

COVID-19 OVERARCHING SITE RISK ASSESSMENT

National Coal Mining Museum

Assessment Carried Out By:

Senior Ldshp Team

Date of Next Review: w/c 30.11.20 Thereafter every 4 weeks

Date Assessment Carried Out:

11th June 2020 Updated 27.11.20

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
Poor Personal Hygiene	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.	All visitors must 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. Face coverings are compulsory in all indoor areas of the Museum except when seated the café area.	Staff/Visitors to be reminded of Government guidance on the wearing of face coverings in all indoor spaces. Staff to remind visitors to wear a face covering (unless a visitor has a legitimate reason for not doing so)	Line Managers All staff	Reviewed every 4 weeks in line with Board of Mine Operator until further notice - for all actions already in place and continuous actions	

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	<p>- Not wearing face coverings where required</p>	<p>Staff must wear face coverings in all indoor public facing areas of the 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>Drying of hands with disposable paper towels disposed of in lidded bin,</p>	<p>Staff to be reminded on a regular basis to wash their hands for 20 seconds.</p> <p>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>			

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		<p>and replenishing hand towels on a regular basis</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> <p>Hand sanitising stations posted around site.</p> <p>Signage posted around site.</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 cleaning rotas of shared surfaces and common rooms such as worktops, door handles, taps, windows, reception area, kitchen etc).</p> <p>Introduction of additional cleaning for</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>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>	

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		shared contact points and shared welfare facilities.				
Inadequate provision of PPE (including gloves and face coverings)	Employees/Contractors/Visitors - contraction of Covid-19 by the following means: - 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	Where a Risk Assessment identifies wearing of gloves as a 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.	Staff to be reminded that wearing of gloves is not a substitute for good hand washing. Where staff are unable to maintain the 2 metre distance, appropriate face covering should be used as per individual risk assessment. Reusable PPE should be thoroughly cleaned after	Line Managers Assessed by managers for each individual risk assessments All Staff	July onwards and thereafter every 4 weeks in line with Board of Mine Operator until further notice - for all actions already in place and	

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		Signage posted around site	<p>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. Face coverings are compulsory in all indoor areas of the Museum except the café area when seated.</p> <p>Staff must wear face coverings in all indoor public facing areas of the Museum when visitors are on site.</p>	All Staff		

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<p>Poor adherence to Social Distancing guidelines (including the 2 metre rule)</p>	<p>Employees/Contractors/Visitors - contraction of Covid-19 by the following means: - Risk of infection by transferring virus droplets to another person; - Greater risk of direct contact with another person.</p>	<p>Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended.</p> <p>Floor markers added indicating a 2 metre distance in common areas and corridors.</p> <p>Amend work schedules including start & finish times/shift patterns.</p> <p>One-way systems throughout the common areas of the building.</p>	<p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings where possible</p> <p>Allowing staff to work from home where effective and practical.</p> <p>Encourage staff to bring in packed lunches and eat at desk area where suitable to do so to avoid canteen areas.</p>	<p>SLT</p> <p>All Staff</p> <p>SLT</p> <p>All Staff</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>Utilise working from home to reduce number of staff on site at any one time.</p> <p>Screens placed in reception and cafe to prevent staff from directly facing visitors.</p> <p>Relocate staff around the building to distance desks and work stations.</p> <p>Markers installed on the floor of walkways, stairs and areas where staff gather to demonstrate the 2 metre distance.</p>	<p>Encourage staff not to share food or to make beverages for other members of staff.</p>	<p>Line Managers</p>		

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		<p>Stagger break time to reduce the number of people using canteens and kitchens.</p> <p>Reminder notices placed around the building to remind staff of the social distancing requirements</p> <p>Allow for staggered work times to avoid staff using public transport at peak periods.</p> <p>Signage for instructions displayed in the appropriate areas.</p>				

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		<p>Pre-booked ticketing system terms state that visitors should follow the Government's limits on the number of other people they should meet with as a group.</p> <p>The number of visitors to each exhibition room be limited in line with terms of booking system</p>				
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 	<p>Stagger working times to prevent staff congregating at clock in/out or reception areas.</p>	<p>Provide additional supervision to monitor distancing and teams being rotated or staggered.</p>	<p>SLT</p> <p>SMc</p>	<p>July 2020 and thereafter reviewed every 4 weeks in line with</p>	

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	<p>person if limited access points; - Greater risk of transferring the virus by shared door handles/buttons.</p>	<p>Stagger lunch/break times to limit the occupancy of the kitchen and break areas.</p> <p>Regular cleaning of all access and egress door handles in place and cleaning placed on a rota system.</p> <p>Limit the number of people able to use a lift or disable lifts except for those with mobility requirements.</p>	<p>Use additional/separate entrances/exits where possible.</p> <p>Staff to remind visitors upon entry to wear a face covering throughout the indoor areas (except café when seated) as it is compulsory to do so (unless an exemption applies).</p>	<p>All staff</p>	<p>Board of Mine Operator until further notice - for all actions already in place and continuous actions</p>	

