

<b>Area</b>	Historic Royal Palaces All Sites	<b>Dept.</b>	Audit & Risk	<b>Author</b>	Andrew Favell HRP HSE Advisor	<b>Date</b>	10/06/20
<b>Subject</b>	Areas of Risk and Controls for the Covid 19 Hazard in All Work Settings – Template					<b>Reference</b>	Cov-01

**Background**

This document has been compiled by the HRP Audit & Risk Team as a generic Risk Assessment for dealing with the current Covid-19 hazard situation in the workplace. It has been put together using the relevant government guidance for working safely during COVID-19 published on the 11<sup>th</sup> May 2020. Further guidance will be published as more business areas reopen and this document should be reviewed with any change.

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This risk assessment may not cover all scenarios at each site and sites should consider their own unique circumstances and record further control measures on this form. All existing HRP risk assessments covering a wide range of activities and hazards must continue to be maintained, reviewed and communicated.

**Steps to complete this risk assessment**

1. Heads of Palace or site should review each of the areas of risk and check that controls are in place for their relevant site
2. If controls are in place answer Yes to the relevant section and if the control measure is not relevant to the site, answer Yes
3. If there are controls that are relevant but not covered answer No and list what further action is required to reduce the risk in the “additional controls required” section of this assessment
4. Complete the action plan with action owner and timescale for completion
5. Tasks should be identified where social distancing cannot be achieved and remove the activity or control the risk and this should be recorded in the section below titled, “additional controls required”
6. Where social distancing can not be achieved, and PPE is required the Covid 19 PPE Matrix should be completed for these exceptional tasks, Health and Safety guidance can be sought for this
7. When the site is confident that the controls are in place is the overall risk acceptable, the relevant director should sign and date a copy of the risk assessment
8. The risk assessment as part of the communication plan must be shared with the workforce and made public
9. The site can display the Covid 19 Secure notice on page 8 of this document

Phase	Area of Risk	Who might be harmed	Describe the controls in place at present to prevent the harm	Controls ok? yes/no
1	Working at home <i>(Corporate Guidance on WFH to be issued by HR; Heads of Palace to consider these issues for their operations teams)</i>	HRP Staff	<ul style="list-style-type: none"> <li><input type="checkbox"/> Staff should work from home unless in roles critical for business and operational continuity</li> <li><input type="checkbox"/> Consider who is needed to be on-site</li> <li><input type="checkbox"/> Planning for the minimum number of people needed on site to operate safely and effectively</li> <li><input type="checkbox"/> All staff working at home must comply with the HRP Working from Home Guidelines</li> <li><input type="checkbox"/> Providing equipment for people to work at home safely and effectively if needed, for example, remote access to work systems</li> </ul>	
1	Clinically vulnerable and extremely vulnerable individuals (Guidance can be found at <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> )  <i>(Corporate Guidance to be provided by HR)</i>	HRP Staff, Visitors	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clinically extremely vulnerable individuals who have had a letter from their GP, must be strongly advised not to work outside the home.</li> <li><input type="checkbox"/> Clinically vulnerable people include those aged 70 or over and those with some underlying health conditions, should work from home, if they cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others</li> <li><input type="checkbox"/> Update the Maternity risk assessment form RA04 to include Covid 19 strong advice to work from home if possible. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/pregnancy-and-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/pregnancy-and-coronavirus/</a></li> </ul>	
1	People who need to self-isolate  <i>(Corporate Guidance to be provided by HR)</i>	HRP Staff, Visitors	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms</li> <li><input type="checkbox"/> Ensure that stay at home guidance for households with possible coronavirus (COVID-19) infection is made available.</li> <li><input type="checkbox"/> <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> </ul>	
1	Construction Sites  <i>(Corporate Guidance to be provided by Palaces &amp; Collections, and any other department who has visitors on site)</i>	HRP Staff, Visitors, Contractors	<ul style="list-style-type: none"> <li><input type="checkbox"/> All construction sites must comply with the government guidance on working safely during Covid 19</li> <li><input type="checkbox"/> Risk Assessments and Method Statements (RAMS) must be reviewed by the Health and Safety team to ensure all safety measures including the Covid 19 guidance are covered</li> </ul>	

