GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

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| Site | **University of Birmingham**  **Main campus** | **Department** | **Lapworth Museum of Geology**  **GEES, CoLES** | | **Version / Ref No.** | **V4.0** |
| **Activity Location** | **Lapworth Museum of Geology**  **(Aston Webb A-Block)** | **Activity Description** | **This Building is currently is standby mode under further notice**  **COVID-19: Building Risk Assessment for:-**  **The Lapworth Museum of Geology (Aston Webb) - Public Museum used by campus and wider community.**  **Comprising:- Reception, Public Galleries, Office Spaces, Research/Volunteer Room, Staff Tea Room/Kitchenette, Toilet Facilities, Museum Education-Activity Room and Storage Facilities.**  **Lapworth Museum staff total 6.7FTE.**   * **1.7 FTE of Visitor Services Assistants (1 VSA on site during opening hours, with support from the core/back of house team – listed below)** * **1.0 FTE Museum Director** * **2.0 FTE Learning & Public Engagement Team** * **1.0 FTE Assistant Curator** * **0.7 FTE Digital Technologies Officer** * **0.15 FTE Academic Keeper (Academic not within Museum space)** * **0.15 FTE Academic Keeper (Academic not within Museum space)**   **The Museum is seeking to re-open to the public from Monday 28th September (tbc) for basic visits, but no group visits or onsite events will be taking place. In order to follow Government and Museum Sector requirements, visiting will be via a booking-ticketing system (Eventbrite) available from the Museum’s website.**  **\*As part of GEES in CoLES, all Museum staff receive associated School and College communications/information.** | | | |
| **Assessor** | **Jon Clatworthy**  **(J.C.Clatworthy@bham.ac.uk)** | **Assessment Date** | **25th September 2020 & 20/1/2021** | **Date of Assessment Review** | **When planning to move from standby** | |
| **Academic / Manager Name** | **Richard Marguerie** | **Academic / Manager Signature** | **Richard Marguerie** | | | |

| Hazard Assessment | | | | Control Assessment | | | | | | | | | Actions | | |
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| Hazard Category | Hazards Identified | Who might be harmed?  Staff  Students  Contractors  Others | How might people be harmed? | Existing Control Measures | Initial Risk Rating | | | Are these adequate?  Yes/No | Changes to/ Additional Controls | Residual Risk Rating | | | Owner | Due  Date | Action Complete |
| S | L | R | S | L | R |  |
| Organisational-O1 | Psychological well being | Staff | Anxiety and stress caused by concerns around returning to work | Regular communication is in place (individual and group) via weekly Lapworth Team meetings, and individual one to one meetings with line managers, email updates and weekly messaging to ensure staff are not ill-informed about returning to work safely.  Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the University’s lines of communications (i,e line managers, Internal Comms) and shared with staff via *team meeting, one to one meetings, health and safety committees/forums, email and messaging* and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx):  Risk assessment shared and an electronic copy is available on the shared drive. Staff regularly reminded to keep themselves up to date with its content. Drive Details: S:\Lapworth Museum\RE-OPENING AUTUMN 2020  New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through Line Managers. These include:   * ***Social distancing: General guidance for staff and students*** * ***Social distancing: Buildings adaptations guidance*** * ***Social distancing***: ***Product solutions booklet*** * ***Social distancing: Building checklist*** * ***On-line induction materials for returning to campus***: combination of the guidance and videos.   <https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx>   * ***Return to Campus COVID-19: Building Risk Assessment* (This completed/agreed Risk Assessment)**   Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees’ mental health and wellbeing and individuals have been made aware via team meetings, increased one to one meetings, induction, and of guidance available in relation to this:  <https://www.hse.gov.uk/stress/>  <https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx>  <http://www.selfhelpguides.ntw.nhs.uk/birmingham/leaflets/selfhelp/Stress.pdf> | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Organisational  -O2 | Psychological well being | Staff | Anxiety and stress caused by concerns around returning to work on Campus | Managers hold regular informal discussions with their team and look at ways to reduce causes of stress. Possibility of anxiety discussed openly at Lapworth meetings, weekly team meetings and one to ones.  Concerns regarding workload issues or support needs are escalated to line manager at one to ones, or as needed on an ad hoc basis. All Lapworth staff are aware they can contact the Museum Director over issues/concerns, if they wish, at any time.  As part of the School of Geography, Earth & Environmental Sciences, within CoLES, all staff are aware of methods to raise concerns and seek additional support at School and College level.  Staff/students who *should not* under any circumstance work on campus have been identified and managers/supervisors have discussed alternative arrangements with them to ensure that they do not return to work on campus. Staff who *should not* under any circumstance work on campus include:   * Any member of staff who has been through a return to work on campus assessment and has been advised by Occupational Health or a medical professional (including a midwife in respect of pregnancy) not to travel to work on campus. * Staff in the clinically extremely vulnerable category (those shielding) for whom current guidance is that they should not to travel to work, even where their work cannot be undertaken remotely.   <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-vulnerable>  Existing risk assessments including those for new or expectant mothers reviewed and revised to reflect new working arrangements. Reasonable adjustments made, including those needed for PEEPs especially in relation to who will assist with their evacuation in an emergency, to avoid staff that require them including disabled workers being put at a disadvantage.  