

<b>Subject of Assessment</b>	Coronavirus (COVID-19)	<b>RA No.</b>	1-5/7/20
<b>Task/Activity</b>	Managing the risk of Coronavirus (COVID-19) exposure whilst undertaking all work activities		
<b>Assessor</b>	Angela White	<b>Location of Assessment</b>	Pendle Heritage Centre (PHC)

<b>Risk Rating Matrix (RR)</b>	<b>Likelihood (L)</b>		
<b>Severity (S)</b>	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	<b>HIGH (H)</b>	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>
Injury or illness causing short term disability (Medium)	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>	<b>LOW (L)</b>
Other injury or illness (Low)	<b>MEDIUM (M)</b>	<b>LOW (L)</b>	<b>LOW (L)</b>

<b>Hazard Ref</b>	<b>Hazards</b> (Unsafe Condition)	<b>Who is at risk?</b> (and how)	<b>Controls in place</b>	<b>L</b>	<b>S</b>	<b>RR</b>	<b>Adequately controlled?</b>
1	<b>COVID-19</b> (Someone infected entering the workplace)	<b>Employees</b> (A visitor or employee enters the workplace and passes the virus onto employees)	<ul style="list-style-type: none"> <li>An information poster highlighting the symptoms and the risk of COVID-19 is placed on entry/sign in point. Symptomatic individuals will not be allowed entry.</li> <li>COVID-19 information posters are placed in designated locations within the workplace (toilets, notice boards etc.) for all employees &amp; visitors.</li> <li>Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking.</li> </ul>	M	M	M	Yes

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
2	<b>COVID-19</b> (Someone becomes ill in the workplace)	<b>Employees &amp; Visitors</b> (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> <li>UK <a href="#">Government</a>, <a href="#">Scottish Government</a> or <a href="#">Welsh Government</a> guidance to be followed.</li> <li>A designated safe area has been identified away from other staff and customers. Persons showing signs of COVID-19 infection will be removed from the workplace to the designated area, away from other staff and sent home with support required. <b>THIS IS UPSTAIRS IN THE BARN ACROSS FROM THE HOUSE</b></li> <li>The person will be advised to follow <a href="#">NHS Guidance online</a> regarding self- isolation, arranging for a COVID 19 test and following the Test and Trace protocols for the devolved governments (<a href="#">Scotland</a>, <a href="#">Wales</a> )</li> <li>If the person is a visitor their organisation will be informed.</li> <li>The workplace will be decontaminated following <a href="#">governmental guidance</a>.</li> <li>Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking.</li> <li>This information has been passed onto all employees.</li> </ul>	M	M	M	Yes

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
3	<b>COVID-19</b> (Contaminated Workplace)	<b>Employees &amp; visitors</b> (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> <li>UK <u>Government guidance</u> is being followed.</li> <li>Hand sanitisers have been placed in the workplace along with sanitary wipes.</li> <li>Extra hygiene requirement (handwashing etc.) in place. Multi-use handtowels are not used to dry hands.</li> <li>Employees are encouraged to implement increased cleaning regime. Equipment such as keyboards, work surfaces etc. to be regularly cleaned.</li> <li>Extra cleaning of toilets / touchpoints for staff / customers</li> <li>One Way system in use where possible</li> <li>This information has been passed onto all employees.</li> <li>Lots of explanatory Information points and posters around site</li> <li>Use of floor markings to encourage social distancing.</li> <li>All customers will be instructed to fill out a slip with their contact details to be deposited into a box. Details will be kept on file for 21 days</li> <li>Queues will be managed responsibly by staff members.</li> <li>Menus / salts and peppers will be removed from tables. And handed out with their food and drinks</li> <li>Disposable menus will be given to visitors, who will then place a ready to order card on their table a staff member will take order and payment</li> <li>There will be no counter service</li> <li>Individual packets of sauces / salts will be put on the table with the food</li> <li>All food will be taken on a tray and visitors will remove their own plates from the tray</li> <li>Hospitality Staff will wear face shields and sanitize hands between each transaction.</li> <li>Kitchen staff to wear gloves, and have a face mask when coming into public areas</li> <li>Staff to be encouraged to keep 1-2 metres apart where possible when working.</li> <li>Screen to be erected in the shop area for extra shielding. Staff encouraged to wear face shields or face masks.</li> <li>No sharing of cups, cutlery or equipment between staff</li> <li>Separate Information will also be issued to tour guides.</li> <li>All volunteers encouraged to wear face masks whilst carrying out their duties</li> </ul>	M	M	M	Yes
Mentor			<ul style="list-style-type: none"> <li></li> </ul>				Issue 5 - 20200605