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		NHS Test and Trace implemented, using QR code. Signage in place.				
Inadequate provision of Welfare Facilities	Employees/Contractors/Visitors - contraction of Covid-19 by the following means: - Using shared door handles to enter/exit welfare facilities; - Inadequate provision of hand wash/soap and paper towels.	All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles. Where catering is provided on site, it should provide pre-prepared and wrapped food only in accordance with the Covid-Secure Procedure for Food Preparation	Staggering break times to reduce pressure on rest rooms or places to eat. Encourage staff to bring in packed lunches and eat at workstation area where suitable to do so to avoid canteen areas.	Management Team	Ongoing and thereafter reviewed every 4 weeks in line with Board of Mine Operator until further notice for all actions already in place and	

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		Cleaning Team regularly cleaning.	Welfare facilities and the kitchen/break room facilities/equipment should be regularly cleaned (e.g. microwave/kettle)		continuous actions	
Working within 2 metres of a colleague or other person	Employees/Contractors/Visitors - contraction of Covid-19 by the following means: - Risk of infection by transferring virus droplets to another person; - Greater risk of direct contact with another person.	Review if the task can be performed differently without having to breach the 2m social distancing rule. Where staff cannot maintain the 2 metre distance they must work side by side and not facing each other.	Staff encouraged to open windows to improve ventilation. Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work.	Assessed by managers for each individual risk assessments	Ongoing and reviewed every 4 weeks in line with Board of Mine Operator until further notice - for	

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		<p>Where staff are required to travel in the same vehicle windows must remain fully open.</p> <p>Consider trying to reduce reliance on 2-person delivery to reduce the need for people to travel in a shared, confined space. Where people do have to work in pairs, one should sit in the drivers seat and one in the rear passenger seat. If possible consistent pairing should be used to avoid increasing contact between different</p>	<p>Reduce exposure to this distance to less than 15 minutes.</p> <p>Keep the activity time involved as short as possible.</p> <p>Consider use of screens or barriers to separate people from each other, if possible.</p> <p>To regularly sanitise hands.</p>		all actions already in place and continuous actions	

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		<p>people and follow social distancing rules or implement PPE.</p> <p>Drivers should work alone or be 'paired' with a colleague to avoid close contact with numerous different colleagues.</p> <p>Managers will operate a system to limit the number of staff required to be in contact with each other.</p>				
Poor/inadequate Reporting of	Employees/Contractors/Visitors - contraction of Covid-19	If anyone becomes unwell with a new continuous cough, high			July 2020 and thereafter	

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potential Infection & symptoms		<p>temperature or change in taste and smell in the workplace they will be sent home and advised to follow the stay at home guidance for the relevant period of time (for at least 10 days). Line managers will maintain regular contact with staff members during this time.</p> <p>If a member of an employee's household tests positive for Covid-19 or displays any symptoms, the employee will be asked to self-isolate for 14 days.</p>			to review the position every 4 weeks in line with Board of Mine Operator until further notice - for all actions already in place and continuous actions	

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		<p>Management may request isolation notes or test results if this is suspected to be the case.</p> <p>Board-approved Coronavirus Policy in place</p>				
Shielding Groups Clinically extremely vulnerable	Employees/Contractors/Visitors - contraction of Covid-19	Staff who are in the extremely clinically vulnerable category of coronavirus (high risk), have specific underlying health conditions that make them extremely vulnerable to severe illness if they contract Covid-19. They should have received a letter from the NHS. Staff should provide a	<p>Return to Work interview pro forma. Interview carried out with each individual before they start work to clarify individual requirements</p> <p>Continue to review changed guidance around shielding and Tiers to ensure</p>	<p>JL</p> <p>JL</p>	July 2020 and thereafter to review the position every 4 weeks in line with Board of Mine Operator until further notice.	

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		manager with a copy of their letter.	appropriate protection remain in place From 5.11.20 staff in this category should work from home where they can. Alternatively, consider the provision of the CJRS (Furlough Leave) to enable you to maintain a degree of the staff members pay if they are unable to work			
Shielding Groups Clinically vulnerable	Employees/Contractors/Visitors - contraction of Covid-19	Staff who may be at increased risk from Covid-19 including those aged over 70 and those with some underlying health conditions.	Return to Work interview pro forma. Interview carried out with each individual before they start work to clarify individual requirements	JL	July 2020 and thereafter to review the position every 4 weeks in line with Board of	

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			<p>Continue to review changed guidance around shielding and Tiers to ensure appropriate protection remain in place.</p> <p>From 5.11.20 staff in this category should work from home where they can. Alternatively, consider the provision of the CJRS (Furlough Leave) to enable you to maintain a degree of the staff members pay if they are unable to work</p>		Mine Operator until further notice.	
Customers/Visitors	Employees/Contractors/Visitors - contraction of Covid-19	Any additional COVID 19 measures specified by this risk assessment	Staff/Visitors to be reminded of Government guidance on	SMc	July 2020 and thereafter	

