



General Risk Assessment – Covid-19 Safe Reopening of Museum to Members of the Public

Documented to comply with The Management of Health and Safety at Work Regulations 1999, Regulation 3 (Record of Significant Findings and Groups of Employees or Others Especially at Risk) and the Control of Substances Hazardous to Health Regulations 2002

Part 1 – General Details

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| Assessor | Paul Matthews | Job Title | Health and Safety Officer, Trustee and Chairman |
| Project or Location | Gloucester Railway Carriage and Wagon Museum | | |
| Department/Business | Safe reopening of Museum in general. | | |
| Scope of Risk Assessment | <p>This document records significant findings of the assessment on measures to prevent the spread of COVID-19 on the reopening of the Gloucester Railway Carriage and Wagon Museum to members of the public.</p> <p>Please note that this assessment does not cover tenant operations who are responsible for the areas they occupy and ensuring that they have a Covid-19 risk assessment in place.</p> <p>A separate Covid-19 risk assessment in place for employees returning to work, i.e. work areas, offices, staff welfare facilities, management of contractors etc. However, this risk assessment also covers control measures to protect employees who are customer facing and working in the Museum.</p> <p>It should be noted that the museum is currently a portable mobile (travelling) museum that attends events and while most events are on hold, this document has been compiled to comply with current guidelines to enable us to prepare for events in the near future while maintaining social distancing and current government requirements and guidelines.</p> | | |
| Employees and others potentially at risk | Employees, volunteers, contractors, tenants, members of the public and potentially family members could also be at risk. | | |
| COVID-19 Properties | COVID-19 is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It is transmitted in droplets when people are breathing, most particularly when they cough, or sneeze. It is understood that the virus can remain “live” on hard surfaces such as handles, switches, bannisters etc. for up to 72 hours. As such, if people touch a contaminated surface and then touch their | | |



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| | nose or lips, or if they breathe in droplets from an infected person, they can become infected. They may also be symptom-free but infectious during the incubation stage which is typically five days but can be up to a week. The virus can be killed using normal household detergents on hard surfaces. |
| Main Symptoms | A new continuous cough, a high temperature or a loss or change in normal sense of taste or smell (anosmia) are considered the most indicative symptoms. People with these symptoms should be self-isolating following the guidance from Public Health England (PHE): https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance |
| Control of Transmission | <p>From the 4th July, the two-metre social distancing rule is changing in England but is being maintained throughout Wales. Where it is possible to keep two metres apart, Gloucester Railway Carriage and Wagon Museum will adhere to this. Where it is not possible, the advice is for people to keep social distance of ‘one metre plus’ (meaning they should remain one metre apart, while taking mitigating actions to reduce the risk of transmission).</p> <p>Regular handwashing with soap and water should continue and hand-gel should be used where soap and water is not available. The Government have also made it mandatory for face coverings to be worn on public transport.</p> <p>Further guidance on working safely during Covid-19, including the visitor economy and Heritage locations can be found here: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p> |
| Vulnerable groups | <p>Clinically extremely vulnerable people who are most at risk from becoming ill from coronavirus will no longer need to shield in England from 1st August 2020.</p> <p>Further information can be found here: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidanceon-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>If you are not clinically extremely vulnerable (i.e. you do not have any of the conditions listed for clinically extremely vulnerable people and you have not been told by your GP or specialist that you are</p> |



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| | <p>clinically extremely vulnerable or received a letter saying you are clinically extremely vulnerable) you should follow the guidance on staying alert and safe social distancing: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing</p> |
| Staying Covid-19 Secure in 2020 Notice | <p>The Covid-19 Secure in 2020 notice will be displayed in the Visitor Centre to show the Government guidance has been followed: https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf</p> |

