










Task Title: Visitor Risk Assessment during Covid-19 Pandemic		Approved by: H&S Officer/Executive Team	Date: 26/06/2020	Date of Assessment: 23/06/2020
Assessment Number: Covid19-V1				
Department: Bletchley Park Trust				
Area: Bletchley Park Trust		Assessment Team: H&S Officer		Date of Next Review: Weekly

Task No.	Task	Hazard Identified	Persons at Risk	Existing Control Measures	Additional measures to be considered
1	Risk of contracting COVID-19 through close contact with others (within 2m)	Arriving at and Leaving site 	All Staff, Volunteers, Visitors, Contractors and freelancers	<ul style="list-style-type: none"> Asking staff, Volunteers, contractors and the public to not visit if they are showing symptoms of Covid-19 Perspex Screens installed at some admission counters – Other tills remain closed Staggered arrival and exit times Clear Floor Markings and Signage Pre Booked tickets for admission only <ul style="list-style-type: none"> Queue control One-way routes Staff and volunteer training Providing staff and volunteers with face visors. Masks for certain tasks where 2m may be breached 	<ul style="list-style-type: none"> Monitoring and review of existing controls Change in Government Guidelines Staff, Volunteer, Contractor, Visitor and public feedback Review on Training Requirements
2		Visitor Capacity 	All Staff, Volunteers, Visitors, Contractors and freelancers	<ul style="list-style-type: none"> Reduced capacity numbers Restrictions at admission area Clear signage and floor markings <ul style="list-style-type: none"> Increased ventilation Queue control Asking some staff to work from 	
3		Moving between buildings and other areas 	All Staff, Volunteers, Visitors, Contractors and freelancers	<ul style="list-style-type: none"> One way routes Clear signage and floor markings Congestion control Barriers for queue control 	
4		Multi Media Guide Use 	All Staff, Volunteers, Visitors, Contractors and freelancers	<ul style="list-style-type: none"> Perspex screen at counter for protection Guides to be handed over and collected via collection area <ul style="list-style-type: none"> Encouragement to wear personal headphones "Take away" Ear buds and headphones available Disposable lanyard All MMG's to be disinfected before and after use 	
5		Facility Use 	All Staff, Volunteers, Visitors, Contractors and freelancers	<ul style="list-style-type: none"> 1 in 1 out system managed by stewards Extra toilet facilities located at Porters Lodge (Near entrance) and at Block B car park Ensure ventilation- Windows open 	
6		On site Catering 	All Staff, Volunteers, Visitors, Contractors and freelancers	<ul style="list-style-type: none"> Closure of Café in Block C Takeaway menu only introduced at Hut 4 with reduced menu <ul style="list-style-type: none"> Hut 1 kiosk open for refreshments New takeaway refreshment area at Block B car park <ul style="list-style-type: none"> Queue management Clear signage to ensure social distancing 	
7		Emergency 	All Staff, Volunteers, Visitors, Contractors and freelancers	<ul style="list-style-type: none"> Review and implementation of new First Aid Policy Assistance to be provided at a distance (where able) <ul style="list-style-type: none"> First Aiders equipped with all required PPE Designated First Responders throughout the park <ul style="list-style-type: none"> First Aid room facilities 	
8	Contracting COVID-19 from touching a contaminated surface	Contact with germs via surfaces 	All Staff, Volunteers, Visitors, Contractors and freelancers	<ul style="list-style-type: none"> Encouragement of hand hygiene Enhanced cleaning and disinfecting of surfaces Enhanced cleaning and disinfecting of areas <ul style="list-style-type: none"> Additional Hand sanitising stations Discouragement from sharing personal items <ul style="list-style-type: none"> Interactive use with clear cleaning signs Areas that cannot be cleaned regular to be closed from public <ul style="list-style-type: none"> Staff and volunteer training Staff and volunteers to wear disposable gloves for some tasks Deep cleaning schedules implemented 	<ul style="list-style-type: none"> Monitoring and review of existing controls Change in Government Guidelines Staff, Volunteer, Contractor, Visitor and public feedback Review on Training Requirements
9	Risk of decline in workforce wellbeing	Wellbeing decline for staff working from home and on site 	All staff and Volunteers	<ul style="list-style-type: none"> Asking to staff to work from home if they can Ensure regular contact between staff and management <ul style="list-style-type: none"> Providing Mental Health Support Social Distancing Training Providing appropriate PPE for protection whilst on site <ul style="list-style-type: none"> Protection of vulnerable staff and volunteers Feedback from workforce regularly reviewed COVID-19 Awareness and Hygiene Training Putting measures in place to protect those at higher risk Ensure all new measures ensure equality on the workplace Consultation with all staff and volunteers on this Risk Assessment 	Review of training requirements