

| Annex A | | Coronavirus working practices and hygiene – Northern Ireland | | |
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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. If at any point we feel the safety of our staff or volunteers is compromised, then the task/activity must cease. 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 as each workplace will be managed as “Covid</p> | <p>Severity of hazard : Extreme</p> <p>Likelihood of event : Likely</p> <p>Adequacy of controls: Good</p> | |

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.

All working staff who can do so will work at home.

Staff and volunteers are reminded that they must self- isolate if required to do so in line with government guidance.

We will collect suitable contact information regarding visitors, staff and volunteers' presence on site to assist any enquiries from Test and Trace.

For those staff and volunteers who are on site, everyone is advised to maintain a 1m distance from others in all settings where possible.

Perspex screens will be used to separate staff and volunteers from visitors at cash points in our

commercial operations.

Where operationally staff 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 user or group of users.

Face coverings generally will be used in accordance with Government legislation as set out within the separate face coverings policy.

The number of visitors permitted on site will be limited at the discretion of the General Manager and visits will be managed via a central booking system with allocated time slots to ensure the level and flow of visitors is maintained appropriately. Local sites will have discretion to allow additional visitors to be admitted if additional capacity is available on the day.

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.

On site portable information materials (such as maps) will be single use and will be available for visitors to pick up themselves.

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 and volunteers to use where handwashing is not readily accessible.

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.

Tools and equipment will not be shared. Where one item is required by multiple users it must be thoroughly wiped down after each user.

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 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.

Where current arrangements for security require two people to attend site, they will observe social distancing rules.

Information and signage to help visitors observe government rules will be provided. Areas where queues may form will be marked with distance markers. Consideration will be given to marshalling if necessary.

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.

The property will only offer activities that have been permitted by the re-opening group.

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 regularly in accordance with the safe working and hygiene Instruction.

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

Queue management at toilets will be managed primarily via signage. Marshalling could be considered if signage is not sufficiently managing the situation.

Shared hand towels have been withdrawn.

Air hand dryers can be used. Public information posters have been placed in all toilets and handwashing

stations.

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.

Food and Beverage and Retail operations will be managed within the provisions within the safe working and hygiene Instruction.

PPE selection, and its subsequent disposal, is directed by the safe working and 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>)