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		<p>equally apply to customers/visitors arriving on site.</p> <p>Signage is posted around site</p> <p>Face coverings are available at reception.</p>	<p>the wearing of face coverings in all indoor spaces.</p> <p>Staff to remind visitors upon entry to wear a face covering throughout the indoor areas (except café when seated) as it is compulsory to do so (unless an exemption applies).</p> <p>All visitors must 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</p>	<p>NW</p> <p>All Visitors</p>	<p>to review the position 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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		Provision of hand sanitiser on all entrances.	<p>legitimate reason for not doing so. Face coverings are compulsory in all indoor areas of the Museum except the café area when seated.</p> <p>Staff must wear face coverings in all indoor public facing areas of the Museum when visitors are on site.</p>	All Staff		

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		<p>Limit number of customers/visitors on site at any one time.</p> <p>Timed tickets to restrict number of customers/visitors on site.</p> <p>One way system to maintain social distancing.</p> <p>Supervised access to galleries/buildings.</p>				
Drivers contracting covid-19 infections/sympto	Employees/Contractors/Visitors - contraction of Covid-19	Staff should not share vehicles or cabs, where suitable distancing cannot be achieved.	Consider trying to reduce reliance on 2-person delivery to reduce the need for people to travel		July 2020 and thereafter to review	

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ms from customers		<p>Each vehicle is provided with a cleaning and car kit for the driver to maintain the hygiene of the vehicle.</p> <p>A vehicle cleaning and equipment checklist has been designed and implemented.</p>	<p>in a shared, confined space. Where people do have to work in pairs, one should sit in the drivers seat and one in the rear passenger seat. If possible consistent pairing should be used to avoid increasing contact between different people and follow social distancing rules or implement PPE.</p> <p>Drivers should work alone or be 'paired' with a colleague to avoid close contact with numerous different colleagues.</p>		the position every 4 weeks in line with Board of Mine Operator until further notice - for all actions already in place and continuous actions	

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<p>Contractors/Business Visitors contracting covid-19 and transferring it to staff/other visitors</p>	<p>Employees/Contractors/Visitors - contraction of Covid-19 by means of direct contact with other persons or shared surfaces.</p>	<p>Any additional COVID 19 measures specified by this risk assessment equally apply to 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>	<p>Contractors will be required to supply the company with a copy of their internal COVID 19 risk assessment prior to their visit</p>	<p>SMc</p>	<p>Ongoing</p>	

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Deliveries of inbound and outbound goods	Employees/Contractors/Visitors - contraction of Covid-19	<p>The collection of goods/delivery of supplies will be scheduled to minimise congestion.</p> <p>Loading/unloading should take place without interacting with the driver and contact for exchanging paperwork/ arranging payment should be reduced as far as possible.</p> <p>Admin barriers to remain closed. Signage displayed to direct to main entrance.</p>	<p>Consider trying to reduce reliance on 2-person delivery for external suppliers to reduce the need for people to travel in a shared, confined space. Provide specific PPE.</p> <p>To designate a delivery 'zone' so delivery persons are aware where to drop off their delivery/who to.</p> <p>To clean all inbound deliveries with anti-bacterial /anti-viral wipes prior to touching them.</p>	Management Team	Ongoing	

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			Regular delivery persons should be asked to complete a self-assessment covid questionnaire confirming they do not have any covid symptoms.			
Poor/diminishing Mental Health of employees (both in the workplace, on furlough and WFH)	Employees	<p>Management will offer whatever support they can to help individuals who are struggling to cope.</p> <p>Management will maintain regular communication to keep staff informed of</p>		JL	<p>Continuing action to:</p> <p>Keep in regular contact with those working from home and on furlough.</p>	

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		<p>changes in the workplace and requirements.</p> <p>Management will make staff aware of the measure in place to protect them whilst at work.</p> <p>Management will pay particular attention to the - open door policy for those who need additional support.</p> <p>Managers must be aware of staff who are grieving. Grief affects everyone differently.</p>				

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		Board-approved Mental Health and Stress Policy in place.				
Poor/diminishing Wellbeing of all employees	Employees	Managers must talk to staff who are parents and carers about the potential to mutually agree a temporary change to their contracted hours whilst schools and normal care arrangements are suspended. Board-approved Mental Health and Stress Policy in place.	Consider the need to introduce different working hours and patterns for employees working at home who are also caring for young children at home and juggling home schooling. Talk to parents and carers about the potential to mutually agree a temporary change to their contracted hours.	Management Team	Continuing action: keep in regular contact with those working from home and on furlough.	

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Home Working	Employees	<p>All staff working at home must complete a specific DSE workplace assessment and submit this to their line manager.</p> <p>Line Managers will arrange the minimum of a weekly call with each member of staff working from home. The focus of the call must include the staff members' wellbeing and actively seek to talk about their individual situations, workloads, facilities etc.</p>	To ensure a record is kept of any complaints or queries which employees' working from home may have and to address them promptly and appropriately. For example, if an employee requires an ergonomically-adapted keyboard for health reasons; this should be provided to the employee at the employer's reasonable expense.	Management time and line managers	Continuing action: Keep in regular contact with those working from home.	

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		<p>Staff will be encouraged to maintain a normal work routine and avoid bad habits.</p> <p>Managers will familiarise themselves with lone working requirements.</p>				