Employees who have concerns about either continuing to work on Campus or working from home/remotely have discussed these with their line manager or supervisor and where necessary an occupational health referral has been made using the Occupational Health Referral for Covid-19 Assessment Form.  <https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx>  <https://intranet.birmingham.ac.uk/hr/documents/public/Wellbeing/Covid-19-Return-to-Campus-Discussion-Form.docx>  Employees are made aware of support mechanisms available to them (e.g. counselling, occupational health, HR, etc.) through line managers, internal communications and University webpages:  <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/index.aspx>  Initial site induction will take place to ensure all staff are familiar with arrangements. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Organisational  -O3 | Psychological well being | Voluntary Staff | Anxiety and stress caused by concerns around returning to work on Campus | As is the case with the National Museum & Heritage Sector, the Lapworth Museum of Geology benefits greatly from the input of Volunteers. These tend to be members of the wider community, or the student community. Many of the wider community volunteers are retired adults.  On re-opening, no volunteers will be working at the Lapworth Museum. This will be reviewed in due course, as the current COVID-19 situation develops. At present, it is planned to review this, during January 2021.  Where possible, some volunteers who wish to, will be able to work on Lapworth Museum tasks remotely. If this is the case, Lapworth Museum staff will support volunteers through:-   * Regular communications. * Virtual meetings. Where volunteers can raise any issues or concerns   As has been the case during lock-down/closure, Lapworth staff will ensure that they maintain informal contact with all current volunteers, whether they are working offsite, or not. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Biological  B1 | Virus transmission in the workplace | Staff, students, visitors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing: Lapworth Museum of Geology Building checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections.  Staff to work using the mixed model of site and home based as agreed with line manager, in line with Government and University guidance.  VSA’s will be 1 member of staff working on site, with support as necessary from back of house team.  Managers / supervisors ensure staff and students with any form of illness do not attend work/campus until the illness has been verified as not being Covid-19.  Managers / supervisors keep track of when staff and students can return to work/campus after the symptom free period.  Regular access to the Lateral Flow Device screening tests provided to staff and students who are coming onto campus.  The University’s [***On-line induction materials for returning to campus***](https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx) combination of the guidance and videos have been provided and completed for all staff working in University buildings*.*  Posters are displayed that encourage staying home when sick, cough and sneeze etiquette in numerous places – including entrances to the University and within buildings.  Schedules for essential services and contractor visits revised to reduce interaction and overlap between people and building managers and occupants informed of when the visits will take place and which services are being maintained e.g., e.g., carrying out services out of hours.  Un-essential trips within buildings and sites prevented and discouraged e.g. access to some areas may be restricted for staff who do not need access.  To help with consistency and adherence to building specific measures such as access routes, occupancy limits etc. staff from other departments accessing the building (such as cleaning and Estates) have received a building specific induction including information and on-site inductions.  Un-essential trips within buildings and sites discouraged and reduced, e  The reception will have a Perspex screen, and Visitor Services Assistants (VSA’s) and any other staff interacting with visitors will use visors/masks (unless exempt) | 3 | 2 | 6 | Yes | Authorisation process of staff to return will require UoB COVID canvas course to be completed, and local building induction to have been read and agreed which will be monitored by line management and recorded. Only then will building access be granted. |  |  |  | JC  AM  (The Line Managers) |  |  |
| Environmental  E1 | Virus transmission in the workplace due to lack of social distancing | Staff, visitors students | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Only essential work authorised and approved by the Government and University is permitted in University buildings.  Workplace routines changed to ensure room/building capacity calculated to maintain at least 2m social distancing is not exceeded including:   * Staff are now avoiding public transport (instead- cycling, driving or walking), and their arrival and depart times are staggered. This will help to avoid peak congestion. * Amended shift routines and staff handovers -particularly for Visitor Services Assistants (Museum Reception) * Formal team briefings/meetings are virtual (Zoom) and held Tuesday every week. Other virtual meetings (Zoom) will take place during the week, as necessary. Reception staff have a very brief meeting at the start of each day, socially distanced within the wide open museum gallery space (>2m), before visitors are on site. * Agreed and managed Rotas and home working as necessary, to reduce room/building capacity and contact. * Arrival and departure times at work staggered to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.   To help contain clusters and outbreaks and assist the University with any requests for data by the NHS Test and Trace service a temporary record of shift patterns and teams and attendance in the building is kept for 21 days. NHS Test and Trace QR code is displayed in the building for visitors and staff to scan using the NHS Covid-19 app.  Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on our industry, which are included in the latest Guidance on these measures and can be found by clicking the following link [Social Distancing Guidelines](https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance#shops-running-a-pick-up-or-delivery-service)).  