Part 2 – Preparation of the Museum for Safe Reopening to Members of the Public

| Hazards, Dangers, Problems | People at Risk | Legislation Applicable | Existing Controls | Current Risk | Further Controls Required or Issues to Consider | Risk After Further Controls |
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| Members of the public with symptoms of COVID-19 | Employees, volunteers, members of the public/visitors, tenants and contractors | Safety at Work etc. Act 1974, Sections 2 & 3 | Information will be displayed on the Museum website to remind visitors that they should not visit the Museum if they are displaying any Covid-19 symptoms and should stay at home to keep themselves and everyone safe. | Medium | <p>Posters should be displayed around the Museum reminding visitors, that if they have any symptoms, to stay at home.</p> <p>The reopening of the economy, following the COVID-19 outbreak, is being supported by NHS Test and Trace. The GRCW Museum should assist this service by keeping a temporary record of visitors for 21 days (where possible), and in a way that is manageable for their business and in line with data protection legislation. This will assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks.</p> | Low |



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| Hazards, Dangers, Problems | People at Risk | Legislation Applicable | Existing Controls | Current Risk | Further Controls Required or Issues to Consider | Risk After Further Controls |
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| Fire related systems readiness | Employees, volunteers, members of the public/visitors, tenants and contractors | Regulatory Reform (Fire Safety) Order 2005 | Planned preventative maintenance of the Museum buildings fire alarm systems, emergency lighting, fire extinguishers, lighting protection systems have continued to be maintained during lockdown. | Low | Ongoing review. | Low |
| Fire evacuation | Employees, volunteers, members of the public/visitors, tenants and contractors | Regulatory Reform (Fire Safety) Order 2005 | <p>available on site to assist in fire alarm activations which alert the West Gate Security.</p> <p>The fire alarm system is a simultaneous (single stage) evacuation process.</p> <p>Fire Risk Assessments (FRAs)</p> | High | <p>Fire and evacuation arrangements and Fire Risk Assessments (FRA) for the Museum buildings should be reviewed to ensure arrangements are still valid during the time of Covid-19.</p> <p>Review provision of fire warden cover if all staff will not be back on site when the Museum buildings open. Refresher training may also be required, or new training provided, including on evacuation aids so staff are aware of any changes during Covid-19.</p> | Low |



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| | | | for the Museum Buildings reviewed on an annual basis by the Estates Operations Manager. | | Assembly points may need to be revised for to maintain social distancing (where possible). If this is not possible, assembly times will be kept as short as possible. | |
| Water related systems readiness | Employees, volunteers, members of the public/visitors, tenants and contractors | Control of Substances Hazardous to Health (COSHH) Regulations 2002 ACOP L8 | Planned preventative maintenance for the water systems and weekly flushing of little used outlets has continued to be maintained during lockdown in the Museums buildings. | Low | Ongoing review in line with the Legionella written scheme of control. | Low |
| Status of passenger lift systems | Employees, volunteers, members of the public/visitors, tenants and contractors | Lifting Operations and Lifting Equipment Regulations 1998 | Ongoing servicing and statutory inspections of passenger's lifts have continued during lockdown, however, where buildings have been closed some lifts have been switched off. | High | Where lifts have been switched off and have not been subject to regular servicing or statutory inspections, this should be arranged before reopening of the Museum buildings and any defects rectified before being put back into use. | Low |



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| Hazards, Dangers, Problems | People at Risk | Legislation Applicable | Existing Controls | Current Risk | Further Controls Required or Issues to Consider | Risk After Further Controls |
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| Office and electrical equipment | Employees, volunteers, members of the public/visitors, tenants and contractors | Electricity at Work Regulations 1989 | Fixed wiring is in date within all Museum buildings with a programme of portable appliance testing (PAT) put in place by the in-house facilities team. | Low | Ongoing review. | Low |
| Deep cleaning and pest control | Employees, volunteers, members of the public/visitors, tenants and contractors | Control of Substances Hazardous to Health (COSHH) Regulations 2002 | Pest control services have continued during lockdown. Deep cleans take place on a daily basis. | Low | Ongoing review. | Low |