<p>1</p>	<p>Social distancing at work</p>	<p>HRP Staff, Contractors, Visitors, Volunteers, Members of the Public Drivers Cleaners Vulnerable groups</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> HRP should aim to maintain 2m social distancing (SD) wherever possible, including while arriving at and departing from work, while in work and when travelling between sites.</li> <li><input type="checkbox"/> Capacities for all areas will have specific guidance to meet the SD guidelines. Calculating Covid-secure visitor capacities and evacuations</li> <li><input type="checkbox"/> Queuing systems should also comply with the above social distance guidelines.</li> <li><input type="checkbox"/> Consider staggering arrival and departure times at work for staff to reduce crowding into and out of the workplace.</li> <li><input type="checkbox"/> Consider reducing congestion, for example, by having more entry points to the workplace</li> <li><input type="checkbox"/> Using markings and introducing one-way flow at entry and exit points in all areas</li> <li><input type="checkbox"/> Breaks and lunches for all staff may need to be staggered for current rest facilities to allow for the correct social distancing.</li> <li><input type="checkbox"/> <b>Warding Staff</b> at HCP &amp; ToL will be positioned to enable social distancing; where they are giving talks/information, a barrier or taped box will be provided to show visitors the Warders space</li> <li><input type="checkbox"/> <b>Admissions Centres</b> will utilise queueing systems, with pre-booking strongly encouraged for all visitors including members.</li> <li><input type="checkbox"/> HRP will initially use a barcoded list of ticket options for scanning, to remove the need for coming within 2m</li> <li><input type="checkbox"/> A safe and secure method of scanning will be introduced. to remove the need for coming within 2m of the visitors.</li> <li><input type="checkbox"/> Walk-in visitors will be card payments only and HRP will introduce germ protection screens as a barrier between staff and visitors.</li> <li><input type="checkbox"/> Staff working within <b>HRP Retail Shops</b> should aim to stay 2m apart from their colleagues and visitors.</li> <li><input type="checkbox"/> Shop till points will only be accepting contactless payment and will introduce germ protection screens as a barrier between staff and visitors.</li> <li><input type="checkbox"/> A queueing system will be in place, staffed at each site, to ensure capacities and social distancing guidelines are met.</li> <li><input type="checkbox"/> Social distancing measures will be implemented in any warehouse areas, using a one-way system, markings on the floor,</li> <li><input type="checkbox"/> The <b>Central Retail Warehouse</b> will operate reduced operating hours and deliveries to HRP shops.</li> <li><input type="checkbox"/> HRP <b>Security Teams</b> carrying out bag searches will have a table for their security teams, with a plexiglass shield; to introducing physical distancing. PPE will be provided; information is below in the PPE section.</li> <li><input type="checkbox"/> Security teams will be issued with security wands to aid them in their roles and prevent the need to touch the bags.</li> <li><input type="checkbox"/> HRP should identify tasks where social distancing cannot be achieved and remove the activity or control the risk. This should be recorded in the section below titled, "additional controls required"</li> </ul>	<p>Page 3 of 10</p>
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1	Workplaces and workstations	HRP Staff, Contractors, Visitors, Volunteers, Members of the Public Drivers Cleaners Vulnerable groups	<ul style="list-style-type: none"> <li><input type="checkbox"/> For people who work in one place, workstations should allow them to maintain social distancing.</li> <li><input type="checkbox"/> Occupancy levels have been managed to enable social distancing.</li> <li><input type="checkbox"/> Workstations should be assigned to an individual and not shared.</li> <li><input type="checkbox"/> Avoid the use of hot desks and spaces, but where this is not possible, they should be shared by the smallest possible number of people and clean the workstations between different occupants including shared equipment.</li> <li><input type="checkbox"/> All offices should maintain a clear desk policy, to facilitate cleaning and sanitising the desks.</li> <li><input type="checkbox"/> Cleaning / sanitising equipment will be in place for staff to use</li> <li><input type="checkbox"/> Review layouts and processes to allow people to work further apart from each other.</li> <li><input type="checkbox"/> Use floor tape or paint to mark areas to help staff keep to a 2m distance.</li> <li><input type="checkbox"/> Use remote working tools to avoid in-person meetings.</li> <li><input type="checkbox"/> For areas where regular meetings take place, use floor signage to help people maintain social distancing.</li> </ul>	
1	Moving around buildings and Common Areas	HRP Staff, Contractors, Visitors, Volunteers, Members of the Public Drivers Cleaners Vulnerable groups	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reduce movement by assessing non-essential trips and restricting access to some areas,</li> <li><input type="checkbox"/> Encouraging use of radios or telephones, where permitted, and cleaning them between use.</li> <li><input type="checkbox"/> Introducing more one-way flow through buildings.</li> <li><input type="checkbox"/> Encourage the use of stairs wherever possible instead of lifts.</li> <li><input type="checkbox"/> Reducing maximum occupancy for lifts with floor marking and signage</li> <li><input type="checkbox"/> Providing hand sanitiser for the operation</li> <li><input type="checkbox"/> Installing screens to protect staff in receptions or similar areas</li> <li><input type="checkbox"/> Reconfiguring seating and tables to maintain spacing, reduce face-to-face interactions and maintain social distancing</li> <li><input type="checkbox"/> Regulating use of locker rooms, changing areas and other facility areas to reduce concurrent usage.</li> </ul>	
1	First Aid	HRP Staff, Contractors, Visitors, Volunteers, Members of the Public Drivers Cleaners Vulnerable groups	<ul style="list-style-type: none"> <li><input type="checkbox"/> HRP will continue to provide first aid to all staff on site in line with guidance and training issued prior to opening on how to ensure distancing.</li> <li><input type="checkbox"/> PPE for first aiders is in the section below.</li> <li><input type="checkbox"/> The site first aid risk assessment should be reviewed with any changes made for Covid 19 and this must be communicated to all first aiders</li> </ul>	

