



# Handbook

## for

# Covid-19

# Precautions





## Notes

1. This induction is a key part of managing the risks associated with Covid-19 at the Gloucester Railway Carriage and Wagon Museum. It should be read alongside the local instructions and Risk Assessments at your location.
2. Completion of this induction is compulsory for all staff.
3. 'Staff' means contractors, paid employees and volunteers.

## Introduction

1. The purpose of this briefing is to highlight the steps that **MUST** be followed to reduce the risk of transmission of Covid-19, also known as Coronavirus, at the Gloucester Railway Carriage and Wagon Museum.
2. It is our responsibility to protect ourselves and each other and to reduce as far as is possible the risk of catching the virus at the museum. It is important that in order to do this we all follow company policy, Government, Heritage Railway Association and Office of Rail and Road guidance.
3. The content of this briefing and the policies put in place apply to all staff whether contractor, paid or volunteer. References to 'staff' mean all those working at the museum.
4. You should familiarise yourself with company policies;
  - a. Company policy in respect of Covid-19 as set out in this document or in any Special Operating Notices or other instructions issued by their Department Director
  - b. Staff travel and transport during Covid-19

### **What is Coronavirus or Covid-19?**

5. Covid-19 is a respiratory infection that causes a wide variety of responses in those who catch it, from no symptoms at all to severe symptoms in some cases. Those without symptoms may infect others, which is why the steps being taken at the museum are so important for your and everyone else's safety.
6. Symptoms of Covid-19 are:
  - a. A new continuous cough
  - b. A high temperature
  - c. Loss or change of sense of taste or smell
7. If you or anyone in your household has such symptoms you must **NOT** come to the museum. You should self-isolate in accordance with government instruction.

### **What to do if symptoms develop during the day/shift**

8. Anyone developing symptoms during the working day should immediately cease work and isolate from others until they can either travel home or seek medical assistance, whichever is appropriate.



9. Isolation can be done outdoors by maintaining a 2m or 1m-plus with mitigation social distance. If it is necessary to be indoors, the person with symptoms should be placed on their own in the designated the Covid isolation room.
10. It is essential that a Report of any incidence of symptoms developing is made to a line manager/supervisor who will arrange cleaning of the isolation room and any other areas where the individual has been working. These areas should be locked or otherwise marked as “out of use” until cleaning can be completed.
11. An Accident Report must be completed to record the incident.
12. First Aid instructions have been updated and issued to all known First Aiders. The location of the nearest incident kit will be posted at every signing-on point. These kits will contain disposable overalls, rubber gloves, face masks, visors and cleaning products and an instruction sheet that will be used to cleanse any area that a person who develops Covid-19 symptoms at the museum may have come into contact with.

#### **Steps to minimise transmission risk**

13. Maintain at least 2m or 1m-plus with mitigation social distance from others as much as possible.
14. Wash hands frequently with soap and water, washing for at least 20 seconds. An alcohol-based hand rub is an alternative to soap and water if that is not accessible, but it must have a 70% alcohol content.
15. Avoid touching your face unless you have washed your hands first.
16. Where it is not possible to maintain 2m or 1m-plus with mitigation social distancing for a particular work operation, consider in order:
  - a. if the work is necessary
  - b. could be done by mechanical means
  - c. working side by side or back to back with the other person
  - d. minimise the time spent closer than 2m or 1m-plus with mitigation by planning the work carefully
  - e. adopt the ‘buddy’ system and work with the same person for the duration of the day if the operation is repetitive
17. Do not share eating and drinking utensils.
18. Familiarise yourself with any risk assessments issued that are relevant to your work at your location. Only staff rostered to work at the Museum should be at the Museum, unless they are a paying customer on the day.

#### **Meetings, training and briefing sessions**

19. Meetings, training and briefing sessions should be held online if possible.
20. Face to face meetings should be held outdoors if possible and maintain a 2m or 1m plus with mitigation social distance.
21. If the meeting needs to be face to face and indoors it MUST be held in a well-ventilated room with participants maintaining 2m or 1m-plus with mitigation social distance

#### **Travel and transport at the museum**

22. ALL staff travel privileges associated with holding a staff ID card are suspended until further notice.
23. The transport of ANY materials using a brake compartment of a train carrying visitors is PROHIBITED.



24. All the vehicles of a train that are in service carrying visitors or that will be carrying visitors before the next scheduled internal clean are **OUT OF BOUNDS** to all staff **EXCEPT**: the guard of that train; a pilot man; staff involved in cleaning.
25. In an emergency (for example a lineside fire or to take over a duty at another location at short notice) staff may travel in the luggage compartment of the train but should maintain 2m or 1m-plus with mitigation social distancing.
26. Travel between locations at the museum should be avoided where possible to reduce the risk of spreading Covid-19. Where it is essential to travel, staff must wash their hands thoroughly on leaving a location and on arrival at the new location.
27. If it is necessary to transport people or materials around the museum site (other than in an emergency as described above) this **MUST** be done in a suitable rail or road vehicle dedicated to this task and not available for visitor use. Requests should be sent in good time to the Operations/General Manager and a suitable vehicle, if available, will be added to a planned service or arrangements made to convey the items via a company vehicle.

### **Buildings**

28. Some areas of the museum will be closed without a prior appointment to visit.
29. All offices throughout the museum will generally have a maximum occupancy of two people at any time. However, some offices will be limited to one person only. Please consult local documentation/risk assessments at that location.
30. Certain areas of the museum will have 'one-way' systems to reduce congestion in busy areas.
31. Please respect all alterations to building usage which are there for your safety and that of your colleagues.

