

## Covid19 Risk Assessment V1a

<b>Description of Activity / Person / Area / Equipment being assessed</b>	Covid-19 spread prevention for Office based Services at Vestry House Museum
<b>Section(s) / Team(s) covered</b>	Museums and Galleries
<b>Location(s) covered</b>	Vestry House Museum
<b>Date of Original Assessment</b>	05.07.20

What date did staff (through the H&S co-ordinator) covered by this risk assessment, have the opportunity to comment on this risk assessment?	08/06/2020 and 12.06.20	
Which building Covid-19 assessment was referred to for completing this risk assessment	Referred to the William Morris Gallery	
Will staff covered by this risk assessment be aware of the controls noted and understand them (for example receive a copy or have access to it on the Council's website)?	Yes	
Copy of form sent to Trade Union Safety Representative for consultation	Yes	04/08/2020
A completed copy of this form has been sent to H&S team	Yes	22/07/2020

Has action been taken	Yes
Confirmed by Line Manager?	Yes
Lead Assessors name (print)	Sam Gibbs
Lead Assessor's signature	By email
Date:	05.07.20

Has action been taken	YES / NO / ONGOING / NONE REQUIRED (Please circle)
Manager's name (print)	Lorna Lee
Manager's signature	By email
Date:	06/07/2020

### Review Dates

Future Review Date (depends on Action Plan findings)	Actual Review Date	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
18/08/20	7/8/20	Face covering update & track and trace	Sam Gibbs	13/8/20

## Significant hazards and current controls in place


To aid with the review of the risk assessment please provide the following. Please remember, where practicable, staff should work at home

<b>Description of the service delivery</b>	Museum and Gallery service and operations
<b>Description of working arrangements</b>	Predominantly manual work although office work and administration also undertaken
<b>Proposed working arrangements as lockdown eases</b>	Predominantly staff are working from home, only essential and required staff are on site. As lockdown eases and re-opening process begins, we will also endeavour to keep the working arrangements the same, meaning predominantly staff will WFH and only those required will be onsite

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating High/Med/Low
1.	Spread of Covid-19 Coronavirus in Office buildings	Staff, Visitors, Contractors	<p><b><u>Workspace set up, Hand Washing, Social Distancing, Symptoms of Covid-19</u></b></p> <p>The staff office space has been reconfigured to ensure there is 2m social distancing for both workstations.</p> <p>Walkways will be marked with 2m spacing to help staff keep their distance</p> <p>Staff must not share their workstation or hot desk during the day.</p> <p>If the fire alarm is sounded staff should make their way to the nearest safe exit and socially distance when outside.</p> <p>Where practicable fire doors will be held open by an electromagnetic catch or “doorgard” to reduce requirement for handling doors, whilst maintaining suitable building security. All doors must be closed as part of the standard locking up arrangements each day to ensure security and fire safety of the unattended building.</p> <p>Staff must use the same desk every time they are in the office, where practicable.</p> <p>Hand sanitisers have been provided in suitable locations throughout the building. All staff issued with their own bottle also.</p> <p>Staff must clear the desk and any nearby surface at the end of the day/shift to allow easy access by cleaners for them to be effectively cleaned.</p> <p>Staff will also have access to alcohol wipes to wipe their areas on entering the building</p> <p>Service managers will maintain a risk assessment agreed with their staff specific to their use of the workspace on managing Covid-19 risks.</p>	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating High/Med/Low
			<p><b><u>Front entrance and reception area</u></b>            Social distancing markers will be put in place to allow visitors to reception to keep their distance from each other. A one-way route is in place to reduce individuals bumping into each other. Where practicable doors will open automatically, or be open, to reduce the need to handle doors whilst maintaining security.</p> <p>There is signage in place advising on:</p> <ul style="list-style-type: none"> <li>• Good hand hygiene – washing hands for 20 seconds</li> <li>• Good respiratory hygiene – Catch it, Bin it, Kill it</li> <li>• Social Distancing – keep 2m apart</li> <li>• Face Covering – requirement of customers to wear a face covering to provide additional protection for staff</li> </ul>	Low
			<p><b><u>Service Specific controls – staff working on-site</u></b>            Staff will work in designated areas. See page 9 and 10 for CAD Map</p>	Low
			<p>Capacity of staff allowed currently in the Vestry House museum varies. As of 04.08.2020 there are no plans to re-open the site to the public, however events will occur.</p>	Low
			<p><b><u>TOILETS</u></b>            A queue system will be in place for the toilets with clear social distance markers on the floor. Staff will be able to monitor and manage to ensure there is no bottlenecking occurring at the toilets and that capacity is limited to ensure social distancing can be maintained</p> <p>The toilets are cleaned every morning by the cleaners. Staff will be allocated toilets in staff area to minimise cross contamination risk to them while on shift.</p> <p>The ground floor public loo’s signage will be placed to ensure public are aware of current cleaning regime and what they must do to ensure safe use.</p> <p>Antiviral Disinfectant will be provided in the public toilets for general use to protect against coronavirus.</p>	Low