One-way flow systems implemented and visual aids, such as floor strips, signage, are used for maintaining social distancing throughout the building/workplace and have been designed to be clear to the users of the space.  Staff activities are segregated to promote the 2m social distancing rules including:   * Staff relocated/working in different spaces to ensure appropriate social distancing. * Staff operating a rota, and locally agreed home working pattern, as necessary, to ensure social distancing and reduced contact is in place. * Visual management aids in place to remind people of the need for social distancing. * Headcount capacity to ensure social distances standards have been achieved have been set and displayed in shared rooms * Capacity limits have been set, and displayed, for common facility areas, including toilets, welfare area. * The Lapworth staff welfare area/kitchenette is using a one out one in policy. All users are encouraged to wash their hands prior to using equipment (kettle) and to wash their hands after use. Additional signage for the correct method for handwashing displayed. * Staff encouraged to remain on-site including bringing their own lunch and, when not possible, maintaining social distancing while off-site.   Clear method of socially distancing of staff and visitors in reception areas defined and implemented including:   * 2m social distancing in reception areas, numbers kept low to avoid need to queue. Should it be necessary for people visiting the museum to queue to check-in at reception, measures will be in place to allow social distancing, utilising signage and barriers inside the museum and outside, as necessary. * Visitors Entering and Exiting separated by Tensa barriers and controlled by limited ticketed bookings for timed slots (as described). * The museum will have a reduced retail offer with contactless payments only. The card reader will be wiped/cleaned with 70% EToH between transactions.   Visits from people outside of the building are managed via remote connection/working where this is an option. and only if the visit is essential will be allowedl  Colleagues’ professional visits managed virtually as currently.  All visitor arrangements have been revised to ensure social distancing and hygiene at all times in accordance with the Good Practice Guidelines for Reopening Museums, published by the National Museum Directors’ Council with DCMS support – please see <https://www.nationalmuseums.org.uk/coronavirus-update/nmdc-good-practice-guidelines-opening-museums>  All corridors are :   * Marked in areas to ensure social distancing and any required orientation is adhered to (lines and arrows on floor) * One way system around building where space requires e.g. Mezzanine-Mineral Gallery * Corridors that are over 2 m wide have a two way system of use, people using the corridor must stay to their left.   Information provided and signs displayed informing people to use the stairs to the Mezzanine Gallery rather than the Museum’s platform lift - unless they have difficulty using the stairs. The maximum occupancy of the lift has been reduced to 1 person (-plus carer, if required). Once users have left the lift, posters are displayed to encourage them to wash/sanitise their hands. Use of lift is normally only for those needing access. Users are requested to inform nearby reception if they wish to utilise the lift so that touch points can be sanitised.  The Mezzanine (Mineral) Gallery stairs are an open-view straight flight. Signage will indicate ‘no passing on stairs’ with space for people to wait at top and bottom, as necessary.  Social gathering amongst employees are not permitted ~~have been discouraged~~ have been discouraged whilst at work including meetings where alternative arrangements have been/ can be provided e.g. virtual meetings  Large gatherings including University events organised in public outdoor spaces have been cancelled or postponed or alternative virtual solutions provided. Currently, no group bookings, or events are permitted.  Managers perform frequent evaluation against social distances controls. Following re-opening controls will be assessed regularly at weekly Lapworth Team meetings. Staff are reminded through informal meetings of the importance of social distancing, both in the workplace and outside.  Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should. These will be discussed at Lapworth Team meetings.  Only essential work authorised and approved by the Government and University is permitted in University buildings. Where the 2m social distancing guidelines cannot be followed in full in relation to a particular essential activity, such as large object handling, consideration has been given to whether that activity needs to continue, and, if so, all the mitigating actions possible to reduce the risk of transmission between staff have been included in a task specific risk assessment and are being taken. Mitigating actions include:   * Further increasing the frequency of hand washing and provision of hand sanitiser and surface cleaning. * Keeping the activity time involved as short as possible. * Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. * Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others). * PPE consisting of face masks and/or a clear visor that covers the face, and provides a barrier between the wearer and others, provided for staff working in close proximity to people and in particular a person’s face, mouth and nose, for an extended period of time (the majority of the working day). Re-usable visors are cleaned and sanitised regularly using normal cleaning products. * Re-organising pedestrian flows * No working in close proximity to people and in particular a person’s face, mouth and nose, for an extended period of time (the majority of the working day) is permitted unless the work is essential such as in clinical settings, like a hospital, or other close contact roles for example, Occupational Health clinical services where there is an activity specific risk assessment and PPE is provided for individuals undertaking this work.   