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Part 3 – Maintaining Social Distancing in and around the Museum

| Hazards, Dangers, Problems | People at Risk | Legislation Applicable | Existing Controls | Current Risk | Further Controls Required or Issues to Consider | Risk After Further Controls |
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| Visitor Centre/Shop | Employees, volunteers, members of the public/visitors, tenants and contractors | <p>The Health and Safety at Work etc. Act 1974</p> <p>The Management of Health and Safety at Work Regulations 1999</p> | <p>A hand sanitiser station has been installed on entrance to the Visitor Centre.</p> <p>Signage has been displayed to remind visitors and other occupants to maintain social distancing.</p> <p>Only the front reception section of the visitor centre and shop will be open to members of the public in the first phase of opening to control occupancy levels.</p> | Medium | <p>Visitor Centre/Shop</p> <ul style="list-style-type: none"> • GRCWM should manage occupancy levels in the visitor centre and shop, i.e. look at floor plans etc., and calculate maximum number that can be permitted to allow for social distancing; • GRCWM should minimise contacts around transactions, for example, considering using contactless payments, where possible; • Using screens to create a physical barrier between people i.e. on the visitor reception desk, without causing damage to the historic nature of the building; • Encouraging visitors to avoid handling products in the shop; • Reminding customers who are accompanied by children that they are responsible for supervising them at all times and should follow social distancing guidelines; • Suspending or reducing customer services that cannot be undertaken without contravening social distancing guidelines. This may include re-thinking how assistance is provided, for example, using fixed pairs | Low |



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| | | | <p>The visitor centre exhibition space will be barriered off and not in use.</p> <p>Staff will be on hand to assist with any queries visitors have, whilst maintaining two metre social distancing.</p> <p>Toilets in the visitor centre will not be open to members of the public in the first phase of opening.</p> | | <p>of colleagues to lift heavy objects rather than a single colleague lifting with a customer;</p> <ul style="list-style-type: none"> Increased cleaning in these areas including sanitising of phone apps after every use. | |
| Main Exhibition Hall/Area | Employees, volunteers, members of the public/visitors, tenants and contractors | The Health and Safety at Work etc. Act 1974 The Management of Health and | A hand sanitiser station has been installed on entrance to the Main Exhibition Hall/Area. | Medium | GRCWM should manage occupancy levels in all areas of the museum, look at floor plans etc. and calculate maximum number that can be permitted to allow for social distancing. | Low |



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| | | <p>Safety at Work Regulations 1999</p> | <p>Signage has been displayed to remind visitors and other occupants to maintain social distancing.</p> <p>Staff will be on hand to assist with any queries visitors have, whilst maintaining two metre social distancing.</p> <p>A one-way system is being implemented.</p> <p>The museum shall create a separate Covid-19 Risk Assessment for its catering facilities once premises have been acquired.</p> | | | |
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| <p>Lift lobbies and lifts</p> | <p>Employees, volunteers, members of the public/visitors, tenants and contractors</p> | <p>The Lifting Operations and Lifting Equipment Regulations 1998</p> | <p>The lift(s) in the visitor centre will be open to members of the public during the first phase of opening. Two persons are permitted in the wheelchair lift only, i.e. disabled person and carer/family member as assistance is required when the lift buttons being used.</p> <p>Only one person should be permitted in the other passenger lift, unless they are members of the same household.</p> | <p>High</p> | <p>Queuing lines (including social distancing floor markings where possible) should be signed and enforced outside lift areas.</p> <p>Enhanced arrangements for dealing with lift entrapment should be reviewed by GRCWM (if necessary) as it is likely to be more stressful for those trapped.</p> | <p>Low</p> |
| <p>Stairwells</p> | <p>Employees, volunteers,</p> | <p>The Workplace</p> | <p>A one-way system is being</p> | <p>Medium</p> | <p>Although the vestibule steps will be sufficiently wide enough, only two to three persons should be</p> | <p>Low</p> |



