



Title : Shetland Museum & Archives Covid 19 Re-opening	Date of Assessment : 02/07/2020	Risk Assessor: Adam Johnson, Head of Operations
Risk Assessment Reference : 002	People involved in making this assessment : Adam Johnson in conjunction with staff	
Task/ Process : COVID-19 restart ready	People at Risk : Employees, Contractors, Members of the Public, Children & Young Persons	
Hazard : Communication & Training Staff who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and jeopardise the health of others.		
Control Measures:		
1. Meetings will be held between management and key members of staff to discuss effective procedures and procedural changes when required.		
2. Posters are displayed throughout office areas, regarding enforcing social distancing where possible, hand washing and hygiene measures.		
3. Employees are provided with a tool box talk and this risk assessment, they must sign to state they have read and understood the content.		
4. All SAT personnel are required to undertake the COVID-19 - Return to Business for employees e-learning along with SAT Managers and Leaders to undertake the managers version of this.		
5. We talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), whilst posting these important messages and updates on our Workplace platforms.		
6. Employees are instructed to promote good respiratory hygiene by educating the 'catch it, bin it, kill it' approach.		
7. We make contact with individuals who are unwell and ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend the premises.		
8. All SAT personnel are required to complete the Pre-return to work declaration for Employees prior to restarting at their respective places of work.		

Hazard : Personal Protective Equipment (PPE) Incorrect use of PPE resulting in risk or transfer of virus.

Control Measures:

1. Wearing a face covering or face mask within the Foyer area of SMAA is mandatory.
2. All staff to be issued with a face mask and visor.
3. Appropriate training of its use and fitting is to be completed either by face to face and or by a tool-box video completed by a competent person via workplace.
4. Adequate stock of PPE is to be maintained by the Facilities and Maintenance Manager

Hazard : Cleaning and Hygiene Inadequate cleaning & hygiene standards pose a risk of spreading infection by way of cross-contamination from surfaces contaminated with the coronavirus.

Control Measures:

1. All substances have been adequately risk assessed by a competent person.
2. Staff are required to report anything contaminated or spilt that requires cleaning.
3. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the building.
4. A colour-coded cleaning system is used by cleaning staff, to prevent cross contamination of surfaces.
5. Cleaning regimes have been implemented on a more frequent basis
6. Cleaning regimes have significantly increased and the frequency of cleaning of hard surfaces (floors, handrails, door handles, passenger lifts, building equipment buttons, switches, etc). Contract cleaning staff have been increased in line with the increased cleaning regimes.
7. Employees are instructed to promote good respiratory hygiene by educating the 'catch it, bin it, kill it' approach.
8. Members of the Public will be encouraged to actively sanitise hands before and after entering different zones within the respective facility.
9. Hand Hygiene posters will be displayed throughout the buildings including staff only areas

Hazard : Public Space capacity management Overcrowding of communal areas leading to higher risk of outbreak.

Control Measures:

1. Foyer, Exhibition, Cafe, Auditorium areas used at a capacity that does not infringe on social distancing measures less than 2 metres.
2. Household groups to book prior to entry and are guided by staff either face to face or by Tannoy on when to progress to next zone of the facility.

3. We stagger the use of staff rooms and offices to limit occupancy.

Hazard : Use of shared resources Potential risk or transfer of virus through cross-contamination.

Control Measures:

1. We prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently.

2. Staff to be solely responsible for their respective work stations, ensuring that it is left clean prior to completing their shift.

3. Coffee and tea making facilities will adhere to strict cleaning regimes bearing in mind the common touch points of fridges, kettles etc and they will use their own cup.

Hazard : Refreshment areas The use of indoor and outdoor areas may alleviate capacity pressure on other areas of the facility and provide suitable rest for individuals and groups particularly with young children to enjoy a seat and own picnic.

Control Measures:

1. Outdoor equipment should not be used unless supervisors are able to ensure that it is appropriately cleaned between groups and that multiple groups do not use it simultaneously.

2. These areas must be booked in advance providing confidence that they have been adequately cleaned prior to use and preventing cross contamination from previous users

Hazard : Contractor control and third parties e.g. parents Inadequate communication with third parties

Control Measures:

1. Communication taken place with contractors and suppliers that will need to prepare to support our plans for opening for example, cleaning, catering, food supplies, hygiene suppliers.

2. Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.

3. We make clear to parties that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).

Hazard : Transport arrangements Inadequate transport arrangements leading to close contact and overcrowding.

Control Measures:

1. We ensure that all Staff travel in their own vehicles.

Hazard : Waste Ill-health as a result of the transfer of coronavirus and other pathogens through cross contamination after contact with waste (accidental or otherwise).

Control Measures:

1. Waste bins are provided within picnic and common areas, including staff rooms.
2. Staff instructed to not put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food or tissues.
3. Staff instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and taken home.
4. All waste bins and receptacles are carefully and safely emptied daily by the contracted cleaning staff.
5. Staff are required to have consideration for contracted cleaning staff with regards to discarded tissues, food, etc. to prevent cleaning staff being accidentally contaminated.

Hazard : Close contact Staff working on the premises may be at risk of exposure to other members of staff or visitors who are carrying coronavirus, knowingly or unknowingly.

Control Measures:

1. Staff are required to be environmentally aware and sit out of the immediate air flow from fan heaters, cooling fans and or ventilation systems that could spread the virus. Where possible the use of such systems will be avoided
2. Physical contact, such as handshakes, hugs, pat on the back, etc. is to be avoided.
3. Staff are instructed where able to avoid contact and follow social distancing rules, however, due to the nature of work this may be necessary to provide care.
4. The use of Bluejeans to conduct meetings will still be actively encouraged to avoid face to face discussions or minimised.

Hazard : Communal facilities, entrance, toilets, stairs. Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health.

Control Measures:

1. Staff made aware that where welfare facilities are used during the working day, they must have an awareness of surfaces (toilets, sinks, door handles, soap, and soap dispensers, etc) and objects which are visibly contaminated with bodily fluids must not be touched, but reported to a manager.
2. Staff instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.

3. Supplies of soap and sanitising agents provided and regularly topped-up at all hand washing stations. NHS, DfE and Public Health hand washing advice posters displayed.

4. Contract cleaning services have been increased. Toilets and communal areas, along with classrooms, are cleaned more frequently than before and the cleaning routine is to a higher specification.

Hazard : Vulnerable employees or children Vulnerable employees or children with existing health conditions are at a higher risk of contracting COVID-19, which may have a significant increased adverse affect on their health and wellbeing.

Control Measures:

1. In accordance with Govt. policy adults and children who are in the vulnerable and high risk categories are not allowed on the premises. This will be advised via the websites when planning to book.

2. In accordance with Govt. policy staff who are in the vulnerable and high risk categories are not allowed on the premises.

Review Date: 15/07/2021

Reviewer: Adam Johnson

Reviewed and approved by:

- Shetland Islands Council – 9 July 2020
- Shetland Amenity Board of Trustees – 10 July 2020
- Peninsula Health & Safety – 9 July 2020