

Area	Historic Royal Palaces All Sites	Dept.	Audit & Risk	Author	Andrew Favell HRP HSE Advisor	Date	11/09/20
Subject	Areas of Risk and Controls for the COVID-19 Hazard in All Work Settings					Reference	COV-02

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 11th 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	Departmental Action Owner	Controls in Place Y/N	Evidence
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"> <input type="checkbox"/> Staff should work from home unless in roles critical for business and operational continuity. <input type="checkbox"/> Consider who is needed to be on-site. <input type="checkbox"/> Planning for the minimum number of people needed on site to operate safely and effectively <input type="checkbox"/> All staff working at home must comply with the HRP Working from Home Guidelines <input type="checkbox"/> Providing equipment for people to work at home safely and effectively if needed, for example, remote access to work systems. 			
1	Clinically vulnerable and extremely vulnerable individuals (Guidance can be found at https://www.gov.uk/coronavirus) <i>(Corporate Guidance to be provided by HR)</i>	HRP Staff, Visitors	<ul style="list-style-type: none"> <input type="checkbox"/> Clinically extremely vulnerable individuals who have had a letter from their GP, should be advised not to work outside the 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. <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 <input type="checkbox"/> Personalised risk assessment (COVID-19) form RA06 must be completed for vulnerable staff returning to work <input type="checkbox"/> Maternity risk assessment form RA04 to include COVID-19 strong advice to work from home if possible. This form is now available. https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/pregnancy-and-coronavirus/ 			
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"> <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 <input type="checkbox"/> Ensure that stay at home guidance for households with possible coronavirus (COVID-19) infection is made available. <input type="checkbox"/> https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance 			

1	<p>Construction Sites</p> <p><i>(Corporate Guidance to be provided by Palaces & Collections, and any other department who has visitors on site)</i></p>	HRP Staff, Visitors, Contractors	<ul style="list-style-type: none"> <input type="checkbox"/> All construction sites must comply with the government guidance on working safely during COVID-19 <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. 			
1	<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"> <input type="checkbox"/> Groups of no more than six people can congregate in the premises unless they all live together (or are in the same support bubble) <input type="checkbox"/> This information will be given to all visitors via our website, announcements and signage. <input type="checkbox"/> Groups will be asked to avoid social interaction with anyone outside the group they are with. <input type="checkbox"/> All visitors will be asked to provide contact details to the organiser so that they can be contacted if needed by the NHS Test and Trace programme. If in a group a lead persons details will be recorded. <input type="checkbox"/> HRP should aim to maintain 2m social distancing (SD) wherever possible, or 1 metre with risk mitigations (where 2 metres is not viable) including while arriving at and departing from work, while in work and when travelling between sites. <input type="checkbox"/> Capacities for all areas will have specific guidance to meet the SD guidelines. Calculating Covid-secure visitor capacities and evacuations <input type="checkbox"/> Queuing systems should also comply with the above social distance guidelines. <input type="checkbox"/> Consider staggering arrival and departure times at work for staff to reduce crowding into and out of the workplace. <input type="checkbox"/> Consider reducing congestion, for example, by having more entry points to the workplace <input type="checkbox"/> Using markings and introducing one-way flow at entry and exit points in all areas <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. <input type="checkbox"/> Warding Staff at HCP & 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 <input type="checkbox"/> 			

1	Social distancing at work	<p>HRP Staff, Contractors, Visitors, Volunteers, Members of the Public Drivers Cleaners Vulnerable groups</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Admissions Centres will utilise queueing systems, with pre-booking strongly encouraged for all visitors including members. <input type="checkbox"/> 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. <input type="checkbox"/> HRP will initially use a barcoded list of ticket options for scanning, to remove the need for coming within 2m <input type="checkbox"/> A safe and secure method of scanning will be introduced. to remove the need for coming within 2m of the visitors. <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. <input type="checkbox"/> Staff working within HRP Retail Shops should aim to stay 2m apart from their colleagues and visitors. <input type="checkbox"/> Shop till points will only be accepting contactless <input type="checkbox"/> payment and will introduce germ protection screens as a barrier between staff and visitors. <input type="checkbox"/> A queueing system will be in place, staffed at each site, to ensure capacities and social distancing guidelines are met. <input type="checkbox"/> Social distancing measures will be implemented in any warehouse areas, using a one-way system, markings on the floor, <input type="checkbox"/> The Central Retail Warehouse will operate reduced operating hours and deliveries to HRP shops. <input type="checkbox"/> HRP Security Teams carrying out bag searches will <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. <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" 			
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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"> <input type="checkbox"/> For people who work in one place, workstations should allow them to maintain social distancing. <input type="checkbox"/> Occupancy levels have been managed to enable social distancing. <input type="checkbox"/> Workstations should be assigned to an individual and not shared. <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. <input type="checkbox"/> All offices should maintain a clear desk policy, to facilitate cleaning and sanitising the desks. <input type="checkbox"/> Cleaning / sanitising equipment will be in place for staff to use <input type="checkbox"/> Review layouts and processes to allow people to work further apart from each other. <input type="checkbox"/> Use floor tape or paint to mark areas to help staff keep to a 2m distance. <input type="checkbox"/> Use remote working tools to avoid in-person meetings. <input type="checkbox"/> For areas where regular meetings take place, use floor signage to help people maintain social distancing. 			
2	Ventilation	HRP Staff, Contractors, Visitors, Volunteers, Members of the Public Drivers Cleaners Vulnerable groups	<ul style="list-style-type: none"> <input type="checkbox"/> Ventilation will help to reduce the risk, so doors and windows can be propped open if they do not cause an environmental, collection, safety, fire or security risk. <input type="checkbox"/> Check whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels. <input type="checkbox"/> Most air conditioning systems do not need adjustment, however where systems serve multiple buildings, or you are unsure, advice should be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers. Information about air conditioning and fans can be found here https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm <input type="checkbox"/> For building services advice, particularly around ventilation of buildings both in use and when returning to buildings which have been closed, please see advice from the Chartered Institution of Building Services Engineers https://www.cibse.org/coronavirus-covid-19/coronavirus-covid-19-and-hvac-systems 			

