

Health & Safety Risk Assessment

Activity / Event: COVID-19	Location: Natural History Museum	Date: 20.10.20
Assessor Name: Alyson Mortiboys	Assessor Signature: <i>AMortiboys</i>	Assessment Ref:

What are the hazards?	Who may be harmed and how?	What are you already doing to control this risk?	What further action is necessary to control this risk (if any)?	Action by who?	Action by when?	Done
Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors / Members of Public • Cleaners • Contractors • Vulnerable groups 	<p>Following the latest government guidance - https://www.gov.uk/coronavirus</p> <p>Specific control measures are further detailed in the COVID-19 Secure Compliance documents</p> <ul style="list-style-type: none"> • Business closure or working from home • Mental Health • Protecting People • Social Distancing • Managing customers, visitors and contractors • Hand Washing and Hygiene • Cleaning • Personal Protective Equipment (PPE) and face coverings • Managing staff to reduce the spread of coronavirus 	<ul style="list-style-type: none"> • Completion of relevant "COVID-19 Secure Compliance" document 			

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		<ul style="list-style-type: none"> Inbound and outbound goods Other outdoor work Working in other people's homes Work in shops or similar environments Working in or from vehicles 				
		<p>Business closure or working from home</p> <ul style="list-style-type: none"> Services and buildings closed as required or to further protect staff and public safety Encouraging employees to work at home, wherever possible or managing the risk for those who cannot 	<ul style="list-style-type: none"> DSE workstation assessments to be completed by staff working at home Completion of relevant "COVID-19 Secure Compliance" document 	DSE N/A – no home working for Natural History Museum Roles		
		<p>Mental Health</p> <ul style="list-style-type: none"> Monitoring the wellbeing of staff who are working from home Mental health & wellbeing awareness promoted to staff 	<ul style="list-style-type: none"> Completion of relevant "COVID-19 Secure Compliance" document Bi weekly staff meetings 	Senior Duty Officer Duty Officers	Ongoing	No end date, ongoing

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		<p>during the Coronavirus outbreak</p> <ul style="list-style-type: none"> Managers to keep in regular contact and offer support to staff Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security 	<ul style="list-style-type: none"> Whatsapp social group Evening Teams welfare check ins/socials Ensure emails read from CBC re mental health activity advice Regular phone contact 			
		<p>Protecting people</p> <ul style="list-style-type: none"> Following government guidance to protect clinically vulnerable and clinically extremely vulnerable individuals Following government guidance for staff to self-isolate and stay at home 	<ul style="list-style-type: none"> If someone becomes unwell in the workplace with a new, continuous cough or a high temperature, they are sent home and advised 	<p>Senior Duty Officer</p> <p>Duty Officers</p>	<p>As soon as made aware of listed symptoms</p>	<p>No end date, ongoing</p>

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			<p>to follow the advice to stay at home</p> <ul style="list-style-type: none"> • Completion of relevant "COVID-19 Secure Compliance" document • Utilise Track and Trace – assisted by recording visitors contact information at time of visit. 			
		<p>Social Distancing</p> <ul style="list-style-type: none"> • Maintain social distancing in the workplace wherever possible. • Where the social distancing guidelines cannot be followed in full in relation to a particular activity, managers must consider if that activity needs to continue for the business to 	<ul style="list-style-type: none"> • Floor markings, signage and barriers to be used where practicable to help maintain distancing, especially in queues 	<ul style="list-style-type: none"> • Alyson Mortiboys, Christian Leppich, Sam Gray – signage and flooring • Duty Officers – PPE 	<ul style="list-style-type: none"> • Implement when ordered supplies arrive – by mid-July 2020 • PPE order placed mid-July 2020 	Ongoing

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		<p>operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.</p> <ul style="list-style-type: none"> • Mitigating actions include: <ul style="list-style-type: none"> ○ further 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 (clean and disinfect regularly) ○ 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' • where it is not possible to avoid having more than one person in a vehicle, teams should wash hands before and 	<ul style="list-style-type: none"> • Regulate entry so that premises do not become overcrowded, by clicking in and out - to limit number of visitors. • Recommended PPE to be worn (see COVID19 PPE guidance) • Museum to be closed for staff lunch period. • Rota to be created for 2 staff at a time to work on site and restrict who works together to create bubbles. • Completion of relevant "COVID-19 Secure 	<ul style="list-style-type: none"> • Duty Officer – rota management • Entry to be managed on entry and exit, no more than 30 visitors in at one time – staff on duty daily. • Limit entry to no more than 6 people in any one group/family bubble 	<ul style="list-style-type: none"> • Rota and staffing bubbles to be created for opening date of 27 October 	