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| | members of the public/visitors, tenants and contractors | (Health, Safety and Welfare) Regulations 1992 | introduced in all areas of the museum that are open to the public to manage occupancy levels, including on the stairs. | | permitted on the stairs at any one time (unless it is an emergency, i.e. fire evacuation). Only one person should be permitted on the stairs from the lift landing area at any one time (unless it is an emergency i.e. fire evacuation) | |
| Toilets and welfare facilities including café area | Employees, volunteers, members of the public/visitors, tenants and contractors | The Workplace (Health, Safety and Welfare) Regulations 1992 | <p>Hand washing facilities are available with soap, hot and cold running water, paper towels/hand driers.</p> <p>Toilets in the visitor centre will not be open to members of the public in the first phase of opening.</p> <p>GRCWM will create a Covid-19 risk assessment and obtain other relevant</p> | High | <p>Café area</p> <ul style="list-style-type: none"> • Tables and chairs should be positioned to allow for social distancing; • A queuing system should be introduced for when members of the public purchase items from the café to allow for social distancing. <p>Toilets</p> <ul style="list-style-type: none"> • Signs and posters should be displayed to build awareness of good hand-washing technique, the need to increase hand-washing frequency and to 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; • Social distancing markings or signage to be introduced where queues normally form; • A limited entry approach should be implemented, to maintain social distancing. This will require dedicated staff members to | Low |



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| | | | documentation relating to café/tea room appliances and the tea room itself once premises has been acquired. Chairs and tables will be sanitised after each use. Touch points on front of house areas, including payment terminals, will also be sanitised regularly. | | <p>manage this, whilst ensuring that no bottle necks occur;</p> <ul style="list-style-type: none"> • Increased cleaning of toilet areas should be introduced, including more frequent rubbish collections. GRCWM will require to liaise with the contracted cleaning company to decide on frequency; • To enable good hand hygiene, GRCWM should consider making hand sanitiser available on entry to toilets where safe and practical; • Ensure that toilet areas are well ventilated. | |
| Social distancing of staff | Employees, volunteers, members of the public/visitors, tenants and contractors | The Health and Safety at Work etc. Act 1974 The Management of Health and Safety at Work Regulations 1999 | Staff have been briefed on the social distancing requirements. | Medium | <p>Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, GRCWM should consider whether that activity needs to continue for the business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.</p> <p>Further mitigating actions include:</p> <ul style="list-style-type: none"> • Increasing the frequency of hand washing and surface cleaning; | Low |



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| | | | | | <ul style="list-style-type: none"> • Keeping the activity time involved as short as possible; • Using screens or barriers to separate people from each other; • Using back-to-back or side-to-side working (rather than face-to-face) whenever possible; • Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others); • Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment. | |
| First aid cover | Employees, volunteers, members of the public/visitors, tenants and contractors | The Health and Safety (First Aid) Regulations 1981 | <p>There will no impact on first aid provision as Security staff are first trained, along with duty managers and learning facilitators.</p> <p>A list is held onsite of all trained first</p> | Medium | <p>First aiders should be made aware of the guidance available on St Johns Ambulance website which includes CPR during Covid-19: https://www.sja.org.uk/getadvice/first-aid-advice/covid-19-advicefor-first-aiders/</p> <p>Consideration should be given to the purchase of additional disposable gloves, aprons and face coverings for first aiders.</p> | Low |



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| | | | <p>aiders, and radios are used to alert if there is a first aid incident.</p> <p>First aid kits at various locations and two Automated External Defibrillators (AEDs).</p> | | | |
| Cleaning | Employees, volunteers, members of the public/visitors, tenants and contractors | <p>Control of Substances Hazardous to Health (COSHH) Regulations 2002</p> <p>The Dangerous Substances and Explosive Atmospheres Regulations 2002</p> | Plans are being developed to include extra cleaning of touch points and frequently touched surfaces, items used by members of the public in the Museum buildings. | High | <p>Extra cleaning should take place in toilet areas, Visitor Centre and areas that are regularly touched.</p> <p>GRCWM should ensure that all the contracted cleaning company are aware of the decontamination procedures in non-healthcare settings should there be a confirmed or suspected Covid-19 case on the premises: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>GRCWM should ensure that the contracted cleaning company and staff are aware of the heritage guidance on cleaning so damage is not caused to historic surfaces:</p> | Low |