No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating High/Med/Low
			<p>This is provided instead of wipes as there is the risk that these will be flushed down the toilet and block the system. With the spray the public will be able to use toilet paper which will not cause an issue if flushed down the toilet.</p> 	
			<p><b>STAFF WORKING ONSITE</b></p> <p>When face to face meetings occur, they will be kept as short as practicable and where possible to under 15 minutes.</p> <p>Desk meetings are not allowed where the 2m social distancing rule cannot be maintained.</p> <p>Shared spaces have set capacities- CAD Map on Pg. 9 and 10 details maximum allowed:</p> <ul style="list-style-type: none"> <li>• Ground floor reception/shop office – 1 person at desk one greeting at entrance</li> <li>• Garden Room – 24 people + 6 People outside under covered walkway for weddings</li> <li>• First Floor staff kitchen – 2 people</li> <li>• First Floor office – 2 people</li> <li>• Photo Archive – 1 Person</li> <li>• Searchroom – 4 people</li> </ul> <p>Staff are encouraged to take a walk at lunchtime to get a change of scenery, as rest areas are extremely limited.</p> <p>Senior staff will support all staff and visitors in ensuring social distancing requirements are being followed and provide advice where there are issues.</p>	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating High/Med/Low
			<p>Whenever staff enter a stairway it must be noted no passing permitted. Staff must back out and 2 meters away from stairwell entrance/exit to permit staff member already on stairwell a safe route to exit.</p> <p>No more than 2 staff in the first floor kitchen at any one time. Staff must adhere to 2-meter social distancing. Before entering staffroom staff must check that they are not breaching capacity</p>	
			<p><b>EVENTS</b></p> <p>A staff member will be assigned to supervise and assist the event, ensuring social distancing is maintained and attendees are sanitising their hands on arrival and are wearing a face covering.</p> <p>A contact name and number will be collected for each group/bubble attending a wedding/event for track and trace.</p> <p>All attendees will be advised to follow the most up to date <a href="#">Government guidelines</a>. The staff member overseeing the event will have read the guidance to ensure all measures are in place.</p> <p>All hires for the Garden Room will be guided to the spaces when safe to do so by staff member.</p> <p>They will be instructed to stay clear of the main public spaces only entering and exiting the garden room area via the Vestry House Museum garden and the Garden gate. At no point should they be entering the main Vestry House Museum building.</p> <p>All attendees must wear face coverings, unless the event is a wedding/civil partnership then the celebration couple are not required to wear a face covering.</p> <p>For possible layout of the rooms see P9g. and 11</p>	Low
			<p>Individuals identified to re-enforce social distancing and hygiene measures to colleagues. This will be the responsibility of the senior staff member onsite to complete or designate.</p>	Low
			<p>Have identified at risk staff and arranged appropriate work to keep them safe and productive</p>	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating High/Med/Low
			Work schedules reviewed to including start & finish times/shift patterns, working from home etc. to avoid use of public transport and reduce number of workers on site at any one time. This will be made clear in the weekly rota's.	Low
			Rota developed and agreed with staff on attendance in the office, this is available for review on the shared drive in the rota folder. Completed weekly.	Low
			Staff and management aware of which desk areas to work at. Staff aware of the office protocol, building risk assessment and staff have confirmed it has been read.	Low
			This risk assessment has been shared and reshared after updating, with staff as dated on page 1.	Low
2.	Member of staff shows symptoms of Covid-19	Staff & Public	<p>Management will engage fully with the local authority's public health team's <a href="#">Local Outbreak Control Plan</a> and the NHS Test and Trace system</p> <p>Staff and have been advised they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>o <a href="#">book a test</a> if they are displaying symptoms. Staff must not come into the building if they have symptoms and must be sent home to self-isolate if they develop them in the building.</li> <li>o provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> <li>o <a href="#">self-isolate</a> if they live in a household with someone who develops coronavirus (COVID-19) symptoms or they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if asked to do so by NHS Test and Trace</li> </ul> <p>Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet.</p>	Low
3.	There is a confirmed case of Covid-19 at Vestry House	Everyone	<p>As set out in the <a href="#">Local Outbreak Control Plan</a>, if made aware of a positive case in a staff, the manager will immediately contact the London Coronavirus Response Centre (LCRC) on 0300 303 0450 for advice on isolation of contacts and for a risk assessment to be completed. The manager will notify the <a href="#">Public Health Team</a>.</p> <p>The LCRC will provide guidance on communications and letter templates for the building manager to send to staff, customers, and the wider community.</p>	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating High/Med/Low
			Ongoing infection control advice and support will be made available to library via the Public Health team	
4.	Member of the public shows signs of Covid-19	Staff and public	Member of public will be asked to leave Vestry House Museum immediately and advised to go straight home and call NHS 111 for advice.  The area they are in will be closed and cleaned before access is allowed to other members of the public  The member of public will be advised tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a> , or ordered by telephone via NHS 119 for those without access to the internet.	Low
5.	Staff wellbeing deteriorates due to Covid-19 Pandemic	Staff	Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help  Manager and staff refer to <a href="#">stress policy</a> for guidance  Staff are aware of and are regularly reminded of the employee assistance programme	Low

