

COVID-SECURE WORKPLACE RISK ASSESSMENT			
Steps	Key Issues	Current Position (Sept.2020)	Looking forward

**WATERWORKS MUSEUM – HEREFORD: COVID-SECURE WORKPLACE RISK ASSESSMENT**

Define Who is at Risk			
<p>The people at risk are...</p>	<ul style="list-style-type: none"> <li>• Visitors/customers, members of the public Volunteers, other workers, contractors.</li> <li>• Volunteers: The majority of volunteers at the Museum are vulnerable because of age or underlying conditions and cannot be expected to work.</li> </ul> <p>Volunteers who do not come under the above criteria and wish to return to volunteering but still could have family with underlying conditions in their household will be asked their suitability to return before any of these volunteers are confirmed to return.</p>	<ul style="list-style-type: none"> <li>• We closed to the public on 13 March 2020 &amp; will stay closed until at least January 2021.</li> <li>• This was <u>the</u> key factor in closing the Museum as early as we did.</li> <li>• We ask this question, albeit we do not ask any volunteer to return to work. Subject to Director approval, return is a matter of individual choice once we have explained the protective measures put in place (see below)</li> </ul>	<ul style="list-style-type: none"> <li>• We will only re-open when Covid risk mitigation measures (see below) have been completed.</li> </ul>

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<b>Reduce Overall Risk</b>			
We will minimise numbers at risk by...	<ul style="list-style-type: none"> <li>• Consideration of who is essential to be on site &amp; planning the minimum number of people needed on the premises to operate safely and effectively.</li> <li>• Provide equipment to work from home safely and effectively (e.g. remote access to work systems).</li> <li>• Give clear guidance on when people should not come to volunteer or come to site.</li> <li>• Including in assessment those who are 'clinically' or 'extremely vulnerable' (e.g. those asked to 'shield' because of existing long-term medical conditions, or as a result of treatment received).</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteers on site are working to prepare for re-opening or carrying out essential tasks. Numbers are controlled to minimise Covid-risk.</li> <li>• N/A.</li> <li>• Min 1 Director &amp;/or Deputy Chief Engineer is on site every time Volunteers work on site.</li> <li>• We do this as normal practise with our Volunteers and will continue to do so.</li> </ul>	<ul style="list-style-type: none"> <li>-</li> <li>-</li> <li>• Induction sessions will be arranged before any general invitation for Volunteers to return.</li> <li>• When we re-open to the public there will be appropriate signs clearly displayed.</li> </ul>

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<b>Select Control Measures</b>			
<p>Our volunteers will work at home where possible. We will support them by...</p>	<ul style="list-style-type: none"> <li>We will make 'every reasonable effort' to enable working from home as a first option.</li> <li>We will consider the mental health and well-being of those who do, especially when (1) their colleagues are working normally and (2) they return after a period of home working.</li> </ul>	<ul style="list-style-type: none"> <li>N/A. Most work is necessarily done on site, which ceases when we are closed. The exceptions are back office services (administration, communications, website &amp; social media, compliance).</li> <li>We issue regular volunteer communication to maintain contact with our volunteers. We also encourage volunteers to contact colleagues to minimise risk of isolation.</li> </ul>	-
<p>We will maintain social distancing at work by...m.</p>	<ul style="list-style-type: none"> <li>Making every reasonable effort to comply with social distancing (keeping people 2m apart where possible) - including areas where people normally congregate (e.g. canteen, visitor centre, workshop, office, archive room and mess room).</li> </ul>	<ul style="list-style-type: none"> <li>We do this with Volunteers. We also require the wearing of a face mask or shield at all times inside the Museum building.</li> </ul>	-