Individuals (including staff, students, visitors and contractors), unless exempt, are required to wear face coverings, inside all University buildings at all times except for in single occupancy rooms. Information provided in the University and local communications and local inductions and signs displayed informing people of the mandatory requirement to wear a face covering within the building  Individuals, unless exempt, are required to wear face coverings, in all University learning environments, where the use of the face covering does not impact teaching and learning. Information provided in the University and local communications and signs displayed informing people of the mandatory requirement to wear a face covering within the building  When wearing a face covering you should:   * wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on * avoid wearing on your neck or forehead * avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus * change the face covering if it becomes damp or if you’ve touched it * avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering buildings)   When removing a face covering:   * wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing * only handle the straps, ties or clips * do not give it to someone else to use * if single-use, dispose of it carefully in a residual waste bin and do not recycle * if reusable, wash it in line with manufacturer’s instructions at the highest temperature appropriate for the fabric * wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed   Adequate training has been made on what PPE is required (i.e. gloves, masks, aprons, goggles, the correct donning/doffing of PPE and face fit testing. Government advice is followed:  <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>  PHE quick guides for correct donning and doffing of PPE for [non-AGPs.](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures) as well as for[AGPs](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures). has been utilised for examples in best practice for putting on and taking off (donning and doffing).  Face coverings were made legally mandatory for museum visitors from 8 August 2020 in England. This information will be included in all pre-booking comms, visitor pathway, and reiterated on site. Masks will be provided for booked visitors who arrive without face coverings (if not exempt).  Face coverings are therefore mandatory for Lapworth staff working within the galleries/public areas. Visors will be provided for, and worn by, Visitor Services Assistants and Museum staff members when within the galleries and public museum spaces. | 3 | 2 | 6 | Yes | . |  |  |  |  |  |  |
| Biological  B2 | Suspected case of COVID-19 | Staff, students, visitors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Response plan in place in the event of a confirmed or suspected case of COVID-19 and communicated and includes:   * If a person becomes unwell in the workplace with suspected COVID-19, they will be sent home in accordance to the University guidance. If any visitors appear unwell or make comment or complain to staff members that they are feeling unwell they will be asked to leave the building with immediate effect and to follow the University and Government advice. Managers will follow the NHS Test and Trace workplace guidance: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> * The area will be cleaned in accordance with the specific Government [guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) * Provision and monitoring of adequate supplies of cleaning materials are in place. * Team briefed at induction and via online meeting/email on actions to be taken in the event of someone being suspected of having COVID-19. * Staff must tell their line manager if they develop symptoms. Absence will be managed in accordance to the University guidance provided. * Employees to follow the Government advice: <https://www.gov.uk/coronavirus> * Line managers will maintain regular contact with staff members during this time, in accordance with the University sickness absence guidance and monitor for signs of symptoms in the remaining workforce and keep Senior Managers informed of the situation whilst following the Government’s guidance for contact tracing: contact with co-workers: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> * If an individual tests positive for COVID-19 this will be managed in accordance with the University’s [Test, Trace and Protect Process](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx). * If multiple cases of coronavirus appear in a workplace, an outbreak control team from either the local authority or Public Health England will, if necessary, be assigned to help the University manage the outbreak. The University will seek advice from the local authority in the first instance. * Individuals will be told to isolate because they:   + have coronavirus symptoms and are awaiting a test result   + have tested positive for coronavirus   + are a member of the same household as someone who has symptoms or has tested positive for coronavirus   + have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace.   <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>.  Museum visitors are required to book tickets and are recorded via our Eventbrite ticketing system to facilitate Track and Trace. All visitors are checked in at the Lapworth Museum reception. Visitor data will be maintained (electronically) for 21 days on UoB secure drives, and in line with GDPR requirements.  Records of Lapworth Museum staff on site each day will be maintained.  Research visitor details recorded as part of new protocols for research visits. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Biological  B3 | Someone entering the workplace with COVID-19 | Staff, students and visitors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Companies who regularly attend or work in the building requested to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.  Anybody visiting site will be informed that they are not to enter if they are experiencing COVID-19 symptoms or should be self-isolating under the government Guidelines. This message will be reiterated on the Lapworth website and ticketing system and all visitor comms, from booking to arrival.  If a person becomes unwell in a University workplace with suspected COVID-19, they will be sent home in accordance to their company’s guidance. University managers will follow the NHS Test and Trace workplace guidance for any University staff that may have come into contact with them: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>  Research visitors utilising the collections and potentially the collection stores are pre-booked and contact details recorded, as part of visiting arrangement.  The researcher will work in a space where objects can be taken to a work area and the objects quarantined for 72 hrs after use. If working in a store through collections/boxes, the material will be quarantined for 72 hrs after use. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Biological  B4 | Someone entering the workplace with COVID-19 | Staff, students,  Visitors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Research visitors utilising the collections and potentially the collection stores, are all pre-booked and contact details recorded, as part of visiting arrangements. Bookings have to be made via the Assistant Curator, and in their absence, via the Museum Director.  Guidance for using the collection and collection stores will be provided at the time of booking, and on arrival. They will be advised not to visit if they are feeling unwell and/or have symptoms of COVID-19, or have currently been notified to self-isolate via Track & Trace.  Sanitiser will be available in the collection work space/stores and researchers will asked to sanitise their hands pre- and post, working with the collections.  Visitors encouraged to follow good hygiene during visit.  All research visits will follow Museum Sector best practice in collection care.  \*See also Hazard Category E2 immediately below. | 3 | 2 | 6 |  |  |  |  |  |  |  |  |
| Environmental  E2 |  | Staff,  Students, Visitors | Contact with an object that has been contaminated with COVID-19 and which subsequently transmits this to another person | Research Visitors –  All research visits are pre-booked and contact details recorded, as part of visiting arrangements. Bookings have to be made via the Assistant Curator, and in their absence, via the Museum Director.  The researcher will work in a space where objects can be taken to a work area and the objects quarantined for 72 hrs after use.  If working in a store through collections/boxes, the material will be quarantined for 72 hrs after use.  Sanitiser will be available in the collection work space/stores and researchers will asked to sanitise their hands pre- and post, working with the collections.  Visitors encouraged to follow good hygiene during visit.  All research visits will follow Museum Sector best practice in collection care.  \*See also Hazard Category B4 immediately above. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental  E3 | Virus transmission in the workplace | Staff, students, visitors | Contact with an object that has been contaminated with COVID-19 and which subsequently transmits this to another person e.g. surfaces, any inanimate objects & touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors. | Individuals have been instructed and are regularly reminded through information posters in all toilets and kitchen areas, to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance:  <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>  Posters are displayed around the workplace including in welfare and toilet facilities, and focal areas such as lifts and staircases.  Soap and water and hand sanitiser are provided in the workplace and adequate supplies are maintained and are placed at the entrance to the building and in other areas where they will be seen.  Individuals have been informed to check their skin for dryness and cracking and to inform their line manager or supervisor if there is a problem.  Individuals are reminded to catch coughs and sneezes in tissues – Follow: “Catch it, Bin it, Kill it” and to avoid touching face, eyes, nose or mouth with unclean hands. Posters are displayed around the workplace.  To help reduce the spread of coronavirus (COVID-19) individuals are reminded  *at all team meetings and team comms* of the public health advice:  <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>  A review of the cleaning regime for the building/area has been undertaken, to ensure controls are in place to keep surfaces clean and free of contamination, cleaning products and disposable cloths have been made available to all occupants and everyone has been briefed on induction on the importance of keeping surfaces and work equipment clean.  There is limited or restricted use of high-touch items and equipment, for example, printers or whiteboards.  Sharing of specific museum equipment, for example camera’s, 3D scanning equipment, is restricted where possible and cleaned / disinfected before and after use.  Objects and surfaces that are touched regularly, such as door handles and keyboards, are cleaned frequently by users, with centrally provided cleaning/antibacterial products, and making sure there are adequate disposal arrangements. Enhanced general Museum cleaning regime in place. Individuals responsible for own office touch points (door handles), keyboards not shared. In public areas, VSA staff regularly wipe public touch points such as stair rail.  Key objects have been identified and are signed as ‘please do not touch’.  During the working day, between timed visiting slots, Museum staff will clean key surfaces identified as potential touch points for visitors. Museum staff will wear face coverings, aprons and disposable gloves whilst doing so.  Internal doors that **are not** signed as fire doors (unless held open with a mechanical device) and are not security doors, are kept open whilst working (last person out shuts the doors) to prevent multiple people using door handles.  There is no hot-desking in any offices.  There are cleaning procedures for goods and merchandise entering the site. Staff likely to handle goods/merchandise will be encouraged to increase handwashing and hand sanitiser provided where this is not practical. Non-business deliveries stopped, for example, personal deliveries to workers.  Everyone is encouraged to keep personal items clean including washing spectacles with soap and water, clean phones, keyboards and shared machinery handles etc. before after and during work through induction, team meeting and regularly circulated reminders. People are also encouraged to keep personal items to a minimum.  Staff have been encouraged on induction to bring their own food and kitchen utensils including mugs/cups, cutlery etc.    Regular walk rounds by management will be implemented with an emphasis on sharing best practice and to ensure people are following controls e.g. implementing the new cleaning regime, following hygiene procedures etc. Issues will be discussed at regular Team meetings.  