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| | | | | | <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid19/heritage-locations#heritage-5-5#</p> <p>As certain surfaces and artefacts in the museum could become damaged by cleaning, GRCWM could consider implementing other approaches such as cordoning off an area for an appropriate period of time before the area is accessed again using appropriate cleaning materials, or temporary non-damaging covers that can be put over the sensitive surfaces which can then be subject to standard cleaning regimes.</p> <p>GRCWM should ensure that COSHH assessments are implemented for any new chemicals used by the contracted cleaning company that are classed as hazardous.</p> <p>GRCWM should request a copy of the contracted cleaning companies Covid-19 risk assessment for when working on the premises.</p> <p>When radios are used by staff, these should be cleaned after each use, i.e. sanitiser wipes. Charging stations should also be cleaned regularly.</p> | |
| Deliveries | Drivers, employees, volunteers, members of | The Workplace (Health, Safety and Welfare) | Delivery drivers will report to the site office. | Medium | <p>Other delivery considerations:</p> <ul style="list-style-type: none"> • Restrict the use of couriers where possible; • Access must be maintained for delivery drivers to use toilet facilities if necessary; | Low |



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| | the public/visitors, tenants and contractors | Regulations 1992 | | | <ul style="list-style-type: none"> • Consider requesting staff not to use the workplace for personal deliveries at this time; • Consider sanitising deliveries with disinfectant where possible (using disposable gloves provided) before onward movement into buildings. Where this is not practicable, careful removal and disposal of outer packaging should be implemented, followed by hand washing. | |
| Stress | Employees and volunteers | The Management of Health and Safety at Work Regulations 1999 | <p>An Employee Assistance Programme is in place for confidential counselling and advice.</p> <p>An open culture to report problems exists.</p> <p>Line managers are staying connected to those staff currently working from home.</p> | Medium | Extra stress for staff may be expected as a result of the pandemic. Staff should be encouraged to report any concerns to their line manager. | Low |



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| Management and Supervision | Employees, volunteers, members of the public/visitors, tenants and contractors | The Health and Safety at Work etc. Act 1974 | Team have senior management presence to provide leadership and support. | Low | Ongoing review. | Low |
| Consultation and information | Employees, volunteers, members of the public/visitors, tenants and contractors | The Health and Safety (Consultation with Employees) Regulations 1996 | Staff are kept up to date on Covid-19. | High | <p>This risk assessment should be communicated to staff and other interested parties.</p> <p>A specific briefing should be produced for staff before the Museum buildings open to prepare them for the new ways of working.</p> <p>GRCWM should provide clear guidance on their website for visitors on how they expect them to behave, what control measures have been implemented, and the limit on gatherings in indoor and outdoor spaces to keep everyone safe. Posters should also be displayed around the Museum.</p> | Low |
| Security and personal safety | Employees, volunteers, members of the public/visitors, tenants and contractors | The Health and Safety at Work etc. Act 1974 | Security measures are detailed in the overall premises general risk assessment. | Medium | <p>GRCWM should review their security arrangements if they are going to be impacted by Covid-19. GRCWM should also contact their local counter terrorism officer for further advice and support. Security information can also be found in the visitor economy workplace guide and Centre for the Protection of National Infrastructure (CPNI): https://www.gov.uk/guidance/working-safely-</p> | Low |



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| | | | | | during-coronavirus-covid19/the-visitor-economy#shops-7-3 https://www.cpni.gov.uk/stayingsecure-during-covid-19-0 | |
| Accidents/ incidents | Employees, volunteers, members of the public/visitors, tenants and contractors | <p>The Social Security (Claims & Payments) Regulations 1979</p> <p>The Social Security Administration Act 1992</p> <p>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013</p> | Incidents and accidents onsite are recorded in a central record. | Medium | GRCWM staff should be made aware that, in an emergency (for example, an accident, provision of first aid, fire, security incident) they should not have to maintain social distancing if it would be unsafe. High standards of hygiene should be followed. | Low |
| Planning, monitoring and review | Employees and volunteers | The Management of Health and Safety at Work | This assessment will be regularly reviewed by GRCWM | Medium | PHE and Government advice is likely to change as the pandemic moves on. The situation will need to be regularly monitored and the controls within this assessment adapted as new information and guidance is released. | Low |