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4	<b>COVID-19</b> (proximity, workplace gatherings)	<b>Employees &amp; visitors</b> (A person catches COVID-19 due to working closely with an infected person)	<ul style="list-style-type: none"> <li>UK <a href="#">Government guidance</a> to be followed.</li> <li>A social distancing policy has been implemented.</li> <li>Only business critical face to face meetings to be undertaken on agreement with all involved.</li> <li>Customer meetings to be undertaken remotely by phone or video where possible.</li> <li>No handshaking or attendance at large meetings.</li> </ul> <p>This information has been passed onto all employees.</p>	M	M	M	Yes
5	<b>COVID-19</b> (Vulnerable employees)	<b>Employees with underlying health conditions. Reduced immunity, pregnancy, over 70, etc.</b> (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> <li>UK <a href="#">Government guidance</a> to be followed</li> <li>Employees have been instructed to self-isolate if they have had either a high temperature (37.8 centigrade or greater) or a continuous dry cough or a loss of, or change to, your sense of smell or taste in the last 14 days – there have been no instances of these to date.</li> <li>Any vulnerable employees are required to work from home.</li> <li>Where home working is not possible arrangements are made to isolate employee at work if symptom free.</li> <li>Pregnant workers may be asked to commence maternity leave early if practicable.</li> <li>The company will arrange for meetings with clients/customers to be completed by video or audio conferencing where possible.</li> </ul>	M	M	M	Yes
6	<b>COVID-19</b> (Employees who have contracted COVID-19)	<b>Employees, visitors, members of the Public, Family members</b> (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> <li>If NHS 111/online or a GP determines an employee has contracted COVID-19 they will be treated as off sick as per normal company sickness policy.</li> <li>Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow <a href="#">NHS Online Guidance</a> regarding self-isolation, arranging for a COVID 19 test and following the Test and Trace protocols for the devolved governments (<a href="#">Scotland</a>, <a href="#">Wales</a>)</li> <li>The workplace will be decontaminated following <a href="#">governmental guidance</a>.</li> <li>This information has been passed onto all employees.</li> </ul>	M	M	M	Yes

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
7	<b>COVID-19</b> (Presenteeism. Symptomatic or exposed employees remaining in workplace.)	<b>Employees, members of the Public, Family members</b> (Employees who are symptomatic or have been in contact with someone with COVID-19 but continue to work despite being unwell)	<ul style="list-style-type: none"> <li>UK <a href="#">Government guidance</a> to be followed</li> <li>Employees are advised to follow <a href="#">NHS Guidance online</a>.</li> <li>Symptomatic employees will be instructed to go home.</li> <li>Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to contact <a href="#">NHS Guidance online</a> (<a href="#">Scotland</a>, <a href="#">Wales</a>).</li> <li>As a last resort, if we decide to suspend an employee this will be on full pay unless the employee's specific contract provides a right to suspend without full pay for this reason. Such as suspension will not be considered a medical suspension</li> </ul>	M	M	M	Yes
8	<b>COVID-19</b> (Self-Isolation and wellbeing)	<b>Employees</b> (Employees not aware of the need to or how self-isolate. Wellbeing/Loneliness issues from self-isolation )	<ul style="list-style-type: none"> <li>NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist (<a href="#">Stay at Home Advice</a>) see also <a href="#">Scottish</a> and <a href="#">Welsh</a> advice when the work is in these Nations.</li> <li>A homeworkers risk assessment – either general or specific depending on risk levels – will be completed</li> <li>Managers are to ensure that all employees now required to work from home have the necessary equipment to do their jobs safely.</li> <li>Managers &amp; Colleagues are advised to keep in regular contact with home workers with regular individual, team calls or by Skype</li> <li>This information has been passed onto all employees.</li> </ul>	M	M	M	Yes

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
9	COVID-19 (Travelling abroad)	<b>Employees &amp; visitors</b> (A person catches COVID-19 due to travelling abroad)	<ul style="list-style-type: none"> <li>UK <a href="#">Government guidance</a> to be followed</li> <li>FCO provides <a href="#">Foreign Travel advice</a> for travellers</li> <li>CIPD provides advice for <a href="#">travellers returning to work from affected areas</a>.</li> <li>We do not insist on employees travelling to work to an area with a higher risk of COVID-19</li> <li>Employees are granted permission to cancel at short notice any pre-booked annual leave to an affected area i.e. no pressure to travel to affected destinations.</li> </ul>	M	M	M	Yes
10	COVID-19 (Information failure)	<b>Employees &amp; visitors</b> (Escalation/de-escalation of Pandemic)	<ul style="list-style-type: none"> <li>The company has a designated COVID-19 Appointed Person whose responsibilities include;               <ul style="list-style-type: none"> <li>- Signing up to relevant websites to receive timely updates</li> <li>- Monitoring relevant websites &amp; news outlets –</li> <li>- Rhona Brett – Assistant Operations Manager</li> </ul> </li> </ul>	M	M	M	Yes

#### Additional Site Specific Arrangements

N/A

Hazard Ref	Additional control	Assigned to	Date Completed	L	S	RR
	PERSON IN CHARGE OF COVID 19 SITUATION HANDLING	Angela White	3/7/20			
	PHC ADVICE FROM FBC, VISIT ENGLAND, HISTORIC HOUSES AND UK GOV AMONG OTHERS ON SAFE RE-OPENING OF PREMISES. PHC HAS SUCCESSFULLY COMPLETED THE VISIT BRITAIN "WE'RE GOOD TO GO" SCHEME	Angela White	3/7/20			

**Risk Assessment References – Notes**

HSE Workplace health, safety and welfare Workplace (Health, Safety and Welfare) Regulations 1992

The Management of Health and Safety at work Regulations 1999

HSE Managing the Causes of Work Related Stress HSG218 2007

HSE Books 1998 Lighting at Work HSG38

HSE INDG244 Workplace health, safety and welfare: A short guide for Managers

HSE information on Coronavirus:

<https://www.hse.gov.uk/news/coronavirus.htm>

COVID 19 workplace safety guides issued by the UK government can be found [here](#) to assist you in ensuring that your workplace is now COVID 19 compliant.

COVID 19 workplace safety guides issued by the Scottish government can be found to assist you in ensuring that your workplace is now COVID 19 compliant. COVID 19 workplace guidance for employers and employees issued by the Welsh government can be found [here](#) to assist you in ensuring that your workplace is now COVID 19 compliant.

<b>Date of Assessment</b>	03/07/20	<b>Signature</b>	A White
<b>Reviewed Date</b>	At least weekly to ensure compliance with COVID-19 measures	<b>Reviewed By</b>	Angela White