**Risk Rating : if High or Medium use Action Plan**

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

## Action Plan for Improvement

No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By

**Risk Assessment Review:** During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the “Significant hazards and current controls” page to reflect the improvements made.



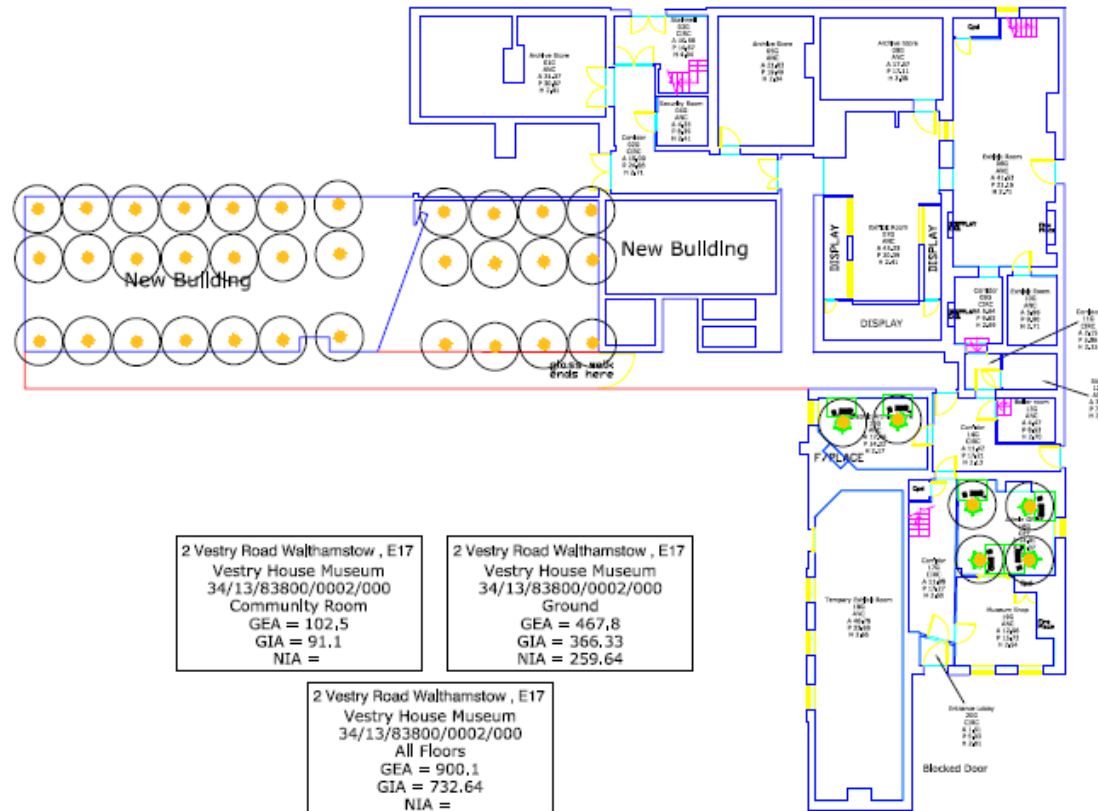
# Vestry House Museum Ground Floor Plan

Location Key

**NOTES**

Ref. Description

Date



2 Vestry Road Walthamstow , E17  
 Vestry House Museum  
 34/13/83800/0002/000  
 Community Room  
 GEA = 102,5  
 GIA = 91.1  
 NIA =

2 Vestry Road Walthamstow , E17  
 Vestry House Museum  
 34/13/83800/0002/000  