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| | | Regulations 1999 | | | GRCWM staff to be made aware that regular monitoring of compliance should be undertaken to ensure that social distancing rules are being followed in Museum buildings. Staff should be encouraged to raise any concerns with their line manager. | |
| Personal protective equipment (PPE) | Employees, and volunteers | The Personal Protective Equipment at Work Regulations 199 | <p>Refer to First Aid section above for additional PPE for first aiders.</p> <p>Front line staff are being provided with disposal gloves and face coverings/shields, as they are likely to interact with the public where they may not always be able to maintain social distancing.</p> <p>Information Purposes Face coverings have only been</p> | Medium | GRCWM should ensure that staff are provided with information on correct hand hygiene when PPE is being worn and how to put on and remove PPE correctly. This information can be found in the workplace guidance link in Part 1. | Low |



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| | | | made mandatory when using public transport and not encouraged in workplaces out of clinical settings/if Covid-19 transmission is not high. The best way to protect yourself is to maintain social distancing and exert regular handwashing. | | | |
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Part 4 – Action Plan

| Action | Priority | Owner | Target | Current State/Progress | Complete |
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| Posters should be displayed around the Museum reminding visitors, that if they have any symptoms, to stay at home | Medium | GRCWM | | In progress | Social distance signage currently being produced for internal and external areas. |
| The opening up of the economy following the Covid-19 outbreak is being supported by NHS Test and Trace. GRCWM should assist this service by keeping a temporary record of visitors for 21 days (where possible), and in a way that is manageable for their business and in line with data protection legislation. This will assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks. | High – ongoing (where possible) | GRCWM | Ongoing | Ongoing | Ongoing (where possible). Looking to introduce online booking system. |
| <p>Fire and evacuation arrangements and Fire Risk Assessments (FRA) for the Museum buildings should be reviewed to ensure arrangements are still valid during the time of Covid-19.</p> <p>Review the provision of fire warden cover if all staff will not be back on site when the Museum buildings open. Refresher training may also be required, or new training provided, including on evacuation aids so staff are aware of any changes during Covid19.</p> <p>Assembly points may need to be revised for to maintain social distancing (where possible). If this is not possible, assembly times will be kept as short as possible.</p> | High | GRCWM | | In Progress | <p>Assembly points will remain the same with staff awareness on social distancing.</p> <p>No changes to fire and evacuation arrangements.</p> <p>Fire marshal cover being reviewed, i.e. Team Leaders on each shift.</p> |



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| | | | | | Estates Operations Manager to review FRAs. |
| Where lifts have been switched off and have not been subject to regular servicing or statutory inspections, this should be arranged before the reopening of the Museum buildings, and any defects rectified before being put back into use. | High | GRCWM | | | Statutory inspections on lifts will be undertaken once lifts and premises have been acquired. |
| <p>Visitor Centre/Shop</p> <ul style="list-style-type: none"> • GRCWM should manage occupancy levels in the visitor centre and shop i.e. look at floor plans etc. and calculate maximum number that can be permitted to allow for social distancing; • GRCWM should minimise contacts around transactions, for example, considering using contactless payments, where possible; • Using screens to create a physical barrier between people i.e. on the visitor reception desk; • Encouraging visitors to avoid handling products in the shop; • Reminding customers who are accompanied by children that they are responsible for supervising them at all times and should follow social distancing guidelines; • Suspending or reducing customer services that cannot be undertaken without contravening social distancing guidelines. This may include rethinking how assistance is provided, for example, using fixed pairs of colleagues to lift heavy objects rather than a single colleague lifting with a customer. | Medium | GRCWM | | | <p>A maximum of 3 occupants will be permitted in the shop at any one time.</p> <p>Floor signage will be created and installed.</p> <p>There will be no trying on of clothing/jewellery. Screens will ordered.</p> <p>Increased cleaning regime has been introduced across the buildings.</p> <p>Card or contactless payments to be used (where possible)</p> |