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"> <input type="checkbox"/> Reduce movement by assessing non-essential trips and restricting access to some areas, <input type="checkbox"/> Encouraging use of radios or telephones, where permitted, and cleaning them between use. <input type="checkbox"/> Introducing more one-way flow through buildings. <input type="checkbox"/> Encourage the use of stairs wherever possible instead of lifts. <input type="checkbox"/> Reducing maximum occupancy for lifts with floor marking and signage <input type="checkbox"/> Providing hand sanitiser for the operation <input type="checkbox"/> Installing screens to protect staff in receptions or similar areas <input type="checkbox"/> Reconfiguring seating and tables to maintain spacing, reduce face-to-face interactions and maintain social distancing <input type="checkbox"/> Regulating use of locker rooms, changing areas and other facility areas to reduce concurrent usage. 			
1	First Aid	HRP Staff, Contractors, Visitors, Volunteers, Members of the Public Drivers Cleaners Vulnerable groups	<ul style="list-style-type: none"> <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. <input type="checkbox"/> PPE for first aiders is in the section below. <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. 			

1	Managing visitors and contractors	HRP Staff, Contractors, Visitors, Volunteers, Members of the Public Drivers Cleaners Vulnerable groups	<ul style="list-style-type: none"> <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) <input type="checkbox"/> Limit the number of visitors at any one time <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 <input type="checkbox"/> All contact details must be provided so that visitors can be contacted if needed by the NHS Test and Trace programme. If in a group a lead persons details will be recorded. 			
1	Cleaning the workplace	HRP Staff, Contractors, Visitors, Volunteers, Members of the Public Drivers Cleaners Vulnerable groups	<ul style="list-style-type: none"> <input type="checkbox"/> Before opening assess cleaning needs and provide hand sanitiser <input type="checkbox"/> Frequent cleaning of all work areas and equipment between uses. <input type="checkbox"/> Enhanced cleaning for busy areas <input type="checkbox"/> Remove any touch points that are not needed and limit use of high touch items e.g. printers, copiers etc... <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... <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. <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 <input type="checkbox"/> HRP's contracted cleaners will follow the Government Guidance and supply risk assessments for COVID-19 <input type="checkbox"/> Where possible posters and signage should be displayed on touchpoint cleaning and hygiene controls 			