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	<ul style="list-style-type: none"> <li>• Consider extra entrances/exits and one-way systems.</li>   <li>• Place signage and floor markings to remind people what the 2m gaps looks like in practice.</li>   <li>• Minimise meetings: where not possible, maintain social distancing and provide sanitiser in meeting rooms.</li>   <li>• Minimise visitors: where not possible, advise of other procedures such as hand washing and social distance.</li> </ul>	<ul style="list-style-type: none"> <li>• Grant funding has been secured to change the visitor entrance and create a one-way system.</li>   <li>-</li>   <li>• We do this. We also hold virtual meetings to minimise volunteer meetings on site. Museum facilities are not available for public hire.</li>   <li>• N/A. The Museum is closed to visitors.</li> </ul>	<ul style="list-style-type: none"> <li>• The Museum will not re-open to the public until this work has been completed.</li>   <li>• When the Museum re-opens to the public there will be appropriate signs and floor markings to support social distancing. Directors and senior volunteers will intervene when the rules are seen to be flouted.</li>   <li>-</li>   <li>• When the Museum re-opens to the public there will be appropriate signs and floor markings to support social distancing and encourage regular hand washing/use of sanitiser.</li> </ul>

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	<ul style="list-style-type: none"> <li>• By placing numerous sanitiser stations across the Museum.</li> <li>• Improving the toilet and hand washing facilities in the form of new facilities which will include additional toilets for both male and female visitors and children.</li> <li>• Reconfiguring the entrance and payment desk to ensure visitors can comply with distancing rules.</li> <li>• Making the Café area Covid secure by ensuring screening and distancing ... Ensuring volunteers are have screen barriers where visitors approach cafe and payment areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Sanitiser units purchased for all key locations (especially where hands on use of artefacts is encouraged).</li> <li>• Grant funding has been secured to install a new toilet block with increased capacity.</li> <li>• This is part of the grant funded work to create a new toilet block</li> <li>• Café closed on 13 March 2020 (including to volunteers). The café will move to a new area of the visitor centre as part of our grant funded plans.</li> </ul>	<ul style="list-style-type: none"> <li>• Sanitiser units will be installed when all structural work is complete.</li> <li>• The Museum will not re-open to the public until this work has been completed.</li> <li>-</li> <li>• Counter screens etc. will be procured for the new visitor reception desk and for the café before the Museum is re-opened.</li> </ul>

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We will put in place extra cleaning/ sanitising, including volunteer facilities. Specifically, we will...	<ul style="list-style-type: none"> <li>In every workplace, increase the frequency of hand washing and surface cleaning.</li> <li>Deep clean the Museum periodically by a recognised contractor.</li> <li>Ensure sanitiser and face protection is available for all who come to the museum.</li> </ul>	<ul style="list-style-type: none"> <li>The need for this is reinforced with all volunteers who have returned to work.</li> <li>The Museum was deep cleaned in July before Volunteers returned to work.</li> <li>This is provided free of charge for Volunteers</li> </ul>	<ul style="list-style-type: none"> <li>When we re-open to the public there will be an enhanced surface cleaning programme.</li> <li>The need for/frequency of deep clean will be kept under review as the Museum is routinely open to the public only one day a week.</li> <li>Sanitiser will be freely available and face mask or splash shield will be available for visitors to purchase at cost. Save for valid exceptions, all visitors will be required to wear a face mask.</li> </ul>
We will organise work so as to minimise the risk. In particular...	<ul style="list-style-type: none"> <li>Keep the activity time involved as short as possible.</li> <li>Use back-to-back or side-to-side working (rather than face-to-face) whenever possible.</li> <li>Reduce the number of people each person has contact with by using 'fixed teams or partnering'.</li> </ul>	<ul style="list-style-type: none"> <li>Volunteers are working shorter than usual days.</li> <li>This is encouraged generally and is reflected in new Covid-safe workshop rules</li> <li>We already do this with teams working in 'bubbles' on specific activities.</li> </ul>	-

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	<ul style="list-style-type: none"> <li>Put increased space between workstations.</li> <li>Avoid shared facilities such as hot desks workbenches.</li> </ul>	<ul style="list-style-type: none"> <li>N/A. However, increased spacing is required for meetings etc.</li> <li>The sharing of tools is actively discouraged, with arrangements for 'quarantine' before they are reused.</li> </ul>	-
We will use screens and barriers where the 2m rule cannot be met. For example, ...	<ul style="list-style-type: none"> <li>Use screens or barriers to separate people from each other.</li> <li>Provide a one-way system to ensure visitor maintain the 2m rule.</li> <li>We will insist that visitors and volunteers wear face masks when inside the Museum.</li> </ul>	<ul style="list-style-type: none"> <li>Our mitigation on each of these measures has been previously explained above</li> </ul>	-
We will use these other measures...	<ul style="list-style-type: none"> <li>If social distancing guidelines cannot be followed in full, we will consider whether that activity needs to continue for the Museum to operate, and if so, take all <b>the mitigating actions possible</b> to reduce the risk of transmission between our volunteers.</li> </ul>	<ul style="list-style-type: none"> <li>No unnecessary activity has recommenced since the Museum reopened to volunteers in July 2020.</li> <li>Measures to minimise Covid risk have been previously described above.</li> </ul>	-