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| <ul style="list-style-type: none"> Increased cleaning in these areas, including sanitising of phone apps after every use. | | | | | |
| <p>Main Exhibition Hall/Area GRCWM should manage occupancy levels the exhibition hall/area, look at floor plans etc. and calculate maximum number that can be permitted to allow for social distancing.</p> | Medium | GRCWM | | | Maximum occupancy levels have been introduced to allow for social distancing. This will be enforced by limited ticket numbers. |
| <p>Lifts lobbies and Lifts Queuing lines (including social distancing floor markings where possible) should be signed and enforced outside lift areas. Enhanced arrangements for dealing with lift entrapment should be reviewed by GRCWM (if necessary) as it is likely to be more stressful for those trapped.</p> | High | GRCWM | | | <p>Staff will be positioned on entrance to lifts to control numbers and social distancing. The use of stairs will be encouraged.</p> <p>Onsite facilities team to assist with any lift entrapments, whilst waiting on lift maintenance company.</p> |
| <p>Although the vestibule steps in the Museum are sufficiently wide enough, only two-three persons should be permitted on the stairs at any one time (unless it is an emergency, i.e. fire evacuation). Only one person should be permitted on the stairs from the Main hall lift landing area at any one time (unless it is an emergency, i.e. fire evacuation).</p> | | GRCWM | | | <p>One-way system introduced, left hand side going in and left-hand side going out.</p> <p>Staff will be on hand to monitor areas.</p> |



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| <p>Toilet and Welfare Facilities</p> <p>Café area</p> <ul style="list-style-type: none"> • Tables and chairs should be positioned to allow for social distancing; • A queuing system should be introduced for when members of the public purchase items from the café to allow for social distancing. <p>Toilets</p> <ul style="list-style-type: none"> • Signs and posters should be displayed to build awareness of good hand-washing technique, the need to increase hand-washing frequency and to 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; • Social distancing markings or signage to be introduced where queues normally form; • A limited entry approach should be implemented, to maintain social distancing. This will require dedicated staff members to manage this, whilst ensuring that no bottle necks occur; • Increased cleaning of toilet areas should be introduced, including more frequent rubbish collections. GRCWM will require to liaise with the contracted cleaning company to decide on frequency; • To enable good hand hygiene, GRCWM should consider making hand sanitiser available on entry to toilets where safe and practical; | High | GRCWM | | | <p>The café area will be open for takeaway service only during the first phase.</p> <p>Monitoring of toilet areas will be undertaken by staff.</p> <p>In the men’s toilet, every other urinal will be taken out of use, to allow for social distancing. Hand sanitiser stations are being installed on entrance to all buildings and Westgate where keys are collected.</p> <p>Increased cleaning regime has been introduced across the buildings.</p> |
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| <ul style="list-style-type: none"> • Ensure that toilet areas are well ventilated. | | | | | |
| <p>Where the social distancing guidelines cannot be followed in full in relation to a particular activity, GRCWM should consider whether that activity needs to continue for the business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.</p> <p>Further mitigating actions include:</p> <ul style="list-style-type: none"> • Increasing the frequency of hand washing and surface cleaning; • Keeping the activity time involved as short as possible; • Using screens or barriers to separate people from each other; • Using back-to-back or side-to-side working (rather than face-to-face) whenever possible; • Reducing the number of people each person has contact with by using ‘fixed teams or partnering’(so each person works with only a few others); <p>Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, an assessment of whether the activity can safely go ahead will need to be completed. No one is obliged to work in an unsafe work environment.</p> | Medium | GRCWM | | Ongoing | Ongoing |
| <p>First aiders should be made aware of the guidance available on St Johns Ambulance website which includes CPR during Covid-19: https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</p> | Medium | GRCWM | | In progress | Extra PPE will be purchased |



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| <p>Consideration should be given to the purchase of additional disposable gloves, aprons and face coverings for first aiders.</p> | | | | | |
| <p>Cleaning Extra cleaning should take place in toilet areas, Visitor Centre and all other areas open to the public.</p> <p>When radios are used by staff, these should be cleaned after each use, i.e. sanitiser wipes. Charging stations should also be cleaned regularly.</p> <p>GRCWM to ensure that all the contracted cleaning company are aware of the decontamination procedures in non-healthcare settings should there be a confirmed or suspected Covid-19 case on the premises: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>GRCWM to ensure that the contracted cleaning company and staff are aware of the heritage guidance on cleaning so damage is not caused to historic surfaces: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/heritage-locations#heritage-5-5</p> <p>As the surfaces in certain areas and on certain artefacts, could become damaged by cleaning, GRCWM could consider implementing other approaches such as cordoning off an area for an appropriate period of time before the area is accessed again using appropriate cleaning materials, or temporary non-</p> | <p>High</p> | <p>GRCWM</p> | | <p>In progress</p> | <p>A revised cleaning schedule has been introduced with the contracted cleaning company. This covers all public spaces, offices, toilet areas, frequently touched surfaces and touchable surface displays and other general areas.</p> <p>Disinfectant wipes are being supplied to staff to cleaning down own areas/desks on a regular basis.</p> |