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		<p>after getting in and out, keep the windows of the vehicle open for ventilation, face away from each other and be careful to avoid touching their face at all times</p> <ul style="list-style-type: none"> Staff must apply the same social distancing measures in break and rest areas and frequently clean and disinfect surfaces that are touched regularly, using standard cleaning products 	<p>Compliance” document</p> <ul style="list-style-type: none"> Ensure that groups visiting the museum are a maximum size of 6 people, including children. 			
		<p>Managing customers, visitors and contractors</p> <ul style="list-style-type: none"> Minimising the number of unnecessary visits to offices Making sure people understand what they need to do to maintain safety 	<ul style="list-style-type: none"> Completion of relevant “COVID-19 Secure Compliance” document Restricting staff area access to one person at a time as social distancing not possible to 2m. 	<ul style="list-style-type: none"> Senior Duty Officer, Duty Officer – staff spaces Alyson Mortiboys, Sam Gray – role definitions Christian Leppich, 	<ul style="list-style-type: none"> As soon as possible Role definitions created by July 10th 2020 Signage in place 1 week prior to reopening. Case content alterations to be completed 1 	

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			<ul style="list-style-type: none"> • Rotas arranged so staff are restricted in duties/areas worked, with new role defined for each area detailing requirements. • Signage around building in areas accessed by visitors, staff and contractors outlining expected safety behaviours. • Rotate contents of Baby animals case to face away from the shop area 	<p>Comms Partner – signage</p> <ul style="list-style-type: none"> • Liase with Collections and Learning team to facilitate movement of Baby Animal case contents. 	week prior to opening.	
		Hand Washing and Hygiene	<ul style="list-style-type: none"> • Placing hand sanitiser dispensers 	Hand sanitiser units – Provided	Hand sanitiser units installed 1 week prior to opening	Hand sanitiser units

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		<ul style="list-style-type: none"> • Providing remote workers with bottles of hand sanitiser and refilled on request • Promoting government and NHS guidance: <ul style="list-style-type: none"> ○ Wash hands more often and for 20 seconds, using soap and water or a hand sanitiser when you: get home or into work, blow your nose, sneeze or cough, or eat or handle food ○ Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and throw the tissue away straight away 	<ul style="list-style-type: none"> • around entrances/exits to buildings and high traffic areas • Completion of relevant "COVID-19 Secure Compliance" document • Government signage re guidance on handwashing displayed in toilets and staff areas 	<p>by Michelle Ketley</p> <p>Signage re hand washing – duty officers</p>	<p>Signage installed as soon as possible, estimated to be in place in mid July 2020</p>	<p>already in place as of 1/7/2020</p>
		<p>Cleaning</p> <ul style="list-style-type: none"> • Clean and disinfect the area and surfaces a symptomatic 	<ul style="list-style-type: none"> • Recommended PPE to be worn for role specific tasks. 	<p>Duty Officer – cleaning of suspected contaminated</p>	<ul style="list-style-type: none"> • As soon as possible, following 	<p>No end date, ongoing</p>

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		<p>person has come into contact with</p> <ul style="list-style-type: none"> • Frequently clean and disinfect objects and surfaces that are touched regularly, using standard cleaning products 	<ul style="list-style-type: none"> • Duty Officer to create cleaning duties list/rota • Remove lids, flaps and curtains to displays where possible to reduce contact surfaces for public. • Tape down phone handset style interactives to prevent use. • Remove reference books and other resources from public spaces. • Remove microscope table. • Completion of relevant "COVID-19 Secure Compliance" document 	<p>areas as situation dictates</p> <p>Duty Officer – cleaning rota for general premises cleaning</p> <p>Daily pre-open cleaning VS team as per rota</p>	<p>symptomatic confirmation.</p> <ul style="list-style-type: none"> • General cleaning conducted daily pre-opening as per rota, with additional cleaning regularly throughout the day. 	<p>Gallery resources cleared out of public spaces on 2/7/2020.</p>

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		<p>Personal Protective Equipment (PPE) and face coverings</p> <ul style="list-style-type: none"> • Providing suitable PPE to staff as required • COVID19 PPE Guidance provided to staff on when and how to use it safely 	<ul style="list-style-type: none"> • Provide guidance to staff on usage of face coverings – these should be worn in all public areas of the museum unless there is a medical exemption. PPE for staff will be made available. • Face coverings are now mandatory for visitors, unless there is a medical exemption. • Gloves to be worn at all times when cash handling. 	<p>Senior Duty Officer to ensure supplies ordered</p> <p>Duty Officer – daily provision if requested</p>	<p>Order request placed by mid-July 2020</p>	<p>Completed</p>

