

COVID-SECURE WORKPLACE RISK ASSESSMENT			
Steps	Key Issues	Current Position (June 2021)	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"> • Visitors/customers, members of the public Volunteers, other workers, contractors. • Volunteers: The majority of volunteers at the Museum are vulnerable because of age or underlying conditions and cannot be expected to work. • 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. 	<ul style="list-style-type: none"> • We closed to the public on 13 March 2020. Risk mitigation measures being substantially complete, the Museum will re-open in July 2021. • This was <u>the</u> key factor in closing the Museum as early as we did. • 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) 	<p>Directors will continue to monitor the progress of the pandemic and, if circumstances demand, they may reinstate risk mitigation.</p>

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Reduce Overall Risk			
<p>We will minimise numbers at risk by...</p>	<ul style="list-style-type: none"> • Consideration of who is essential to be on site & planning the minimum number of people needed on the premises to operate safely and effectively. • Provide equipment to work from home safely and effectively (e.g. remote access to work systems). • Give clear guidance on when people should not come to volunteer or come to site. • 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). • Regarding variant Covid-19 viruses (Dec 2020) 	<ul style="list-style-type: none"> • Since April 2021 we have welcomed (but not required) a return to work by volunteers which remains a matter of personal choice. • N/A. • Min 1 Director &/or Joint Chief Engineer is on site every time Volunteers work on site. • We do this as normal practise with our Volunteers and will continue to do so. • Elevated volunteer awareness & Director diligence viz risk mitigation measures in place. 	<p>Directors will continue to monitor the position of individual volunteers until all have received the benefit of full Covid inoculation.</p> <p>-</p> <ul style="list-style-type: none"> • Directors will continue to keep developments under close monitor.

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	<ul style="list-style-type: none"> Ensure adequate ventilation to reduce accumulations of Covid-19 virus consistent with HSE Guidelines (Feb 2021) 	<ul style="list-style-type: none"> We do this by <ol style="list-style-type: none"> balancing ventilation with the need to keep visitors & volunteers warm. investigating areas with poor ventilation and assessing options to make improvements. investigating use of mechanical ventilation where natural ventilation is not sufficient. 	<ul style="list-style-type: none"> Directors will continue to keep this under review
Select Control Measures			
<p>Our volunteers will work at home where possible. We will support them by...</p>	<ul style="list-style-type: none"> We will make 'every reasonable effort' to enable working from home as a first option. 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. 	<ul style="list-style-type: none"> N/A. Most work is necessarily done on site, which ceases when we are closed. We issue regular volunteer communication to maintain contact with our volunteers. We also encourage volunteers to contact colleagues to minimise risk of isolation. 	<ul style="list-style-type: none"> The exceptions are back-office services (administration, communications, website & social media, compliance). <p>-</p>

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We will maintain social distancing at work by ...	<ul style="list-style-type: none"> Reasonable effort to comply with social distancing - including areas where people normally congregate (e.g. canteen, visitor centre, workshop, office, archive room and mess room). Consider extra entrances/exits and one-way systems. Place signage and floor markings to remind people what the 1-2m gaps looks like. Minimise meetings: where not possible, maintain social distancing and provide sanitiser in meeting rooms. Minimise visitors: where not possible, advise of other procedures such as hand washing and social distance. 	<ul style="list-style-type: none"> Floor markings are in place to support social distancing. Grant secured to change our visitor entrance and create a one-way system. Floor markings are in place to support social distancing. Sanitiser units installed. Museum facilities are not currently available for hire. Appropriate signage and floor markings have been installed. 	<ul style="list-style-type: none"> Directors reserve the right to maintain a requirement for social distancing for the foreseeable future as not all volunteers or visitors have the benefit of full Covid inoculation. - Directors reserve the right for museum stewards to intervene when the rules are flouted. - -

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	<ul style="list-style-type: none"> • By placing numerous sanitiser stations across the Museum. • Improving the toilet and hand washing facilities in the form of new facilities. • Reconfiguring the entrance and payment desk to ensure visitors can comply with distancing rules. • Making the Café and any payment area Covid secure by ensuring screening and distancing ... 	<ul style="list-style-type: none"> • This has been done. • The Museum has installed a new toilet block with increased capacity. • This work has been completed. • Café has re-opened but with a limited service only. Screens have been installed in all appropriate locations. 	<p align="center">-</p> <p align="center">-</p> <p align="center">-</p> <p align="center">-</p>
<p>We will put in place extra cleaning/ sanitising, Specifically, we will...</p>	<ul style="list-style-type: none"> • In every workplace, increase the frequency of hand washing and surface cleaning. • Deep clean the Museum periodically by a recognised contractor. 	<ul style="list-style-type: none"> • The need for this is reinforced with all volunteers and enhanced surface cleaning programme put in place. • The Museum was deep cleaned before Volunteers returned to work. 	<p align="center">-</p> <p align="center">-</p>