1	Managing visitors and contractors	HRP Staff, Contractors, Visitors, Volunteers, Members of the Public Drivers Cleaners Vulnerable groups	<ul style="list-style-type: none"> <li><input type="checkbox"/> Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors and contractors on or before arrival (see communication section)</li> <li><input type="checkbox"/> Limit the number of visitors at any one time</li> <li><input type="checkbox"/> Contractors must supply Risk Assessments and Method Statements (RAMS) to be reviewed by the Health and Safety team to ensure all safety measures including the Covid 19 guidance are covered for the appropriate work setting</li> </ul>	
1	Cleaning the workplace	HRP Staff, Contractors, Visitors, Volunteers, Members of the Public Drivers Cleaners Vulnerable groups	<ul style="list-style-type: none"> <li><input type="checkbox"/> Before opening assess cleaning needs and provide hand sanitiser</li> <li><input type="checkbox"/> Frequent cleaning of all work areas and equipment between uses.</li> <li><input type="checkbox"/> Enhanced cleaning for busy areas</li> <li><input type="checkbox"/> Remove any touch points that are not needed and limit use of high touch items e.g. printers, copiers etc...</li> <li><input type="checkbox"/> Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, handrails, phones, radios card payment machines, keyboards etc...</li> <li><input type="checkbox"/> Staff must clear workspaces and remove waste and belongings from the work area at the end of a shift, to enable cleaning.</li> <li><input type="checkbox"/> If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance and contact the Health and Safety Representative</li> <li><input type="checkbox"/> HRP's contracted cleaners will follow the Government Guidance and supply risk assessments for Covid 19</li> <li><input type="checkbox"/> Where possible posters and signage should be displayed on touchpoint cleaning and hygiene controls</li> </ul>	
1	<p>Hygiene</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Wash your hands frequently</li> <li><input type="checkbox"/> Avoid touching eyes, nose and mouth</li> <li><input type="checkbox"/> Practice respiratory hygiene</li> <li><input type="checkbox"/> Maintain social distancing</li> <li><input type="checkbox"/> If you have Covid 19 symptoms seek medical care early</li> </ul>	HRP Staff, Contractors, Visitors, Volunteers, Members of the Public Drivers Cleaners Vulnerable groups	<ul style="list-style-type: none"> <li><input type="checkbox"/> Providing regular reminders and signage to maintain personal hygiene standards.</li> <li><input type="checkbox"/> Providing hand sanitiser in multiple locations and in washrooms.</li> <li><input type="checkbox"/> Setting clear use and cleaning guidance for toilets ensure sign off sheets</li> <li><input type="checkbox"/> Social distancing is achieved as much as possible in toilets and washrooms</li> <li><input type="checkbox"/> Providing more waste facilities and more frequent rubbish collection where needed</li> </ul>	