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	<ul style="list-style-type: none"> <li>We will limit the number of volunteer engineers in the workshop at any one time or when carrying out maintenance on exhibits.</li> <li>We will ensure that the displays are operated with the minimum number of volunteers.</li> </ul>	<ul style="list-style-type: none"> <li>This is a key part of new workshop rules. Allocation of work is overseen by a Director or the Chief/Deputy Chief Engineer</li> <li>The Museum has safe operating procedures for every display which sets out the minimum number of volunteers needed</li> </ul>	<p>-</p> <p>-</p>
We will provide extra volunteer facilities...	<ul style="list-style-type: none"> <li>Consider facilities for volunteers unable to use public transport: charging, parking.</li> </ul>	<ul style="list-style-type: none"> <li>N/A ... free parking is provided</li> </ul>	<p>-</p>
We will communicate...	<ul style="list-style-type: none"> <li>Ensuring everyone knows your procedures ... volunteers, customers, visitors, contractors, and members of the visiting public.</li> </ul>	<ul style="list-style-type: none"> <li>Safe operating procedures have been explained to all volunteers returning to work.</li> <li>Controlled operating procedures exist for contractors working on site for the Museum</li> </ul>	<ul style="list-style-type: none"> <li>Volunteer induction will be provided before any general invitation to return to work.</li> <li>When the Museum re-opens there will be appropriate signs and guidance for visitors etc.</li> </ul>



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	<ul style="list-style-type: none"> <li>Where you have joint occupancy/shared facilities, collaborate with others involved.</li> <li>Explain our Covid actions to make the visitor experience safe - we will put this information onto our website and onto social media.</li> </ul>	<ul style="list-style-type: none"> <li>The Museum is located on an operational site (Dwr Cymru Welsh Water) – regular liaison is maintained.</li> <li>We do this.</li> </ul>	-
Where the above won't work, we will...	<ul style="list-style-type: none"> <li>If people must work face-to-face for a sustained period with more than a small group of fixed partners, we will decide whether the activity can safely go ahead.</li> <li>Bear in mind, no one is obliged to work in an unsafe work environment.</li> </ul>	<ul style="list-style-type: none"> <li>N/A. There is no activity of this type conducted at the Museum. This is, however, closely monitored.</li> <li>This is closely monitored. We have a minimum of one director and/or the Chief or Deputy Chief Engineer on site every time volunteers work at the Museum.</li> </ul>	-

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<b>Checking Implementation</b>			
To monitor the effective implementation of our measures, we will...	<ul style="list-style-type: none"> <li>Check that the precautions set out in our assessment are being taken, and are working (if not, action will be taken ensure compliance ).</li> </ul>	<ul style="list-style-type: none"> <li>This is closely monitored. We have a minimum one director and/or the Chief or Deputy Chief Engineer on site every time volunteers work at the Museum</li> </ul>	-
We will review this assessment to make sure it stays up to date.	<ul style="list-style-type: none"> <li>We will track guidance relevant to our sector, especially at this time of rapid change, so that our assessment stays up to date.</li> <li>The Chief Engineer will monitor assessment using google calendar which will automatically flag a review when due.</li> </ul>	<ul style="list-style-type: none"> <li>The Museum is a member of various groups and fora through which regular guidance is received.</li> <li>Risk is monitored continuously, and an earlier review will be triggered when appropriate.</li> </ul>	-
<b>Sharing Your Assessment</b>			
We will share our findings by...	<ul style="list-style-type: none"> <li>Consulting volunteers as part of our assessment.</li> <li>We will make our assessment public, e.g. via our website.</li> </ul>	<ul style="list-style-type: none"> <li>This is routinely done on a continuing basis</li> <li>This is an attachment to our Covid Statement</li> </ul>	--