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| damaging covers that can be put over the sensitive surfaces which can then be subject to standard cleaning regimes. | | | | | |
| GRCWM to ensure that COSHH assessments are implemented for any new chemicals used by the contracted cleaning company that are classed as hazardous. GRCWM to request a copy of the contracted cleaning companies Covid-19 risk assessment for when working on the premises. | As above | As above | As above | As above | As above |
| Deliveries <ul style="list-style-type: none"> • Restrict the use of couriers where possible; • Access must be maintained for delivery drivers to use toilet facilities if necessary; • Consider requesting staff not to use the workplace for personal deliveries at this time; • Consider sanitising deliveries with disinfectant where possible (using disposable gloves provided) before onward movement into buildings. Where this is not practicable, careful removal and disposal of outer packaging should be implemented, followed by hand washing. | Medium | GRCWM | Ongoing | Ongoing | Ongoing |
| Extra stress for staff may be expected as a result of the pandemic. Staff should be encouraged to report any concerns to their line manager | Medium | GRCWM | Ongoing | Ongoing | Ongoing |
| This risk assessment should be communicated to staff and other interested parties. | High | GRCWM | Oct 20 | In progress | Risk assessment communicated to staff. |



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| <p>Specific briefing should be produced for staff before the Museum buildings open to prepare them for the new ways of working.</p> <p>GRCWM to provide clear guidance on their website for visitors on how they expect them to behave, what control measures have been implemented, limit on gatherings in indoor and outdoor spaces to keep everyone safe to keep everyone safe. Posters should also be displayed around the Museum</p> | | | | | Information is being produced to add to the public website for visitors |
| <p>GRCWM to review their security arrangements if they are going to be impacted by Covid-19. GRCWM should also contact their local counter terrorism officer for further advice and support. Security information can also be found in the visitor economy workplace guide and Centre for the Protection of National Infrastructure (CPNI): https://www.gov.uk/guidance/workingsafely-during-coronavirus-covid-19/the-visitor-economy#shops-7-3 https://www.cpni.gov.uk/staying-secure-during-covid-19-0</p> | Medium | GRCWM | | In progress | To be sent to the Security Manger. |
| <p>GRCWM staff should be made aware that, in an emergency, for example, an accident, provision of first aid, fire, security incident, they should not have to maintain social distancing if it would be unsafe.</p> | Medium | GRCWM | Oct 20 | Complete | Risk assessment communicated to staff. |
| <p>PHE and Government advice is likely to change as the pandemic moves on. The situation will need to be regularly monitored and the controls within this assessment adapted as new information and guidance is released.</p> | | GRCWM | Oct 20 | Complete | Risk assessment communicated to staff. |



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| <p>GRCWM staff should be made aware that regular monitoring of compliance should be undertaken to ensure that social distancing rules are being followed in Museum buildings. Staff should be encouraged to raise any concerns with their line manager.</p> | | | | | |
| <p>GRCWM should ensure that staff are provided with information on correct hand hygiene when PPE is being worn and how to put on and remove PPE correctly. This information can be found in the workplace guidance link in Part 1.</p> | Medium | GRCWM | Oct 20 | In progress | Risk assessment communicated to staff. |

Actions are indicated High, Medium and Low for the purpose of prioritising. As an indication of the timescales within which action should be taken, it is recommended that:

- ‘Urgent’ priorities must be actioned immediately
- ‘High’ priorities should be actioned within one month
- ‘Medium’ within two months
- ‘Low’ priorities within three months

Signed: Date: 15 October 2020
 Paul Matthews
 Health and Safety Officer
 Gloucester Railway Carriage and Wagon Museum

Review date: Ongoing during Covid-19