

Corporate Risk Assessment				
Document owner: Graham Clowes			Last updated: 15 th September 2020	
DESCRIPTION		<p>The National Trust must protect the safety of its staff, volunteers and contractors and must ensure implementation of safe and effective social distancing and hygiene measures in line with government advice to limit the potential for infection. If at any point we feel the safety of our staff or volunteers is compromised, then the task/activity must cease. Current government advice is to remain two metres away from anyone else (1 metre plus is acceptable in England and Northern Ireland – but limited by Trust internal policy to indoor commercial operations and unavoidable transport sharing by staff and volunteers) and that certain operations are not encouraged, and in some case, prohibited.</p> <p>This risk assessment must be read in conjunction with all other activity and site-specific risk assessments in relation to the tasks you are undertaking.</p>		
Nature of hazard	Groups at risk	Current precautions	Estimation of risk	Potential additional precautions
Risk of infection from Covid 19	Staff, volunteers, visitors and contractors	<p>Places only to re-open based upon the criteria within the Reopening Pack.</p> <p>Specific safety information is set out in the Enhanced Hygiene Instruction and the Safe Working Practices Instruction.</p> <p>Clear direction to General Managers that if Operations cannot be managed within the requirements of the Instructions that they should not attempt to reopen.</p>	<p>Severity of hazard: Extreme</p> <p>Likelihood of event if no control measures were used; Likely</p> <p>Adequacy of controls post risk assessment; Good</p>	

		<p>General managers and property staff will be kept informed of changes and evolving guidance via a frequent briefing.</p> <p>Individual risk assessments will not be undertaken for members of staff and volunteers within former vulnerable categories as each workplace will be managed as “Covid Secure”. Individuals will however be advised to take care to strictly observe the risk control measures present at each site and may individual concerns with their manager.</p> <p>All working staff who can do so will work at home.</p> <p>Staff and volunteers are reminded that they must self- isolate in accordance with government guidance and get a coronavirus test if they develop symptoms. Line managers will send home any member of staff who displays symptoms if that individual fails to comply appropriately.</p> <p>Staff are reminded to stay away from work should a member of their household develop symptoms, pending</p>		
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		<p>the outcome of a coronavirus test on that household member.</p> <p>Staff and volunteers are reminded that they must self-isolate for 14 days should they receive such instructions from the NHS Track and Trace service or return from a country where quarantine is required.</p> <p>We will collect suitable contact information regarding visitors, staff and volunteers' presence on site to assist any enquiries from Test and Trace.</p> <p>For those staff and volunteers who are on site, everyone will always remain two metres apart. Operations and locations will be designed accordingly and, where this cannot be achieved, the task/activity will cease, unless specifically determined via a bespoke and centrally produced operational procedure which minimises the risk. The exception to this is indoor commercial operations (Food and Beverage and Retail) in England and Northern Ireland where a 1m plus mitigations approach can be adopted.</p>		
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		<p>An additional exception to the above clause is where operationally staff and volunteers are required to share a vehicle. This scenario shall be avoided as far as possible, but where it is not possible to avoid, face masks will be worn, fixed teams or pairs will be encouraged, the vehicle will be ventilated as far as possible and the occupants will sit behind each other where possible, or side by side otherwise. The vehicle will be thoroughly cleaned between users or groups of users.</p> <p>Face coverings generally will be used in accordance with government legislation as set out in the separate face coverings policy.</p> <p>Only assigned essential tasks/activities or specified opening operations will take place and all other activities will cease</p> <p>The number of visitors permitted on site will be limited, but numbers will be increased progressively, and visits will be managed via a central booking system with allocated time slots to ensure the</p>		
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		<p>level and flow of visitors is maintained appropriately. Local sites will have discretion to allow additional visitors should there be additional capacity on the day.</p> <p>The reception of visitors will be managed outdoors with pre booked tickets being checked from a distance and preferably through closed car windows. Visitor reception buildings will not be used for their former purpose, but they may be used for accessing other property components (until the reopening group has issued guidance on reopening visitor reception areas for their former purpose).</p> <p>Pre-visit information will be issued to visitors advising them of the behaviours required, the restrictions on site and a reminder of their own personal responsibility to observe site rules and information.</p> <p>On site portable information materials (such as maps) will be single use and will be available for visitors to pick up themselves.</p>		
