

COVID-SECURE WORKPLACE RISK ASSESSMENT			
Steps	Key Issues	Current Position (Dec_2021)	Looking forward

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

Define Who is at Risk			
The people at risk are...	<ul style="list-style-type: none"> <li>• Visitors/customers, members of the public Volunteers, other workers, contractors.</li> <li>• Volunteers: Many volunteers at the Museum are vulnerable because of age or underlying conditions.</li> <li>• Volunteers who do not come under the above criteria above and wish to return to volunteering but still could have family within their household that do.</li> </ul>	<ul style="list-style-type: none"> <li>• Due to the prevalence of the Omicron variant directors closed the Museum on 10 December 2021 and will stay closed until the New Year.</li> <li>• This was the key factor in the recent decision to close the Museum.</li> <li>• 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>• Directors will monitor the progress of the pandemic and information about the Omicron variant in January 2022 to check what (if any) further precautions are needed to reopen safely..</li> <li>-</li> <li>• This Volunteer choice is temporarily suspended.</li> </ul>

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Reduce Overall Risk			
<p>We will minimise numbers at risk by...</p>	<ul style="list-style-type: none"> <li>• Consider who is essential to be on site / Plan 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>• Only authorised Volunteers are permitted on site to carry safety inspection/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 with our Volunteers and will continue to do so.</li> </ul>	<p>-</p> <p>-</p> <p>-</p> <p>-</p>

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	<ul style="list-style-type: none"> <li>• Consideration of variant Covid-19 viruses</li> <li>• Ensure adequate ventilation to reduce accumulations of Covid-19 virus consistent with HSE Guidelines (Feb 2021)</li> </ul>	<ul style="list-style-type: none"> <li>• The rapid emergence of the Omicron variant caused the Directors to close the Museum in Dec 2021, pending availability of further information.</li> <li>• We do this by               <ol style="list-style-type: none"> <li>1. balancing ventilation by the need to keep visitors/ volunteers warm</li> <li>2. monitoring areas with poor ventilation and assessing options to make improvement</li> <li>3. investigating mechanical ventilation where natural ventilation is not sufficient.</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• Directors will closely monitor developments and consider the adequacy of existing mitigation measures before deciding to reopen the Museum.</li> <li>• This is one of the mitigation measures Director will consider when deciding we it is safe to reopen the Museum.</li> </ul>

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Select Control Measures			
<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.</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>	<ul style="list-style-type: none"> <li>The exceptions are back office services (administration, communications, website &amp; social media, compliance).</li> </ul>
<p>We will maintain social distancing at work by...m.</p>	<ul style="list-style-type: none"> <li>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).</li> <li>Consider extra entrances/exits and one-way systems.</li> </ul>	<ul style="list-style-type: none"> <li>Floor markings are in place to support social distancing</li> <li>The establishment of a one-way system has been completed.</li> </ul>	<ul style="list-style-type: none"> <li>Requirement for social distancing and wearing of face masks etc were retained when the Museum reopened in July 2021, and will continue to apply for the foreseeable future when the Museum is open.</li> </ul>

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	<ul style="list-style-type: none"> <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> <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> </ul>	<p>-</p> <ul style="list-style-type: none"> <li>• Floor markings are in place to support social distancing.</li> <li>• We do this. We also hold virtual meetings to minimise meetings on site. Sanitiser stations are provided across the Museum site.</li> <li>• This work has been completed.</li> <li>• This work has been completed.</li> <li>• A new toilet block has been installed with increased capacity.</li> </ul>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>

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	<ul style="list-style-type: none"> <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 ...</li> </ul>	<ul style="list-style-type: none"> <li>This work has been completed.</li> <li>Café has reopened with a limited service only. Screens have been installed in all appropriate locations.</li> </ul>	-
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.</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</li> <li>The Museum was deep cleaned in July before Volunteers returned to work.</li> <li>Sanitiser and face masks are provided free of charge for Volunteers and visitors. Visitors may alternatively buy a splash shield at cost</li> </ul>	<ul style="list-style-type: none"> <li>The need for deep cleaning will be kept under review bearing in mind the Museum is routinely open to the public only one day a week.</li> <li>Save for valid exceptions, we will continue to require all visitors to wear a face mask.</li> </ul>

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<p>We will organise work so as to minimise the risk. In particular...</p>	<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> <li>• Put increased space between workstations.</li> <li>• Avoid shared facilities such as hot desk workbenches.</li> </ul>	<ul style="list-style-type: none"> <li>• Many Volunteers are working shorter than usual days. This is a matter of personal choice.</li> <li>• This is encouraged generally.</li> <li>• This is encouraged generally.</li> <li>• N/A. However, increased spacing is required for meetings etc.</li> <li>• The sharing of workspace and tools is actively discouraged.</li> </ul>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>

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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"> <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> <li>• We will limit the number of volunteer engineers in the workshop at any one time or when carrying out maintenance on exhibits.</li> </ul>	<ul style="list-style-type: none"> <li>• No unnecessary activity recommenced when the Museum reopened to volunteers.</li> <li>• This is a key part of our Covid secure working practices. Allocation of work is overseen by the Joint Chief Engineer &amp;/or Operations Director.</li> </ul>	-



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	<ul style="list-style-type: none"> <li>We will ensure that the displays are operated with the minimum number of volunteers.</li> </ul>	<ul style="list-style-type: none"> <li>The Museum has safe operating procedures for every display which sets out the minimum number of volunteers needed</li> </ul>	-
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>	-
We will communicate...	<ul style="list-style-type: none"> <li>Ensure everyone knows your procedures ... cover volunteers, customers, visitors, contractors. Members of the public.</li> <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>Safe operating procedures have been explained to all volunteers.</li> <li>Controlled operating procedures exist for contractors working on site.</li> <li>The Museum is located on an operational site – regular liaison is maintained.</li> <li>We do this.</li> </ul>	- - -

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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 on site every time volunteers work at the Museum.</li> </ul>	-
<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 of one director 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> </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> </ul>	-

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	<ul style="list-style-type: none"> <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>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>	--