1	<p>Hygiene</p> <ul style="list-style-type: none"> <input type="checkbox"/> Wash your hands frequently <input type="checkbox"/> Avoid touching eyes, nose and mouth <input type="checkbox"/> Practice respiratory hygiene <input type="checkbox"/> Maintain social distancing <input type="checkbox"/> If you have COVID-19 symptoms seek medical care early <input type="checkbox"/> Storing of sanitiser 	<p>HRP Staff, Contractors, Visitors, Volunteers, Members of the Public Drivers Cleaners Vulnerable groups</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Providing regular reminders and signage to maintain personal hygiene standards. <input type="checkbox"/> Providing hand sanitiser in multiple locations and in washrooms. <input type="checkbox"/> Setting clear use and cleaning guidance for toilets ensure sign off sheets <input type="checkbox"/> Social distancing is achieved as much as possible in toilets and washrooms <input type="checkbox"/> Providing more waste facilities and more frequent rubbish collection where needed <input type="checkbox"/> Sanitiser should be stored in line with COSHH (Control of Substances Hazardous to Health 2002) and DSEAR (Dangerous Substances and Explosives Atmospheres Regulations 2002). When not in use sanitiser should be stored in a fireproof cabinet and manufacturers guidelines should be followed. <input type="checkbox"/> Decanting of sanitiser should follow manufacturers guidelines and be decanted outside/away from the building, <input type="checkbox"/> Spill kits are available and should be used to clean up any spillages. This should be reported to the Safety Team by normal procedure. <input type="checkbox"/> Sanitiser should be stored in line with COSHH (Control of Substances Hazardous to Health 2002) and DSEAR (Dangerous Substances and Explosives Atmospheres Regulations 2002). When not in use sanitiser should be stored in a fireproof cabinet and manufacturers guidelines should be followed. <input type="checkbox"/> Decanting of sanitiser should follow manufacturers guidelines and be decanted outside/away from the building, <input type="checkbox"/> Spill kits are available and should be used to clean up any spillages. This should be reported to the Safety Team by normal procedure. 			
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	Public toilet facilities	HRP Staff, Contractors, Visitors, Volunteers, Members of the Public Drivers Cleaners Vulnerable groups	<ul style="list-style-type: none"> <input type="checkbox"/> Posters on back of doors to build awareness of good handwashing technique <input type="checkbox"/> Signs on entry as a reminder of social distancing and limited capacity <input type="checkbox"/> Social distancing markers used at wash basins and queueing area <input type="checkbox"/> Adoption of a limited entry approach, with 2 in, 2 out <input type="checkbox"/> Soap and hot water available. Hand Sanitisers stations at entry of area <input type="checkbox"/> Setting clear use and cleaning guidance for toilets, with increased frequency of cleaning in line with usage. <input type="checkbox"/> Use normal cleaning products, paying attention to frequently hand touched surfaces, and consider use of disposable cloths or paper roll to clean all hard surfaces. <input type="checkbox"/> Doors will be propped open for ventilation and to allow users to self-regulate capacity <input type="checkbox"/> Some urinals, cubicles and basins will be closed to allow for social distancing and limited capacity 			
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"> <input type="checkbox"/> Minimise travel and prevent non-essential travel <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. <input type="checkbox"/> Minimising the number of people travelling together in any one vehicle <input type="checkbox"/> Cleaning shared vehicles between shifts or on handover <input type="checkbox"/> Minimise person-to-person contact during deliveries <input type="checkbox"/> In vehicles where workers have no alternative but to work within 2m, assess the risk and devise control measures <input type="checkbox"/> Make sure vehicles are well-ventilated <input type="checkbox"/> Limit exposure to large crowds and rush hours where appropriate. <input type="checkbox"/> Revising pick-up and drop-off collection points and procedures with signage and marking <input type="checkbox"/> Minimising unnecessary contact at gatehouses security points, works yard and warehouses <input type="checkbox"/> Consider reducing frequency of deliveries, e.g. larger quantities less often. <input type="checkbox"/> Encourage drivers to stay in their vehicles where this does not compromise safety 			

1	Catering – Takeaway and Eat in service	HRP Staff, Contractors, Visitors, Volunteers, Members of the Public Drivers Cleaners Vulnerable groups	<ul style="list-style-type: none"> <input type="checkbox"/> HRP’s Catering Contractors must comply with the current guidance for restaurants offering a takeaway service <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 <input type="checkbox"/> Seating areas must have no more than six people in one group <input type="checkbox"/> Groups must be asked to avoid social interaction with anyone outside the group of six <input type="checkbox"/> All contact details must be provided so that visitors can be contacted if needed by the NHS Test and Trace programme 			
2	Outdoor Playgrounds	Visitors, Children HRP Staff, Contractors, Volunteers, Cleaners Vulnerable groups	<ul style="list-style-type: none"> <input type="checkbox"/> In addition to preparations to ensure they are COVID-19 Secure, there will be general maintenance requirements. Play inspection and actions must be complete. <input type="checkbox"/> Site risk assessment updated with all new measures in line with government guidance. <input type="checkbox"/> Measures to support social distancing such as signs to remind users of the need for and adherence to social distancing in accordance with existing government guidance. <input type="checkbox"/> Social distancing and other ways of minimising transmission risk should be communicated to the parents, guardians and carers, who should remain aware of the residual risk. <input type="checkbox"/> Promoting responsible behaviour by children, parents, carers and guardians should be communicated. <input type="checkbox"/> Identify an advisory limit on the maximum number of users able to use the playground at any one time and use signs to communicate this <input type="checkbox"/> Limit the number of users able to use a particular piece of equipment to minimise the transmission risk. <input type="checkbox"/> Signs to communicate maximum number of users at one time <input type="checkbox"/> Limiting the available number of seats on equipment <input type="checkbox"/> Using adjacent space for queues or waiting areas for users, parents, guardians and carers using barriers, markings or signs where it is safe to do so <input type="checkbox"/> Cleaning high traffic touch points frequently. <input type="checkbox"/> Encourage effective sanitation by users, parents, guardians and carers. 			

