










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-V1.8		Department: Bletchley Park Trust		Assessment Team: H&S Officer	
Area: Bletchley Park Trust				Date of Review: 19/10/2020 Date of Next Review: 02/11/2020	
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"> <li>•Staff, Volunteers, contractors and the public not to visit if they are showing symptoms of Covid-19</li> <li>•Face coverings are mandatory within all of our buildings unless the individual is exempt for medical reasons                             <ul style="list-style-type: none"> <li>•No groups larger than 6 allowed and will be challenged</li> </ul> </li> <li>•Perspex Screens installed at some admission counters – Other tills remain closed                             <ul style="list-style-type: none"> <li>•Staggered arrival and exit times</li> </ul> </li> <li>•Clear Floor Markings and Signage reminders for social distancing                             <ul style="list-style-type: none"> <li>•Pre Booked tickets for admission only                                     <ul style="list-style-type: none"> <li>•Queue control</li> <li>•One-way routes</li> </ul> </li> <li>•Staff and volunteer training</li> </ul> </li> <li>•NHS Test and Trace posters with QR code readily available on arrival for scanning                             <ul style="list-style-type: none"> <li>•Providing staff and volunteers with all required PPE</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>•Monitoring and review of existing controls</li> <li>•Change in Government Guidelines</li> <li>•Staff, Volunteer, Contractor, Visitor and public feedback</li> <li>•Review on Training Requirements</li> </ul>
2		Visitor Capacity 	All Staff, Volunteers, Visitors, Contractors and freelancers	<ul style="list-style-type: none"> <li>•Reduced capacity numbers</li> <li>•Restrictions at admission area                             <ul style="list-style-type: none"> <li>•Clear signage and floor markings</li> <li>•Increased ventilation                                     <ul style="list-style-type: none"> <li>•Queue control</li> </ul> </li> </ul> </li> <li>•Asking some staff to work from home</li> </ul>	
3		Moving between buildings and other areas 	All Staff, Volunteers, Visitors, Contractors and freelancers	<ul style="list-style-type: none"> <li>•One way routes</li> <li>•Clear signage and floor markings</li> <li>•Congestion control                             <ul style="list-style-type: none"> <li>•Barriers for queue control</li> </ul> </li> <li>•Face coverings are mandatory whilst inside all public buildings unless exempt for medical purposes</li> </ul>	
4		Multi Media Guide Use 	All Staff, Volunteers, Visitors, Contractors and freelancers	<ul style="list-style-type: none"> <li>•Perspex screen at counter for protection</li> <li>•Guides to be handed over and collected via collection area</li> <li>•Encouragement to wear personal headphones                             <ul style="list-style-type: none"> <li>•Sanitisation of headphones before use</li> <li>•Disposable lanyard</li> </ul> </li> <li>•MMG's to be sanitised before and after use</li> </ul>	
5		Facility Use 	All Staff, Volunteers, Visitors, Contractors and freelancers	<ul style="list-style-type: none"> <li>•1 in 1 out system managed by stewards (where possible)</li> <li>•Extra toilet facilities located at Porters Lodge (Near entrance) and at Block B car park                             <ul style="list-style-type: none"> <li>•Ensure ventilation- Windows open</li> <li>•Increased cleaning routines in place</li> </ul> </li> </ul>	
6		On site Catering 	All Staff, Volunteers, Visitors, Contractors and freelancers	<ul style="list-style-type: none"> <li>•Café in Block C- Table service available via use of the app, Also takeaway available - For those opting for takeaway, drinks cannot be consumed inside buildings</li> <li>•Hut 4 Restaurant- Table service available via use of the app, takeaway option also available                             <ul style="list-style-type: none"> <li>•Queue management</li> </ul> </li> <li>•Clear signage to ensure social distancing and hand sanitising stations throughout</li> <li>•Face coverings are mandatory inside any building unless you are eating or drinking inside and seated.</li> </ul>	
7		Emergency 	All Staff, Volunteers, Visitors, Contractors and freelancers	<ul style="list-style-type: none"> <li>•Review and implementation of new First Aid Policy</li> <li>•Assistance to be provided at a distance (where able)                             <ul style="list-style-type: none"> <li>•First Aiders equipped with all required PPE</li> </ul> </li> <li>•Designated First Responders throughout the park                             <ul style="list-style-type: none"> <li>•First Aid room facilities</li> </ul> </li> </ul>	
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"> <li>•Encouragement of hand hygiene</li> <li>•Enhanced cleaning and disinfecting of surfaces</li> <li>•Enhanced cleaning and disinfecting of areas                             <ul style="list-style-type: none"> <li>•Additional Hand sanitising stations</li> </ul> </li> <li>•Discouragement from sharing personal items                             <ul style="list-style-type: none"> <li>•Interactive use with clear cleaning signs</li> </ul> </li> <li>•Areas that cannot be cleaned regular to be closed from public                             <ul style="list-style-type: none"> <li>•Staff and volunteer training</li> </ul> </li> <li>•Staff and volunteers to wear disposable gloves for some tasks                             <ul style="list-style-type: none"> <li>•Deep cleaning schedules implemented</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>•Monitoring and review of existing controls</li> <li>•Change in Government Guidelines</li> <li>•Staff, Volunteer, Contractor, Visitor and public feedback</li> <li>•Review on Training Requirements</li> </ul>
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"> <li>•Staff to work from home if able</li> <li>•Ensure regular contact between staff and management                             <ul style="list-style-type: none"> <li>•Providing Mental Health Support</li> <li>•Social Distancing Training</li> </ul> </li> <li>•Providing appropriate PPE for protection whilst on site                             <ul style="list-style-type: none"> <li>•Protection of vulnerable staff and volunteers</li> <li>•Feedback from workforce regularly reviewed</li> <li>•COVID-19 Awareness and Hygiene Training</li> </ul> </li> <li>•Measures in place to protect those at higher risk</li> <li>•Ensure all new measures ensure equality on the workplace                             <ul style="list-style-type: none"> <li>•Consultation with all staff and volunteers on this Risk Assessment</li> </ul> </li> </ul>	Review of training requirements