



ENGLISH HERITAGE

Managing Historic Properties, stores and offices during the Covid-19 Pandemic

Company name: English Heritage Trust **Assessment carried out by:** Alex Page (Head of Safety and Risk)

Date of next review: 02/12/2020 **Date assessment was carried out:** 05/11/2020

| What are the hazards? | Who might be harmed? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? |
|--|---|--|--|------------------------------------|-------------------------------|
| Contracting Covid-19 by touching a contaminated surface and then touching your own mouth, nose or eyes | <ul style="list-style-type: none"> • staff • volunteers • contractors • members of the public | <ol style="list-style-type: none"> 1. Asking staff to work from home if they can 2. Asking staff, volunteers, contractors and the public not to visit or come to work if they have symptoms (and reporting if they do) 3. Enhanced cleaning and disinfecting measures, especially frequently touched surfaces and toilets 4. Staff wear disposable gloves for some tasks, including while carrying out some transactions with visitors and when cleaning 5. Additional hand sanitiser for staff and visitors at key points e.g. toilets, serving counters 6. Reducing the number of frequently touched items/surfaces e.g. contactless transactions, not sharing equipment 7. Hygiene reminder posters 8. Staff and volunteer training | <p>Monitoring and reviewing:</p> <ul style="list-style-type: none"> • risk assessments • government guidelines • staff, volunteer, contractor, visitor and public feedback • site procedures • training • policies | Head of Safety and Risk | Weekly |

| What are the hazards? | Who might be harmed? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? |
|---|---|--|--|------------------------------------|-------------------------------|
| Contracting Covid-19 by inhaling the virus through close contact (within 2 metres) with an infected person through respiratory droplets | <ul style="list-style-type: none"> • staff • volunteers • contractors • members of the public | <ol style="list-style-type: none"> 1. Asking staff to work from home if they can 2. Asking staff, volunteers, contractors and the public not to visit or come to work if they have symptoms (and reporting if they do) 3. Reduced capacity and pre-booked tickets at sites 4. We have created a visitor experience to reduce the risk of 2m breaches, queues and pinch points 5. Signage and website messages reminding people about social distancing 6. Keeping some areas closed 7. Providing staff with screens, face masks/visors for certain tasks/roles 8. Complying with face covering regulations 9. Increasing ventilation in indoor spaces that remain open during lockdown 10. Staff and volunteer training 11. Complying with the NHS Test and Trace scheme 12. Complying with lockdown regulations between 5 November – 2 December | <p>Monitoring and reviewing:</p> <ul style="list-style-type: none"> • risk assessments • government guidelines • staff, volunteer, contractor, visitor and public feedback • site procedures • training • policies | Head of Safety and Risk | Weekly |

If you have any questions or concerns please talk to a member of the site team, or email Customercare@english-heritage.org.uk