2	Outdoor Playgrounds	Visitors, Children HRP Staff, Contractors, Volunteers, Cleaners Vulnerable groups	<ul style="list-style-type: none"> <input type="checkbox"/> Consideration must also be given on how to assist those with disabilities in complying with the changes <input type="checkbox"/> More frequent rubbish collection <input type="checkbox"/> where practicable, providing hand sanitiser (automated where possible) at the entry and exit points <input type="checkbox"/> Use disposable paper towels in handwashing facilities where possible <input type="checkbox"/> Public toilets, portable toilets and toilets inside premises should be kept open and carefully managed to reduce the risk of transmission of COVID-19. <input type="checkbox"/> Current government guidance states that face coverings should not be used by children under the age of 3 or those who may find it difficult to manage them correctly. <input type="checkbox"/> Parents should be aware that wearing a face covering in a playground setting could pose an additional safety risk and should use their judgement on whether their children wear a face covering. <input type="checkbox"/> Encourage hand hygiene including washing/sanitising hands more often than usual, particularly at the beginning and end of play <input type="checkbox"/> Consumption of food or drink on play equipment or in the playground area is banned 			
1	Personal Protective Equipment (PPE)	HRP Staff, Contractors, Visitors, Volunteers, Members of the Public Drivers Cleaners Vulnerable groups	<ul style="list-style-type: none"> <input type="checkbox"/> PPE identified in the existing risk assessments for each site should be continued to be used in the same way. <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. <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. <input type="checkbox"/> Any use of PPE should be added to the additional controls required section below. <input type="checkbox"/> Training must be given to all staff on the putting on and taking off and disposal of PPE <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 			

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"> <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 <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. <input type="checkbox"/> Communicate to staff the need to remain shielding if vulnerable <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 <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. <input type="checkbox"/> Coordinating and communication with landlords, tenants and shared working spaces. <input type="checkbox"/> Staff and unions must be consulted on new safety measures <input type="checkbox"/> Risk assessments for each site must be produced prior to opening and communicated to all <input type="checkbox"/> Communication plan for return to work published before reopening <input type="checkbox"/> Signage strategy designed for all areas and covering all aspects of COVID-19 			
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1	Face Coverings	<p>HRP Staff, Contractors, Visitors, Volunteers, Members of the Public Drivers Cleaners Vulnerable groups</p>	<ul style="list-style-type: none"> □ From the 8th of August 2020 visitors will be required to wear face coverings by law within indoor spaces, including those in museums and galleries. From this date visitors will be advised to wear a face covering within our premises. This guidance is for England only and does not affect our sites in Northern Ireland. In Northern Ireland face coverings are mandatory from the 10th August 2020 when you are in public indoor areas. □ There may be a reason such as health, age, disability, etc why an individual is not wearing a face covering. By law an individual does not have to provide proof of their reasons for not wearing them. □ Face coverings do not need to be worn whilst eating/drinking. □ Employees are still not required by law to wear a face covering 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. □ 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. Visors and face coverings will be available to staff. □ A review on the use of face coverings for workers should be considered when there are changes in government guidance, safe operating procedure, capacities, and in areas where social distancing cannot be adhered to. The use of face coverings may want to be considered for events, etc as well. 			
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3	Meetings	HRP Staff, Contractors, Clients, Volunteers	<ul style="list-style-type: none"> <input type="checkbox"/> On site meetings with staff who are not critical staff members should be avoided. Virtual communication such as Microsoft Teams or telephone should be used as a priority in all circumstances. <input type="checkbox"/> For staff who are working on site meetings again should be avoided if possible. If a face to face meeting is required they should take place in areas already on the cleaning schedule and social distancing should be adhered to. <input type="checkbox"/> There may be situations where a meeting will have to take place with a client or contractor on site. For site visits for events a separate site visit risk assessment has been created and must be adhered to. For any contractors coming on site the normal contractor procedure should be checked to make sure they are appropriate in regard to COVID-19. <input type="checkbox"/> There may be occasions where meetings may have to take place onsite. For this the Heads of Palace, IT and site Control Room must be made aware. The Safety Team should also be made aware and a risk assessment will have to be completed and reviewed by the Safety Team before the meeting goes ahead. <input type="checkbox"/> Individuals coming in to attend the meeting must sign in and out via the site Control. Room. <input type="checkbox"/> If an area is used for a meeting it should be in a meeting room that is already on the cleaning schedule and be cleaned before and after the meeting. Social distancing must be adhered to. <input type="checkbox"/> The use of face coverings should be considered for face to face meetings. 			
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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:	07/08/2020	Reviewed by:	Chelsea Ruffle- HRP H&S Officer
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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.hsa.gov.uk or 0300 003 1647)