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		<p>Staff and volunteers are instructed to wash hands upon arrival at work, at the start and end of every activity, after they blow their nose, sneeze or cough, before they handle or consume food and following any incident where they may have handled a potentially infected surface. Further they are advised to take any other opportunity to wash their hands that presents itself.</p> <p>Hand sanitiser will be available for staff and volunteers to use where handwashing is not readily accessible.</p> <p>All hand contact points and equipment will be cleaned in line with the NT Enhanced Hygiene Instruction.</p> <p>Staff and volunteers will be encouraged to raise any physical or mental health issues with their line manager / supervisor in the first instance, and also reminded of the availability of the Employee Assistance Programme (and resources on Acorn regarding mental health https://nationaltrustonline.sharepoint.com/sites/acorn_ja_peopleandlegal/Page</p>		
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		<p>s/New-eLearning-to-support-mental-health-at-work.aspx .</p> <p>Line managers, supervisors and colleagues are encouraged to monitor other individuals to determine whether they are safe and well, with particular awareness around individuals and groups who may be feeling a heightened sense of risk or vulnerability due to the pandemic.</p> <p>Staff and volunteers are encouraged to ensure travel arrangements to and from the site are safe and sustainable. Where a Trust vehicle is used by individuals throughout the day the controls, cab and doors are to be thoroughly wiped down between users.</p> <p>Visitor shuttles, and other multiple use transport options for visitors, staff and volunteers, will be classed as public transport and any prevailing face covering rules will apply (and whilst at work face masks will be provided when sharing vehicles).</p> <p>Tools and equipment will not be shared. Where one item is required by multiple</p>		
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		<p>users it must be thoroughly wiped down after each user.</p> <p>Where current arrangements for security require two people to attend site, they will observe social distancing rules.</p> <p>Information and signage to help visitors observe social distancing and group sizes will be provided. Areas where queues may form will be marked with distance markers. Consideration will be given to marshalling if necessary.</p> <p>Staff are authorised to remind visitors of the requirements where these are seen to be ignored. This would generally be gentle reminders, although repeated and wilful transgressions by the same individuals will ultimately require a request for the visitor and their companions to leave the site.</p> <p>The visitor route will be specified and managed as far as possible to enable persons to be 2 metres apart at all times. A 1m plus mitigations approach can be adopted for indoor commercial operations (retail and food and beverage) in England and Northern</p>		
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		<p>Ireland. It is reasonable to allow visitors to manage the flow to some extent themselves, but if areas are very tight for space there may be some need to close, signpost or provide marshalling</p> <p>The property will only offer activities that have been permitted by the re-opening group.</p> <p>First aid for visitors will be limited to an appointed person service. This will be made clear in the pre-visit information.</p> <p>First aid for staff and volunteers will be managed in accordance with the provisions in the Enhanced Hygiene Instruction.</p> <p>Hand contact points will be cleaned regularly in accordance with the Enhanced Hygiene Instruction.</p> <p>Toilet cleaning will be undertaken within the provision of the enhanced hygiene instruction. Queue management at toilets will be managed primarily via signage. Marshalling could be considered if signage is not sufficiently managing the situation.</p>		
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		<p>Shared hand towels have been withdrawn.</p> <p>Air hand dryers can now be brought back into service. Public information posters have been placed in all toilets and handwashing stations.</p> <p>All Operations, aside from some parking machines, will be cashless.</p> <p>Food and Beverage and Retail operations will be managed within the provisions within the Enhanced Hygiene Instruction.</p> <p>PPE selection, and its subsequent disposal, is directed by the Enhanced Hygiene Instruction. Suitable PPE has been procured centrally for properties to draw down. Good practice regarding use will be disseminated (see https://www.bbc.co.uk/news/av/health-52662735/the-right-way-to-wear-a-face-covering)</p>		
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