

| Annex A | | Coronavirus – safe working and hygiene for England only from 30 th November 2021 | | |
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| DESCRIPTION | | 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. 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. | | |
| 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>Specific safety information is set out in the “Safe working and hygiene” 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>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 the former vulnerable categories but individuals will be advised to take care to strictly observe the risk control measures present at each site and raise</p> | <p>Severity of hazard : Extreme</p> <p>Likelihood of event : Likely</p> <p>Adequacy of controls: Good</p> | |

individual concerns with their manager.

Staff and volunteers are reminded that they must self- isolate if required to do so by government guidance

If staff and volunteers test positive, we must advise any close contacts we are aware of. Positive cases must be recorded on the incident reporting system once confirmed by a PCR test.

We will provide a Test and Trace QR poster at entry to each pay for entry site for those that wish to use it but will not otherwise require check ins. Properties should retain a manual system for those who don't have the app but wish to check in. This facility will not be publicised but should be available if requested.

Social distancing will not be mandated, but staff, volunteers and visitors will be encouraged to make sensible decisions in relation to infection control. Perspex screens in situ will be retained until further notice.

In managed, enclosed spaces ventilation will be maximised via mechanical and natural means.

Tools and equipment which are in communal use will be sanitised between separate users. If this regime cannot be maintained, the items will be withdrawn.

The exception to this is communal equipment which is left out for general visitor use which can be managed via a self-clean scheme. This can be adopted for sports equipment or interpretation materials for example.

The self- clean scheme should consist of signage indicating that communal equipment should be cleaned by each user before and after use. To facilitate this you should provide sanitising equipment (sanitiser and wipes/paper towels). Hand sanitiser must be available in the area also. The sanitising materials and hand sanitiser must be regularly checked and restocked, with any waste removed.

Staff and volunteers should only share a vehicle if this cannot be avoided. 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 user or group of users.

The Trust's position on face coverings will mirror government requirements and is detailed in the separate face coverings policy.

Staff and volunteers who wish to continue to wear a face covering over and above the position detailed in the face coverings policy will be supported in doing so.

Capacity on sites will be managed by sites based on pre pandemic measures to manage visitor numbers. 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.

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.

Hand sanitiser will be available for staff, volunteers and visitors to use where handwashing is not readily accessible. Multiple hand sanitisation points will be available throughout the visitor journey.

All hand contact points and equipment will be cleaned in line with the NT Safe working and hygiene Instruction.

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/Pages/New-eLearning-to-support-mental-health-at-work.aspx .

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.

Staff and volunteers are encouraged to ensure travel arrangements to and from the site are safe and sustainable.

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.

Signage content will be determined centrally and positioned appropriately

by site staff. Ideally one sign outlining the site approach will be displayed at the entry point without the need to duplicate messages within the boundary. Hand washing posters will be required in toilets.

First aid for visitors will be limited to an appointed person service. This will be made clear in the pre-visit information. First aid for staff and volunteers will be managed in accordance with the provisions in the Safe working and hygiene instruction.

Hand contact points will be cleaned in accordance with the Safe working and hygiene instruction.

Toilet cleaning within the pay barrier will be undertaken within the provision of the safe working and hygiene instruction.

Non-cash payments will be encouraged where possible but, where cash is offered, this will be accepted, but staff/volunteers will implement the safe working practices outlined in the cash handling guidance.

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| | <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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