COVID-19 cleaning products used have a current valid chemical risk assessment in place and are used in accordance with all prescribed risk controls and monitoring requirements. They are stored so that they are readily available to all users and are labelled according to the Globally Harmonised System of Classification and Labelling (GHS). (See location specific chemical risk assessments for cleaning products used within the area).  All university staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Organisational  O4 | Exposure to Existing Hazards | Staff, students, visitors | Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures | All relevant pre-existing (non COVID) risk assessments including lone working assessments and procedures have been reviewed to take into account the impacts of social distancing and other COVID counter measures.  PPE related risk assessments have been reviewed to ensure that PPE is provided on an individual basis. Usage is monitored to ensure suitable level of stock of certain PPE such as face masks etc. during this time due to global shortages. Individuals maintain their own equipment in a sterile condition. Storage has been reviewed to provide individual storage arrangements. The taking of PPE home is not permitted.  Emergency Procedures reviewed and revised including:   * **Communication**: people have been made through inductionthat in an emergency, for example, an accident or chemical spill or fire, people do not have to stay 2m apart if it would be unsafe. * **Fire procedures:** number and details of nominated fire warden(s) in place, fire muster point confirmed*–no PEEP requirements at present time for Lapworth staff.* Required modifications to fire alarm practices and evacuation drills to cater for COVID-19 measures have been addressed; ensuring that the activity is still compliant with relevant building and fire codes. * **First Aid:** First aid needs assessment reviewed to take into account the impact of any Local or National Government requirements and any new Guidelines issued by the [University](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx) or [HSE](https://www.hse.gov.uk/), and first aid information including the location of first aid kits and first aider contact information **Hygiene:** Washing facilities with soap/gel available. People involved in the provision of assistance to others have been informed to pay particular attention to sanitation measures immediately afterwards including washing hands.   Safety critical roles will remain in place to aid safe operation. In the event of safety critical roles not being available then a dynamic risk assessment, carried out by the Museum Director, shall be performed to ensure measures are introduced to mitigate risk (for example, another area within the building or campus could have a critical role such as first aider that could cover as a temporary solution). Security control (Close to the Lapworth Museum) can also provide additional first aid cover and can be contacted on 0121 414 4444  Security implications of changes made to operations and practices in response to COVID-19 Local or National Government requirements, have been considered. The Lapworth Director liaises regularly with Campus Security.  Business continuity and disaster recovery plans updated based on COVID-19 implications including Contingency plan in place for possible switch back to national or local lockdown.  Life-saving rules, will continue to be governed, enforced and communicated during COVID-19 especially during any Local or National Government lockdowns in particular “speaking up” if they witness any unsafe behaviours, conditions or symptoms related to COVID-19. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental  E4 | Inbound & Outbound Goods including Post | Staff | Exposure to contact with an object that has been contaminated with COVID-19. | Logistics for deliveries to the Museum so that social distancing can be maintained at all times has been considered and include:   * Pick-up and drop-off collection points, procedures, signage and markings revised. * Methods adopted to reduce frequency of deliveries including ordering larger quantities less often. * Electronic paperwork is used where possible, and procedures reviewed to enable safe exchange of paper copies where needed, for example, required transport documents. * Delivery and receipt confirmation made contactless and physical contact when handing goods over to the customer has been avoided. * Where possible all deliveries are stripped of all packaging (which is disposed of). * Where possible and safe, single workers load or unload vehicles or if not possible the same pairs of people, with additional mitigating measures including the wearing of face coverings, are used for loads where more than one is needed. * Gloves available for staff handling deliveries. Strict hand washing procedure/or hand sanitizer in place after handling all deliveries. * Deliveries can be quarantined in specific storage area, as necessary. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental  E5 | Virus transmission outside of the workplace | Staff, Students, Visitors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | On the outside / approach to the building there is signage to warn all prior to entering this building social distancing is in place. The Public Entrance is suitable for access and egress used by one person at a time (signage to ensure). The main public entrance will also be the exit point. Once entering the Museum visitors are separated those visitors leaving.  One-way systems and orientation where required in the building.  The main door will be kept propped open to avoid surface contact, subject to weather conditions. Hand-sanitiser will be available at the entry/exit point and signage will ask visitors to make use of the dispensers.  Lapworth VSA’s will also regularly wipe door touch points.  Museum access control is used to restrict visitors to a number that will allow appropriate social distancing. From re-opening, all visitor access, including campus community, will be controlled by a ticketing system. Visiting will be via pre-booked tickets\* using *Eventbrite* available from the Museum’s website. The Museum will be open 6 days per week, closed on Sundays. Opening hours will be 10.00 to 4.30 Monday to Friday and 12.00 to 5.00 on Saturdays. Mon-Fri ticketing will be in 4 blocks of 1hr 20mins, with a maximum of 15 people per block, and therefore a maximum of 60 people per day. On Saturday’s, ticketing will be in 3 blocks of 1hr 20mins, with a maximum of 15 people per block, and therefore a maximum of 45 people. Should someone arrive at the Museum who has not booked, they will be unable to enter. However, should there be space within a time-slot, they can be booked at the reception.  