

COVID-19 OVERARCHING SITE RISK ASSESSMENT

National Coal Mining Museum.

Assessment Carried Out By:

Senior Ldshp Team

Date of Next Review: w/c 29.11.21 Thereafter every 4 weeks

Date Assessment Carried Out:

11th June 2020 Updated 7.12.21

| What are the Hazards of Infection | Who Might be Infected and How | What are you already doing to control the risks of infection | What further action do you need to take to control the risks All further actions are now continuous unless otherwise specified | Who Needs to Carry out the Action | When is the action needed by | Done |
|-------------------------------------|---|--|---|-----------------------------------|--|------|
| <p>Poor Personal Hygiene</p> | <p>Employees/Contractors/Visitors - contraction of Covid-19 by the following means: - Direct contact with others; - Touching shared surfaces and equipment; - Not applying social distancing guidelines throughout the workplace; - Not using adequate sanitary products to regularly wash hands.</p> | <p>The Museum strongly recommends that all visitors wear face coverings in all the indoor parts of the Museum, for their own safety and the safety of other visitors and staff unless they have a legitimate reason for not doing so,-except when seated in the café area.</p> <p>The Museum mandates that staff must wear face coverings in all indoor public facing areas of the</p> | <p>Staff to be reminded on a regular basis to wash their hands for 20 seconds. Staff must catch coughs and sneezes in tissues – follow “Catch it, Bin it, Kill it”.</p> <p>Staff to avoid touching face, eyes, nose or mouth with unclean hands.</p> | <p>All staff</p> | <p>Reviewed every 4 weeks in line with Board of Mine Operator until further notice - for all actions already in place and continuous actions</p> | |

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| | <p>- Not wearing face coverings where required</p> | <p>Museum when visitors are on site.</p> <p>Hand washing facilities with soap and water in place throughout the site for staff, visitors and third parties.</p> <p>Stringent hand washing procedures taking place regularly. Signage added to this effect.</p> <p>Hand sanitisers will be available at all applicable points (including entry and exit points) especially where no hand washing station is possible.</p> | | | | |

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| Poor Ventilation | <p>Employees/Contractors/Visitors - contraction of Covid-19 by the following means:</p> <p>People becoming contaminated by aerosol transmission</p> | <p>Encouraging people who work in offices to open windows and doors to allow adequate ventilation into that space</p> <p>Limiting where possible the number of people in each office.</p> <p>The following areas have AHU Air Handling Units fitted which can be operated safely</p> <ul style="list-style-type: none"> • Conference Rooms • Main shop reception area • Galleries in the Hub | <p>Staff/Visitors to be reminded of HSE guidance on ventilation and air conditioning units during COVID 19 Pandemic</p> <p>Notices posted</p> <p>Encourage people to reduce the amount of time spent in their offices and take ventilation breaks</p> | <p>Line Managers</p> <p>Line Managers</p> <p>All Staff</p> | <p>March 2021</p> <p>Reviewed every 4 weeks in line with Board of Mine Operator until further notice - for all actions already in place and continuous actions</p> | |

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| | | <p>In offices with air conditioning units present, isolate these units so they cannot be used.</p> <p>The ventilation units in the British Coal Building and Technology Gallery must be switched off before staff/visitors work/visit these buildings. They must be switched back on at the end of the day when everyone leaves the buildings</p> | | <p>Electrical Engineer</p> <p>Duty Manager</p> | | |
| Inadequate Cleaning | Employees/Contractors/Visitors | Frequent cleaning and disinfecting objects and surfaces that are | To safely prop open doors to reduce unnecessary contact | All Staff | 20 th July 2020 and reviewed | |

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| | <ul style="list-style-type: none"> - contraction of Covid-19 by the following means: - Touching shared surfaces and equipment including door handles; - Not applying social distancing guidelines throughout the workplace; - Not using adequate sanitary products to regularly wash hands; - Lack of availability of anti-bacterial/anti-viral wipes. | <p>touched regularly particularly in areas of high use such as work surfaces, all equipment, door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Introduction of additional cleaning for shared contact points and shared welfare facilities.</p> | <p>points excluding fire doors.</p> <p>Do not share work equipment, phone, keyboard etc.</p> <p>Do not hot-desk where possible.</p> <p>Staff to be reminded to clean down shared services after use.</p> | <p>All Staff</p> <p>All Staff</p> | <p>thereafter every 4 weeks in line with Board of Mine Operator until further notice – for all actions already in place and continuous actions</p> | |
| <p>Inadequate provision of PPE (including gloves)</p> | <p>Employees/Contractors/Visitors - contraction of Covid-19 by the following means:</p> | <p>Where a Risk Assessment identifies wearing of gloves as a</p> | <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> | <p>Line Managers</p> | <p>July onwards and thereafter</p> | |