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			<ul style="list-style-type: none"> Completion of relevant "COVID-19 Secure Compliance" document 			
		<p>Managing staff to reduce the spread of coronavirus</p> <ul style="list-style-type: none"> changing the way work is organised to create distinct groups and reduce the number of contacts each employee has avoiding unnecessary work travel and keep people safe when they do need to travel between locations helping workers delivering to other sites such as branches, or suppliers' or customers' premises to maintain social distancing and hygiene practices. Communicating and training staff to make sure all workers understand COVID-19 related 	<ul style="list-style-type: none"> Rotas organised to reduce number of contacts between staff Staggered training for all staff re updated safety procedures to ensure staff not gathering in large numbers during training. 5 days' notice to be given to return from furlough Completion of relevant "COVID-19 Secure 	<p>Alyson Mortiboys, Sam Gray – rotas</p> <p>Alyson Mortiboys, Christian Leppich, Sam Gray – training staff</p> <p>Alyson Mortiboys – return notice to VS team</p>	<p>Rotas to be completed prior to reopening date, currently unknown.</p> <p>Training to be conducted week prior to opening</p> <p>Return notice given when advised of reopening date</p>	

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		safety procedures, and how these are being implemented or updated	Compliance" document			
		Inbound and outbound goods <ul style="list-style-type: none"> maintaining social distancing and avoiding surface transmission when goods enter and leave the site 	<ul style="list-style-type: none"> All goods in for NHM to be accepted at Colchester Castle, no deliveries to be addressed to NHM. All contents to be processed at Colchester Castle as no adequate space available at NHM. Completion of relevant "COVID-19 Secure Compliance" document 	Alyson Mortiboys, Christian Leppich, Sam Gray – clear lockable cupboard	Dedicated storage cupboard already on site at Colchester Castle.	
		Other outdoor work <ul style="list-style-type: none"> Applying the control measures already detailed that can also protect people who work 	<ul style="list-style-type: none"> Litter picking to be conducted pre opening only, by 	Senior Duty Officer and Duty Officers to		

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		outside, and considering any additional risks applicable to them and others	<p>nominated staff, equipment to be cleaned before and after use.</p> <ul style="list-style-type: none"> • Completion of relevant "COVID-19 Secure Compliance" document 	provide all equipment and PPE needed		
		<p>Working in other people's homes</p> <ul style="list-style-type: none"> • Applying the control measures already detailed that can also protect people who work in other people's home, and considering any additional risks applicable to them and others 	<ul style="list-style-type: none"> • Completion of relevant "COVID-19 Secure Compliance" document 	Not applicable to NHM Staff.		
		<p>Work in shops or similar environments</p> <ul style="list-style-type: none"> • Applying the control measures already detailed that can also protect people who work in shops or similar, and 	<ul style="list-style-type: none"> • Remove some displays in shop area to maximise space to allow for social distancing • Restrict staff to maximum 1 	<p>Retail Manager – shop displays, stock removal</p> <p>Duty Officers – staff restrictions, PPE provision</p>	Prior to reopening	Completed

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		<p>considering any additional risks applicable to them and others</p>	<p>person working behind shop desk/ till area</p> <ul style="list-style-type: none"> • Implementation of signage re social distancing, including floor markings • Create separate exit route to allow people to exit museum away from waiting entrants – in via rear door, out via front door. • Screens being installed at all till points to protect staff from contamination. • Gloves to be worn at all times on tills • Till resources minimised to 	<p>Alyson Mortiboys, Christian Leppich, Sam Gray – signage, floor markings, till resources provision, entrance/exit route creation – rear/front door</p> <p>Screens installed by Tick Solutions – ref Carl Free</p>		

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			<p>reduce risk of contamination</p> <ul style="list-style-type: none"> • Radio use restricted to ensure no radio sharing and cleaning materials in place to minimise risk of contamination • Completion of relevant "COVID-19 Secure Compliance" document 			
		<p>Working in or from vehicles</p> <ul style="list-style-type: none"> • Applying the control measures already detailed that can also protect people who work in or from vehicles, and considering any additional risks applicable to them and others 	<ul style="list-style-type: none"> • Completion of relevant "COVID-19 Secure Compliance" document 	N/A for NHM		

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Any other comments:

Please ensure the latest risk assessment version and guidance is being followed in line with current government guidance -

<https://www.gov.uk/coronavirus>

The relevant COVID-19 Secure Compliance document must be completed where applicable for the specific service/team/location circumstances and made available for staff to read for:

[Offices](#)

[Visiting other people's homes or buildings](#)

[Outdoor work](#)

[Shops](#)

[Vehicles](#)

Seek further advice from the Corporate Health and Safety Officer as necessary.