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	<ul style="list-style-type: none"> Ensure sanitiser and face protection is available for all who come to the museum. 	<ul style="list-style-type: none"> This is provided free of charge for Volunteers. Sanitiser is freely available and face mask or splash shield are available for visitors to purchase at cost. Save for valid exceptions, all visitors are required to wear a face mask. 	-
We will organise work so as to minimise the risk. In particular...	<ul style="list-style-type: none"> Keep the activity time involved as short as possible. Use back-to-back or side-to-side working (rather than face-to-face) whenever possible. Reduce the number of people each person has contact with by using 'fixed teams or partnering'. Put increased space between workstations. Avoid shared facilities such as hot desks workbenches. 	<ul style="list-style-type: none"> Many volunteers have been working shorter days. This is a matter of personal choice. This continues to be encouraged. This continues to be encouraged. N/A. The sharing of work space and tools is actively discouraged. 	- - - - -

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We will use screens and barriers where the 2m rule cannot be met. For example, ...	<ul style="list-style-type: none"> • Use screens or barriers to separate people from each other. • Provide a one-way system to ensure visitor maintain 2m rule. • We will insist that visitors and volunteers wear face masks when inside the Museum. 	<ul style="list-style-type: none"> • Our mitigation on each of these measures has been previously explained above 	-
We will use these other measures...	<ul style="list-style-type: none"> • 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 the mitigating actions possible to reduce the risk of transmission between our volunteers. • We will limit the number of volunteer engineers in the workshop at any one time or when carrying out maintenance on exhibits. • We will ensure that the displays are operated with the minimum number of volunteers. 	<ul style="list-style-type: none"> • No unnecessary activity has recommenced since the Museum reopened to volunteers. Measures to minimise Covid risk have been previously described above. • This is a key part of Covid secure working practices. Allocation of work is overseen by the Joint Chief Engineer. • The Museum has safe operating procedures which covers this. 	- - -

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We will provide extra volunteer facilities...	<ul style="list-style-type: none"> Consider facilities for volunteers unable to use public transport: charging, parking. 	<ul style="list-style-type: none"> N/A ... free parking is provided 	-
We will communicate...	<ul style="list-style-type: none"> Ensuring everyone knows your procedures ... volunteers, customers, visitors, contractors, and members of the visiting public. Where you have joint occupancy/shared facilities, collaborate with others involved. Explain our Covid actions to make the visitor experience safe - we will put this information onto our website and onto social media. 	<ul style="list-style-type: none"> Safe operating procedures have been explained to all volunteers. Controlled operating procedures exist for contractors working on site. The Museum is located on an operational utility site - regular liaison is maintained. We do this. 	- - - -
Where the above won't work, we will...	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> N/A. There is no activity of this type conducted at the Museum. This is, however, closely monitored. 	-

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	<ul style="list-style-type: none"> Bear in mind, no one is obliged to work in an unsafe work environment. 	<ul style="list-style-type: none"> This is closely monitored. We have a minimum of one director on site every time volunteers work at the Museum. 	-
Checking Implementation			
To monitor the effective implementation of our measures, we will...	<ul style="list-style-type: none"> Check that the precautions set out in our assessment are being taken, and are working (if not, action will be taken ensure compliance). 	<ul style="list-style-type: none"> This is closely monitored. We have a minimum one director and/or the Joint Chief Engineers on site every time volunteers work at the Museum 	-
We will review this assessment to make sure it stays up to date.	<ul style="list-style-type: none"> We will track guidance relevant to our sector, especially at this time of rapid change, so that our assessment stays up to date. The Joint Chief Engineers will monitor assessment using google calendar which will automatically flag a review when due. 	<ul style="list-style-type: none"> The Museum is a member of various groups and fora through which regular guidance is received. Risk is monitored continuously, and an earlier review will be triggered when appropriate. 	-

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Sharing Your Assessment			
We will share our findings by...	<ul style="list-style-type: none"> • Consulting volunteers as part of our assessment. • We will make our assessment public, e.g. via our website. 	<ul style="list-style-type: none"> • This is routinely done on a continuing basis. • This document is linked to our Covid Statement on the Museum's website. 	--