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| and face coverings) | <ul style="list-style-type: none"> - Direct contact with visitors; - Staff using shared equipment without PPE or without cleaning with anti-bacterial / anti-viral wipes after each use. - Visitors not wearing face coverings in the indoor areas (except in the café area when seated and unless they have an exemption) | <p>requirement of the job, an adequate supply of these will be provided. Where Risk Assessment identifies wearing of face covering is a requirement of the job, an adequate supply of these will be provided.</p> <p>Signage for instructions displayed in the appropriate areas.</p> <p>Screens placed in relevant spaces to prevent staff from direct facing visitors</p> | <p>Where staff are working in close proximity the Museum strongly recommends that appropriate face covering should be used as per individual risk assessment.</p> <p>Reusable PPE should be thoroughly cleaned after use and not shared between staff.</p> <p>Single use PPE should be disposed of so that it cannot be reused and to</p> | <p>Assessed by managers for each individual risk assessment</p> <p>All Staff</p> <p>All Staff</p> | <p>every 4 weeks in line with Board of Mine Operator until further notice - for all actions already in place and continuous actions</p> | |

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| | | <p>Signage posted around site</p> <p>Signage posted around site</p> | <p>control potential contamination.</p> <p>Contaminated waste will be disposed into yellow hazard bags and then disposed as agreed with Wakefield Council, the approved contractor.</p> <p>With effect from the 10th December 2021 it is mandatory for all staff and visitors to wear face coverings in all indoor public facing spaces, except when seated in the café or unless the individual is medically exempt.</p> | <p>All visitors</p> <p>All Staff</p> | | |

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| Access & Egress points and congestion | <p>Employees/Contractors/Visitors contraction of Covid-19 by the following means:</p> <ul style="list-style-type: none"> - Greater risk of direct contact with another person if limited access points; - Greater risk of transferring the virus by shared door handles/buttons. | <p>Regular cleaning of all access and egress door handles in place and cleaning placed on a rota system.</p> <p>NHS Test and Trace implemented, using QR code. Signage in place.</p> <p>The Museum is managing capacity in three ways:</p> <ol style="list-style-type: none"> 1) No more than 6 people on any underground | <p>Staff are requested to respect individuals preference regarding proximity.</p> <p>Staff to remind visitors upon entry that the Museum strongly recommends to wear a face covering throughout the indoor areas (except café when seated) unless an exemption applies.</p> | | <p>July 2020 and thereafter reviewed every 4 weeks in line with Board of Mine Operator until further notice - for all actions already in place and continuous actions</p> | |

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| | | <p>tour, the exception being school parties of no more than 11 which can include up to 3 adult</p> <p>2) Capacity management on the surface by the monitoring of number of cars.</p> <p>3) Advisory capacity maximum on all buildings open to visitors.</p> | | | | |
| Poor/inadequate Reporting of potential Infection & symptoms | Employees/Contractors/ Visitors - contraction of Covid-19 | A Board approved Coronavirus policy and procedure is in place which provides details on reporting procedure. | | | July 2020 and thereafter to review the position | |

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| | | <p>If anyone displays symptoms of covid they are asked to self isolate and obtain a PCR test as soon as possible.</p> <p>If a member of your household tests positive for Covid and you cannot provide that you have been fully vaccinated for at least 14 days you will be asked to self isolate for 10 days.</p> | | | every 4 weeks in line with Board of Mine Operator until further notice - for all actions already in place and continuous actions | |
| Contractors/Business Visitors contracting covid-19 and | Employees/Contractors/Visitors - contraction of Covid-19 by means of direct contact with other | Any additional COVID 19 measures specified by this risk assessment equally apply to | Contractors will be required to complete a medical declaration form and a health and safety | SMc | Ongoing | |

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| transferring it to staff/other visitors | persons or shared surfaces. | <p>contractors working on site.</p> <p>Contractors must be advised of the arrangements on induction.</p> <p>Consider whether the work is essential or if it can be delayed.</p> <p>Signage of social distancing is displayed around site.</p> | questionnaire prior to their visit. | | | |

<https://ncmmuseum.sharepoint.com/sites/Share/Shared Documents/General/Subject Files A-Z/Covid Secure Risk Assessments/1. Parent Risk Assessment/Covid-19 Parent Risk Assessment-v.17 - Amendment to wording for Face Coverings Dec 21.docx>