Should it be necessary for people visiting the museum to queue to check-in at reception, measures will be in place to allow social distancing, utilising signage and barriers inside the museum, and outside as necessary. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Organisational  O4 | Travelling to work | Staff, visitors | Exposure to respiratory droplets carrying COVID-19. | Workers encouraged to avoid public transport where applicable and use alternatives e.g. cycling, walking to work etc. Where staff are unable to avoid public transport they do so in accordance with Government and University Guidance:  <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>  <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx> | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Mechanical  M1 | Equipment & Machinery | Staff,  Visitors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Equipment and surfaces that are touched regularly will be frequently cleaned and disinfected.  Sterilising chemicals and cloths are provided in the area to clean machines and equipment prior to the commencement of work and upon completion.  If equipment used by Museum staff (not visitors) are shared, sterilising will be carried out between operations by staff. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental  E6 | Ventilation | Staff, Students and Visitors | Exposure to respiratory droplets carrying COVID-19. | All ventilation has been serviced as required. All filters have been changed as required. Ventilation systems will be maintained in line with planned and preventative maintenance schedules.  General considerations reflected on during reopening of the buildings in relation to the Ventilation and fresh air to occupied spaces. Core strategy based on ‘CIBSE Covid-19 Ventilation Guidance’, REHVA guidance, other industry and HSE guidance. <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>  The guidance is constantly under review by the University’s Estates as SARS-CoV2 transmission routes become more clearly defined, and any updated recommendations assessed and implemented where relevant to University systems. CIBSE Covid-19 Ventilation Guidance  <https://www.cibse.org/knowledge/knowledge-items/detail?id=a0q3Y00000HsaFtQAJ>  Ventilation systems are monitored in most cases by building management systems that will raise a fault alarm to Estates automatically.  Building users are encouraged where possible to ensure windows are open. | 3 | 2 | 6 | Yes | . |  |  |  |  |  |  |
|  |  |  |  | **\*Public Museum/Visitor Specific Section**  **The Lapworth has followed the official Museum sector guidelines, endorsed by DCMS, for our approach to reopening the museum to the general public.**  **Please see;**  [**https://www.nationalmuseums.org.uk/coronavirus-update/nmdc-good-practice-guidelines-opening-museums/**](https://www.nationalmuseums.org.uk/coronavirus-update/nmdc-good-practice-guidelines-opening-museums/)  **This guidance was published by the National Museums Directors’ Council (NDMC) 25 June and is regularly updated, and circulated to the national University Museums Group. The Guidance was drafted by the NMDC Planning and Remobilisation Group and advised by the Museums and Galleries Working Group chaired by Caroline Dinenage, Minister for Culture, Media, Digital and Sport. Advisory group included the University Museums Group and main sector Trade Unions, PCS and Prospect trade unions. This group continues to meet and communicate with sector.** |  |  |  |  |  |  |  |  |  |  |  |
| |  |  |  |  | | --- | --- | --- | --- | | Biological  B5 | Virus transmission in the workplace | Staff, students | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | | Virus transmission in the museum | Visitors, Staff, Students | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing: Lapworth Museum of Geology checklist***has been completed to identify the control measures to consider reducing the risk of infections in the Museum’s public spaces (Foyer, Reception, Main Hall, Active Earth Gallery, Mineral Gallery-Mezzanine, temporary Exhibition Space, Corridors and Toilets.  Potential visitors are informed on ticketing site not to visit if they have symptoms, are isolating, or have been in contact with symptomatic people. Message reiterated through visitor journey to arrival.  Prior to re-opening the Lapworth Museum website will provide details of the visitor experience and that social distancing, orientation, and hand sanitising is in place . This information will be re-iterated by reception staff when visitors check-in. Museum staff will make regular checks within the galleries to check that social distancing is being observed.  Tickets are limited through the day (15 per 1hr 20min time-slot) to keep capacity low and to enable appropriate social distancing.  Mon-Fri: 4x 1hr 20min time slots max of 15 people per time-slot.  Sat: 3x 1hr 20min slots max 15 people per time-slot.  Sun: Closed.  Should it be necessary for people visiting the museum to queue to check-in at reception, measures in place to allow social distancing, utilising signage and barriers inside the museum and outside as necessary.  Non-public areas are clearly marked as such and restricted.  Orientation in place for certain gallery spaces to ensure social distancing. Museum staff do frequent checking to ensure social distancing is being maintained.  Social distancing signage in all public areas. | 3 | 2 | 6 | Yes\* |  |  |  |  |  |  |  |