 Ground  
 GEA = 467,8  
 GIA = 366,33  
 NIA = 259,64

2 Vestry Road Walthamstow , E17  
 Vestry House Museum  
 34/13/83800/0002/000  
 All Floors  
 GEA = 900,1  
 GIA = 732,64  
 NIA =



Project : Vestry House Museum  
 Drawing Title : Ground Floor Plan

Scale :	1200@A3	Drawing No.
Date :		
Drawn :		Revision :

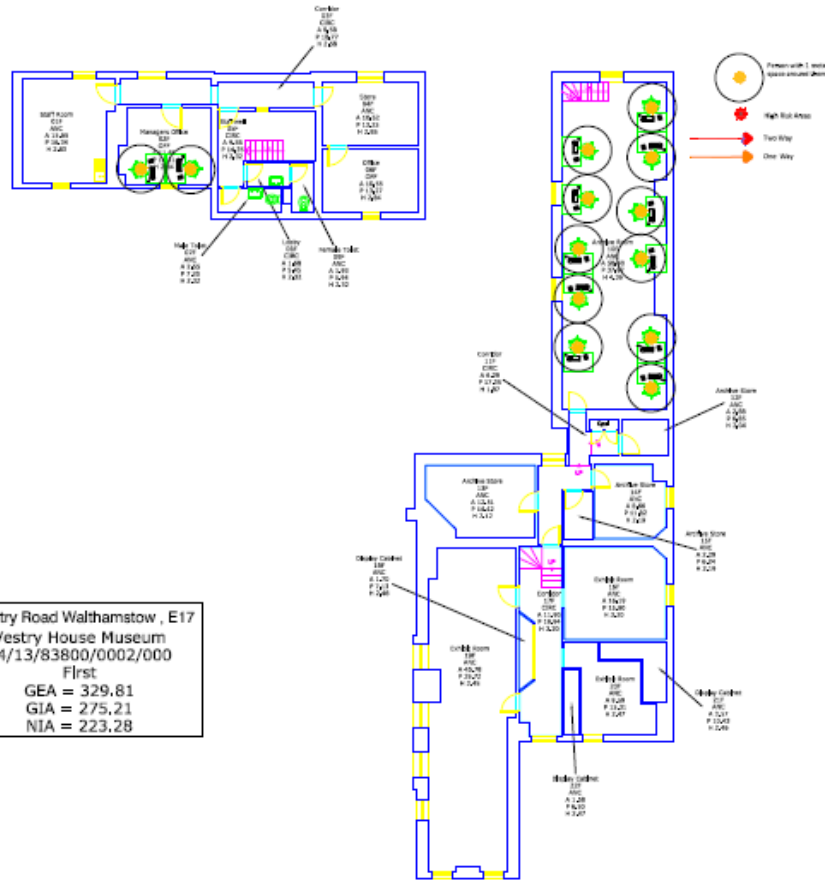
# Vestry House Museum First Floor Plan

Location Key

**NOTES**

Ref. Description

Date



2 Vestry Road Walthamstow , E17  
 Vestry House Museum  
 34/13/83800/0002/000  
 First  
 GEA = 329.81  
 GIA = 275.21  
 NIA = 223.28

Ad  
 toc



Project : Vestry House Museum

Drawing Title : First Floor Plan

Scale : 1:200@A3

Date :

Drawn :

Drawing No.

Revision :