### **Personal Protective Equipment (PPE)**

32. You should wear the PPE normally required for the task you are carrying out. Additional PPE to protect against Covid-19 risk is required if:
  - a. Local risk assessment requires additional PPE. Check with your line manager or supervisor or with risk assessments for your work area if you are unsure or consult your manager/supervisor.
  - b. Cleaning up after a Covid-19 incident as detailed before.
33. The use of gloves and other PPE can only help to protect the wearer if:
  - a. Hands are still frequently washed with soap and water
  - b. You do not touch your face with gloved hands or hands that have not been washed with soap and water.



# Notice

## **UPDATE Guidance on working at the Gloucester Railway Carriage and Wagon Museum during Covid-19 outbreak**

This instruction and guidance is to be followed by all staff and volunteers who work at the Gloucester Railway Carriage and Wagon Museum with immediate effect and until further notice and replaces all previous guidance.

**Gloucester Railway Carriage and wagon Museum policy is you MUST NOT come to the museum if:**

- 1. You have a new continuous cough, a high temperature or a change or loss of your sense of smell or taste**
- 2. You live in the same house as someone who develops a new continuous cough or a high temperature**

If one of these conditions applies to you, then you should self-isolate in accordance with government guidance and inform your roster clerk or line manager as soon as possible. You may return to work or rostered duties after the isolation period if you do not develop symptoms or as advised by government guidance or medical professional.

**People designated as Extremely Vulnerable may not volunteer or work at the museum without a personalised risk assessment (discuss with your line manager in the first instance).**

**Gloucester Railway Carriage and Wagon Museum policy is that you MUST NOT work at the museum without the prior approval of a director or your line manager.**

**When signing on for duty or work you are certifying that, in addition to not being under the influence of drug or alcohol, you have complied with all current government and Gloucester Railway Carriage and Wagon Museum requirements in respect of self-isolation for Covid-19.**



## **Gloucester Railway Carriage and Wagon Museum policy on risk mitigation in the workplace**

The following policies are designed to reduce the risk to individuals:

1. If your job can be undertaken from home then this is the preferred option.
2. Face-to-face meetings should be avoided whenever possible and minimise the number of attendees. Where practical any such meetings / inductions / briefings must be held outdoors. Social distancing is to be maintained at all times during any such meetings.
3. You should wash hands frequently and thoroughly and capture any sneezes or coughs with a tissue, which should be disposed of safely, or in the crook of your elbow.
4. You should whenever possible to keep a minimum of 1.5m (5 feet) from each other. Where a task requires closer working contact this work must be planned so as to minimise time spent in closer contact and consideration given to using an alternative method or even not carrying out the work at all. Line managers / team leaders shall carry out and document a dynamic risk assessment before work commences.
5. If you are designated a vulnerable person you may volunteer at the museum. Where possible the museum will provide work that ensures 2m or 1m-plus with mitigation social distancing upon request.
6. You should provide your own food, drink, eating utensils and mug or glass.
7. You must familiarise yourself with the risk assessments that will be conducted and the mitigation measures that will be put in place before any work is carried out at the museum or new areas are opened for work to resume.
8. Be vigilant of symptoms developing in yourself or others during your work. Anyone developing symptoms **MUST** isolate themselves immediately and report the incident to the duty manager.
9. The CIO notes the government guidance that face coverings may afford little additional protection against COVID-19 in situations of close contact. Additional PPE beyond that normally required by the activity being undertaken is not normally may therefore be required by the company especially in customer facing situations.

# Notice

## Staff travel and transport at the museum

To manage the risks to staff and in due course to visitors at the museum, the following measures are adopted with immediate effect:

1. ALL staff travel privileges associated with holding a staff ID/Membership card are suspended until further notice.
2. The transport of ANY materials using a brake compartment of a train carrying visitors is PROHIBITED.
3. All the vehicles of a train that are in service carrying visitors or that will be carrying visitors before the next scheduled internal clean are OUT OF BOUNDS to all staff EXCEPT; the guard of that train; a pilot man; staff involved in cleaning.

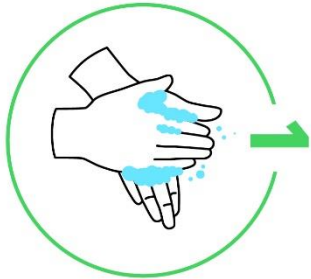
In an emergency (for example lineside fire, to take over a duty at another location at short notice) staff may travel in luggage compartment of the train (if provided), but should maintain 2m or 1m-plus with mitigation social distancing.

4. Travel between locations at the museum should be avoided where possible to reduce the risk of spreading Covid-19. Where it is essential to travel then staff must wash their hands thoroughly on leaving a location and on arrival at the new location.
5. If it is necessary to transport people or materials between locations (other than in an emergency as described above) this MUST be done in a suitable rail or road vehicle dedicated to this task and not available for visitor use. Requests should be sent in good time to the Operations/General Manager.

# Coronavirus

**Wash your hands with soap and water more often for 20 seconds**

Use a tissue to turn off the tap. Dry hands thoroughly.



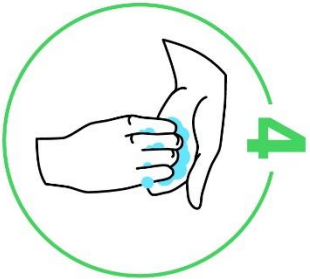
Palm to palm



The backs of hands



In between the fingers



The back of the fingers



The thumbs



The tips of the fingers

**STAY ALERT ▶ CONTROL THE VIRUS ▶ SAVE LIVES**