| Environmental  E7 | Virus Transmission in the museum space due to lack of social distancing | Staff student  Visitors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Prior to the re-opening of the Lapworth Museum is announced on website, visitors/potential visitors will be provided with information regarding the ‘new visitor experience’, via the ticketing system, the website, and on arrival.  Social distancing measures as detailed above, and will include:   * Main entrance-exit by one person or family group at a time, with associated signage. * Visitor Services Assistant at reception behind screen and wearing visor. * Foyer orientation taking visitors left to reception for check-in, and keeping them apart from people exiting. * Separate Male & Female toilet facilities, both comprising of 2 cubicles and sinks. Male & Female facilities will be one person at a time – to ensure social distancing can be maintained. This will include signage on outer door instructing people to knock, open outer door and check whether the facility is free. If not, they will be required to wait until vacated. The reduced, and controlled, number of visitors at any one time will be 15 people. This will ensure that this approach to toilet facilities will meet requirements. Toilet facilities and cleaning regime checked by Visitor Services Assistants. * Accessible toilet single use. * No passing on stairs to mezzanine - Mineral Gallery. Signage to this effect in place. * One-way route for mezzanine Mineral Gallery, with appropriate signage. * Gallery seating restricted/marked for social distancing, and surfaces regularly wiped by Museum staff. * Lift use by request only via reception and restricted for those requiring it. Surfaces/buttons cleaned after use and signage to encourage sanitising of hands. * No public tours, guided tours, group activities.   Face coverings are legally mandatory for all museum visitors, unless exempt, from 8 August 2020 in England. This requirement will be included in all pre-booking comms, visitor pathway, and reiterated on site when checking in at the reception. Masks will be provided for booked visitors who arrive without face coverings. Anyone not wearing a mask and is not exempt will be politely asked to wear one, and provided with a disposable mask if required. Reception staff can call back of house staff to provide additional support in these situations.  Face coverings are therefore likewise mandatory for Museum staff (unless exempt) working within the galleries/public museum areas. Visors will be provided and worn by Visitor Services Assistants, and visors or masks to be worn by other Museum staff in galleries or public museum spaces. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental  E8 | Virus Transmission in the museum space | Staff, Student, Visitors | Contact with an object that has been contaminated with COVID-19 and which subsequently transmits this to another person e.g. surfaces, any inanimate objects & specific touch points. | * No cloakroom facilities for visitors (visitors advised before visit not to bring unnecessary personal belongings. * Reduced retail facilities, no rummaging of goods. Card transactions only. * Visitors encouraged to follow good hygiene during visit and making use of hand sanitizer stations at entrance and within other public areas. Signage to ask visitors to use on entering and leaving the Museum. * All loose interpretive and marketing material (leaflets, guides) removed.   Access to Museum interactives removed or items made passive/non-touch before re-opening to the public, including:-   * Openable drawers (sealed) * Interactive Globe (switched on, but interactive capabilities removed) * Mineral Fluorescence case buttons covered (normal light- non-interactive only) * Mineral density & magnetism interactives removed. * Rock Folding and faulting interactives made fixed (non-interactive) * No interactives included within temporary exhibitions. * Arts & Crafts, colouring and reading materials removed. * Video-Microscope (made static/non-interactive) * Earpiece sound recording (no-access) | 3 | 2 | 6 |  |  |  |  |  |  |  |  |
|  |  |  |  | **\*On approval of Risk Assessment, the Lapworth Museum will apply for a Visit Britain – Heritage Sector**  **‘*We’re Good to Go*’ free UK-wide industry standard and consumer mark. This will reassure visitors that the Museum adheres to Government and public health guidance.**  See:-  <https://www.visitbritain.org/business-advice/were-good-go-industry-standard> |  |  |  |  |  |  |  |  |  |  |  |

**Risk Assessment Guidance**

Risk Scoring System

The scoring system is provided as a tool to help structure thinking about assessments and to provide a framework for identifying which are the most serious risks and why.

|  | **Consequence / Severity score (severity levels) and examples of descriptors** | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **5** |
| **Domains** | **Negligible** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **Impact on the safety of staff, students or public (physical / psychological harm)** | Minimal injury not requiring first aid or requiring no/minimal intervention or treatment.  No time off work | Minor injury or illness, first aid treatment needed or requiring minor intervention.  Requiring time off work for <3 days | Moderate injury requiring professional intervention  Requiring time off work for 4-14 days  RIDDOR / MHRA / agency reportable incident | Major injury leading to long-term incapacity/ disability (loss of limb)  Requiring time off work for >14 days | Incident leading to death  Multiple permanent injuries or irreversible health effects |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood score** | **1** | **2** | **3** | **4** | **5** |
| **Frequency** | **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost certain** |
| **Broad descriptor** | This will probably never happen/occur | Do not expect it to happen/occur but it is possible it may do so | Might happen or occur occasionally | Will probably happen/occur but it is not a persisting issue | Will undoubtedly happen/occur, possibly frequently |
| **Time-framed descriptor** | Not expected to occur  for years | Expected to occur  at least annually | Expected to occur at  least monthly | Expected to occur at least weekly | Expected to occur at least daily |
| **Probability**  Will it happen or not? | <0.1 per cent | 0.1–1 per cent | 1.1–10 per cent | 11–50 per cent | >50 per cent |

The overall ***level of risk*** is then calculated by multiplying the two scores together.

**Risk Level = Consequence / Severity x Likelihood (C x L)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Likelihood** | | | | |
| **Likelihood score** | **1** | **2** | **3** | **4** | **5** |
|  | **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost certain** |
| **5 Catastrophic** | 5 | 10 | 15 | 20 | 25 |
| **4 Major** | 4 | 8 | 12 | 16 | 20 |
| **3 Moderate** | 3 | 6 | 9 | 12 | 15 |
| **2 Minor** | 2 | 4 | 6 | 8 | 10 |
| **1 Negligible** | 1 | 2 | 3 | 4 | 5 |

The Initial Risk Rating is the level of risk before control measures have been applied or with current control measures in place.

The Residual Risk is the level of risk after further control measures are put in place.