines employed by the company follow government guidance of 2m or 1m with risk mitigation where 2m is not viable.			

Pre-Control			Hazard: Coronavirus Covid-19 Meetings	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	3	12	<b>Control Procedures</b>	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.			
			We will ensure that only absolutely necessary participants should attend meetings and should maintain social distancing separation throughout as per guidelines.			

Pre-Control			Hazard: Coronavirus Covid-19 Organisational	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	3	12	<b>Control Procedures</b>	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.			
			Monitoring the wellbeing of people who are working from home and helping them stay connected to those operating in an outdoor environment will be undertaken.			
			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 clear, consistent and regular communication to improve understanding and consistency of ways of working.			
			COVID19 Return to Work Interview for employees and volunteers “ This will be carried out by a manager with every member of the team when they are coming back to work.			
			The company will encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.			
			Where practical people will be split into teams or shift groups, with teams or shift groups unavoidable contact will only happen between the same people.			
			The company has provided information to all employees and volunteers on the importance of Lateral flow tests. All volunteers or employees have been asked to take a lateral flow test every 3 to 4 days. This is inline with current government guidance & while not enforceable is a great way to reduce risk to the workplace.			

Pre-Control			Hazard: Coronavirus Covid-19 Personal Hygiene	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	3	12	<b>Control Procedures</b>	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.			
			The company will allow regular breaks to wash hands.			
			The company will Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable.			
			The company will ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times.			
			Where PPE is not required, the company will permit employees to voluntarily wear their own face masks to give a level of reassurance to the wearer. These must however be subject to strict cleaning or disposal regimes.			

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	<b>Control Procedures</b>	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.			
			Although the legal requirement to wear a face covering in England ends on 19 July, the government expects and recommends that people continue to wear a face covering in crowded and enclosed spaces. So we're encouraging our visitors to continue wearing face coverings if they can			
			Although the legal requirement to wear a face covering in England ends on 19 July, the government expects and recommends that people continue to wear a face covering in crowded and enclosed spaces. To ensure employees and volunteers are as safe as possible, face coverings are to be worn at all times on site. This is due to the contact time between staff and staff being much greater than staff and visitor.			
			In line with Government guidance on premises providing hospitality, face coverings must be worn in canteens except when seated at a table to eat or drink.			

Pre-Control			Hazard: Coronavirus Covid-19 Site Movement	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	3	12	<b>Control Procedures</b>	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.			
			Occupancy of vehicles will be reduced used for onsite travel, for example, shuttle buses, and when needed, social distancing measures should be followed within the vehicles.			
			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			
			The company will look at how people move through the venue and how you could adjust this to reduce congestion and contact between customers, for example, queue management or one-way flow, where possible.			

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	<b>Control Procedures</b>	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.			
			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.			
			Floor tape or paint to mark areas to help workers keep to social distance as per guidelines will be used where appropriate.			

Pre-Control			Hazard: Coronavirus Covid-19 Surface Contamination & Cleaning	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	3	12	<b>Control Procedures</b>	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.			
			Where practical equipment should not be shared. Cleaning procedures should be in place for the parts of shared equipment after each use. i.e.Plant & Equipment, Hand tools, Reusable delivery boxes, Pallet trucks etc.			
			Work areas and equipment will be frequently cleaned between uses, using your usual cleaning products.			
			Workspaces will be cleaned with waste and belongings removed from the work area at the end of a shift.			
			Company equipment will be sanitised after use.			
			Signs and posters will be used to build awareness of good handwashing technique, the need to increase handwashing frequency, 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.			

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	<b>Control Procedures</b>	2	3	6
			Wherever possible workers should travel to site alone using their own transport.			
			The company will put consideration into how someone taken ill would get home.			
			The company will consider the use of hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available.			
			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.			
			Corporate vehicles will have passenger numbers limited including leaving seats empty.			

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	<b>Control Procedures</b>	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.			
			The need for customers to queue will be reduced, but where this is unavoidable, discouraging customers from queuing indoors and using outside spaces for queuing where available and safe. For example, using some car parks and existing outdoor services areas.			
			Customers will be encouraged to use hand sanitiser or hand washing facilities as they enter the venue. .			
			Customers who are accompanied by children will be reminded that they are responsible for supervising them at all times and should follow social distancing guidelines. .			
			Contactless payments will be encouraged where possible with adjustment of card readers locations to meet social distancing guidelines. .			
			The number of surfaces touched by both staff and customers will be reduced. For example, asking customers to remain at a table where possible, or to not lean on counters when collecting takeaways. .			
			Repurpose the guide team to ensure social distancing is maintained and extra cleaning in galleries is completed every day			
			Where interactives are in place for visitors the guide team will clean them throughout the day - with hand sanitiser available to use at every location for the visitor to use before and after			

Pre-Control			Hazard: Coronavirus Covid-19 Welfare	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	3	12	<b>Control Procedures</b>	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.			
			Provide suitable and sufficient rubbish bins in changing areas with regular removal and disposal.			
			Wash hands before and after using the toilet facilities.			
			Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.			
			Personal items and clothing will be encouraged to be placed in personal storage spaces, for example, lockers and during shifts.			

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	<b>Control Procedures</b>	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 Isolation & Ill coworkers	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	3	12	<b>Control Procedures</b>	1	3	3
			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.			
			If a worker develops a high temperature or a persistent cough while at work or has a recent loss of, or change, in normal sense of taste or smell (anosmia), 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.			
			Anyone who has a high temperature or a new persistent cough or has a recent loss of, or change in, your normal sense of taste or smell (anosmia) 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 or has a recent loss of, or change in, normal sense of taste or smell (anosmia), they do not need to go home unless they develop symptoms themselves.			
			The company will review working arrangements for clinically extremely vulnerable and clinically vulnerable individuals on a case by case basis.			
			We will provide support for workers around mental health and wellbeing. This could include advice or telephone support.			
			Should any member of staff require to self isolate, we will enable workers to work from home where appropriate.			
			Where clinically vulnerable people are unable to meet social distancing guidelines as part of their role, the company will carefully assess whether this involves an acceptable level of risk.			
			Where not possible, clinically vulnerable workers will be offered the option of the safest available on-site roles, enabling them to maintain social distancing.			

Pre-Control			Hazard: Coronavirus Covid-19 Working From Home	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	1	4	<b>Control Procedures</b>	1	1	1
			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.			
			DSE self assessments should be carried out by individuals and reviewed by management.			
			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.			