1	Work-related travel, inbound and outbound goods and Company Vehicles	HRP Staff, Contractors, Visitors, Volunteers, Members of the Public Drivers Cleaners Vulnerable groups	<ul style="list-style-type: none"> <li><input type="checkbox"/> Minimise travel and prevent non-essential travel</li> <li><input type="checkbox"/> If needed provide additional parking or facilities such as bike-racks; encourage and help people walk, run, or cycle to work where possible.</li> <li><input type="checkbox"/> Minimising the number of people travelling together in any one vehicle</li> <li><input type="checkbox"/> Cleaning shared vehicles between shifts or on handover</li> <li><input type="checkbox"/> Minimise person-to-person contact during deliveries</li> <li><input type="checkbox"/> In vehicles where workers have no alternative but to work within 2m, assess the risk and devise control measures</li> <li><input type="checkbox"/> Make sure vehicles are well-ventilated</li> <li><input type="checkbox"/> Limit exposure to large crowds and rush hours where appropriate.</li> <li><input type="checkbox"/> Revising pick-up and drop-off collection points and procedures with signage and marking</li> <li><input type="checkbox"/> Minimising unnecessary contact at gatehouses security points, works yard and warehouses</li> <li><input type="checkbox"/> Consider reducing frequency of deliveries, e.g. larger quantities less often.</li> <li><input type="checkbox"/> Encourage drivers to stay in their vehicles where this does not compromise safety</li> </ul>	
1	Catering - Takeaway only	HRP Staff, Contractors, Visitors, Volunteers, Members of the Public Drivers Cleaners Vulnerable groups	<ul style="list-style-type: none"> <li><input type="checkbox"/> HRP's Catering Contractors must comply with the current guidance for restaurants offering a takeaway service</li> <li><input type="checkbox"/> Risk Assessments and Method Statements (RAMS) must be reviewed by the Health and Safety team to ensure all safety measures including the Covid 19 guidance are covered</li> </ul>	

1	Communication and Training	<p>HRP Staff, Contractors, Visitors, Volunteers, Members of the Public Drivers Cleaners Vulnerable groups</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Regular business updates will be given on Covid 19 related issues at a Corporate level, with updates at a site level as necessary</li> <li><input type="checkbox"/> Staff are provided with clear guidance on social distancing and hygiene this will be provided before arrival, and on arrival to staff, visitors, contractors and tenants.</li> <li><input type="checkbox"/> Communicate to staff the need to remain shielding if vulnerable</li> <li><input type="checkbox"/> Information campaigns e.g. posters for touch point cleaning, hygiene control, symptoms of Covid 19, social distancing and use of face coverings</li> <li><input type="checkbox"/> For staff inviting visitors to site establish host responsibilities relating to COVID-19 and provide training for people who act as hosts.</li> <li><input type="checkbox"/> Coordinating and communication with landlords, tenants and shared working spaces.</li> <li><input type="checkbox"/> Staff and unions must be consulted on new safety measures</li> <li><input type="checkbox"/> Risk assessments for each site must be produced prior to opening and communicated to all</li> <li><input type="checkbox"/> Communication plan for return to work published before reopening</li> <li><input type="checkbox"/> Signage strategy designed for all areas and covering all aspects of Covid 19</li> </ul>	
1	Personal Protective Equipment (PPE)	<p>HRP Staff, Contractors, Visitors, Volunteers, Members of the Public Drivers Cleaners Vulnerable groups</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> PPE identified in the existing risk assessments for each site should be continued to be used in the same way.</li> <li><input type="checkbox"/> Where there is risk of transmission of COVID-19, and the social distancing guidelines and other protective measures can not be used PPE will be supplied.</li> <li><input type="checkbox"/> The matrix below contains the PPE available; sites must add <u>any</u> activity that moves a role from their designated tier this must be recorded in the table below. the reason and context for using the PPE and which PPE is required.</li> <li><input type="checkbox"/> Any use of PPE should be added to the additional controls required section below.</li> <li><input type="checkbox"/> Training must be given to all staff on the putting on and taking off and disposal of PPE</li> <li><input type="checkbox"/> The role of PPE in providing additional protection for Covid 19 transmission is extremely limited. These limitations must be explained in the training and communication</li> </ul>	

1	Face Coverings	HRP Staff, Contractors, Visitors, Volunteers, Members of the Public Drivers Cleaners Vulnerable groups	<input type="checkbox"/> Wearing a face covering is optional and is not required by law, including in the workplace. If staff choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off. <input type="checkbox"/> Employers should support their workers in using face coverings safely if they choose to wear one. This must be part of the training and communication	
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Each role has been assigned a Tier, according to its activities to show the PPE needed.

### Tier Definition Examples PPE Required

Tier	Definition	Examples	PPE Required
1	Health care setting, within 2m of others	First Aiders	Facemask, gloves, goggles, apron
2 (Fixed)	Non-health care setting, within 2m of others, behind a screen	Welcome Centre, Retail	Gloves where needed
2 (Mobile)	Non-healthcare setting, within 2m of others, mobile	Admissions, retail, security	Face visor, Gloves where needed
3	Can stay 2m from others, may handle items others have handled	Yeoman Warders, Garden & Estates, Education	Gloves where needed

Should an individual be required to undertake an activity that doesn't adhere to these definitions then that activity must be assessed, and the PPE provided recorded below.



## Covid-19 PPE Matrix

Tier	Activity	Reason and Context	Disposable Gloves*	Fluid-resistant surgical masks*	Face visors	Disposable Plastic Apron*	Hand Sanitiser	Anti-Bacterial Wipes
2	<i>Gardener asked to unwrap statue at HCP. Requires two people less than 2 meters apart</i>	<i>Preparing gardens for opening</i>	✓	✗	✓	✗	✗	✗
2	<i>CCC staff need to move a painting</i>	<i>Salvage, indoors non-healthcare setting</i>	✓	✗	✓	✗	✗	✗

\*Single use only

With the existing controls in place is the overall risk acceptable?      yes / no  
 (if no, stop the activity until additional controls reduce the risk to an acceptable level)

### Additional controls required

Ref.	What further action is required to reduce the risk further?	Who needs to carry out this action?	When does it need to be completed?
Assessor to sign		Manager to sign and date	

### Review

Review date:		Reviewed by:	
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Once this risk assessment is complete you will need to share the results of your risk assessment with your workforce and display the notice below in your workplace to show we have complied with the relevant guidance.

## Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

### • FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer \_\_\_\_\_ Date \_\_\_\_\_

Who to contact: \_\_\_\_\_ Your Health and Safety Representative  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)