

## RISK ASSESSMENT

| Task Title: Learning Group Visitor Risk Assessment during Covid-19 Pandemic |                              |  | Approved by: H&S Officer<br>Date 04/09/2020                               |   | Date of Assessment:<br>04/09/2020             |
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| Department: Bletchley Park Trust, Learning                                  |                              |  | Assessment Team: H&S Officer, Learning Team                               |   | Date of review:<br>13/05/2021                 |
| Area: Whole Site  |                              |  |   |   | Date of Next Review:<br>01/08/2021            |
| Task No.  | Task                         | Hazard Identified  | Persons at Risk   | Existing Control Measures   | Additional measures to be considered          |
| 1   | Visitors and Learning Groups | Slips, Trips and Falls- Uneven ground around the park  | General Public, Visitors, staff and volunteers, tenants, Site Maintenance | Dangerous potholes or uneven surfaces are reported to the site maintenance team for repair. Are to be barriered off if necessary to prevent injury. Ongoing maintenance of the site AND CHECKS. Website advises sensible footwear to be worn during a visit. Adequate lighting around the park ensuring walkways are lit. High kerbs are mentioned on public tours to advise visitors at certain stopping points.   |   |
| 2   |                              | Moving vehicles-Some vehicles are required to enter the payzone of the park during opening hours | General Public, Visitors, staff and volunteers, tenants, Site Maintenance | Restricted vehicle use within the payzone during opening hours and authorisation if necessary has to be granted by the duty manager beforehand. Strict 10mph for driving within the area. Clear direction is given to the drivers of vehicles detailing what is expected of them. Deliveries are always to be before opening hours. Drive on lawn mowers are used during certain months however driver is trained on use and will not use when groups are close by.   |   |
| 3   |                              | Lake- Open water   | General Public, Visitors, staff and volunteers, tenants, Site Maintenance | The lake has a chain and some fencing with a no entry sign at the jetty entrance. There is ropes around the lake near to footpath to stop people walking too close to the edges. Throw lines and life jackets on either side of the lake for rescue which are regularly checked. Group coordinators to ensure students are closely monitored in this area. First Aiders on site if required.  | Jetty to be completely fixed off from public. |
| 4   |                              | Visitor or learning member involved in an accident during visit                                  | Visitors  | Trained first aiders on site at all times. Staff and volunteers in all areas within payzone have radios/phones to summon assistance if required. First Aid room available for privacy and care. Defibrillators on site if required. Audits are completed regular to ensure adequate stock of first aid supplies.  |   |
| 5   |                              | Lost child/member of the group/Visitor- Become separated from group                              | Visitors (young persons)  | All staff and volunteers at Bletchley Park have been trained in the safeguarding policy. Stewards are located in the major locations throughout the park and are able to communicate with each other via radio and telephone to assist the lost member. Telephone is to be used for communicating specific detail to ensure confidentiality and security is kept at all times. Duty manager (designated safeguarding officer) will be informed and a member of Bletchley Park Trust will remain with the lost person until reunited with party.   |   |
| 6   |                              | Ongoing grounds work on site- Site maintenance team work around the site daily                   | General Public, Visitors, staff and volunteers, tenants, Site Maintenance | All site works maintenance team attend toolbox talks to ensure procedures stay fresh in minds, all staff trained on how to use equipment or tools, no tools or equipment is to be left unattended. Working area to kept tidy and good housekeeping throughout task.   |   |
| 7   |                              | Disabled Visitors- Lack of access/facilities could cause distress                                | Visitors  | All areas open to the public are accessible to disabled visitors in line with the Equality Act. Some members of staff are trained in working with children and adults with disabilities and learning needs. 12 Disabled parking spaces available within the carpark at the entrance. Wheelchairs are available on request if required. Guide and assistance dogs are welcome. Sound enhancement systems for both hearing aid users and non-hearing aid users are available. BSL interpreted guided tours available throughout the year. Alarm system within each disabled toilet with pull cord activation to alert staff members someone is in need of assistance. |   |
| 8   |                              | Derelict and unstable buildings  | General Public, Visitors, staff and volunteers, tenants, Site Maintenance | All buildings within the Bletchley Park area that are in a poor state of repair/derelict or unstable have been made secure and have no access to the public. The buildings have been boarded up and relevant fencing/warning signs placed around the area. Sufficient warning signs are placed on areas of concern. Areas to be barriered off if they become a significant risk to others.  |   |
| 9   |                              | Fire/Emergency Evacuation  | General Public, Visitors, staff and                                       | All fire exits are clearly signed throughout the park with numerous fire extinguishers available, each area has stewards that patrol the grounds all of which are trained in emergency evacuation procedures and ensuring all people are out of the premises as soon as possible.   |   |

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|    |  |  | volunteers, tenants, Site Maintenance                        | Trained Fire wardens on site who will coordinate with the duty manager ensuring visitors are safe and at assembly areas. Emergency alarms/equipment are regularly checked and maintained. Emergency evacuation drills completed quarterly for staff and volunteers.  |   |
| 10 | 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>Asking staff, Volunteers, contractors and the public to not visit if they are showing symptoms of Covid-19</li> <li>Face masks must be worn inside all buildings unless the individual is exempt for medical reasons</li> <li>Perspex screens installed at some admission counters – others remain closed</li> <li>Staggered arrival and exit times</li> <li>Clear floor markings and signage</li> <li>All learning groups must pre-book</li> <li>Queue control</li> <li>One-way routes</li> <li>Staff and volunteer training</li> <li>Providing staff and volunteers with face visors/masks for certain tasks where social distancing guidelines may be breached</li> </ul>                                  | Monitoring and review of existing controls<br>Change in Government guidelines<br>Staff, volunteer, contractor, visitor and public feedback<br>Review of training requirements |
| 11 |  | Visitor capacity                         | All Staff, Volunteers, Visitors, Contractors and freelancers | <ul style="list-style-type: none"> <li>Reduced capacity numbers</li> <li>Restrictions at admission areas</li> <li>Clear signage and floor markings</li> <li>Increased ventilation</li> <li>Queue control</li> <li>Asking some staff to work from home</li> <li>Member of staff provided with mask or visor to welcome learning group through quieter side entrance</li> <li>Contactless payments only</li> </ul>   |   |
| 12 |  | 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</li> <li>Barriers for queue control</li> </ul>   |   |
| 13 |  | Multimedia 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</li> <li>'Take away' earbuds and headphones are available</li> <li>Disposable lanyard</li> <li>MMGs to be disinfected before and after use</li> </ul>   |   |
| 14 |  | Facility use                             | All Staff, Volunteers, Visitors, Contractors and freelancers | <ul style="list-style-type: none"> <li>1 in 1 out system in public areas managed by stewards (where possible)</li> <li>Extra toilet facilities located at Porters Lodge (Near entrance) and at Block B car park</li> <li>Ensure ventilation – windows open</li> </ul>  |   |
| 15 |  | Onsite Catering/Lunch spaces             | All Staff, Volunteers, Visitors, Contractors and freelancers | <ul style="list-style-type: none"> <li>Refreshments available at Coffee shop within Block C - Table service only using QR codes/App or takeaway</li> <li>Limited menu and seating area within Hut 4, seating set up including social distancing and screens</li> <li>Hut 1 kiosk open for refreshments</li> <li>Queue management</li> <li>Clear signage to ensure social distances</li> <li>Learning group lunchrooms – extra time given for movement of groups in and out</li> <li>Rooms used by one 'bubble' at a time</li> <li>Where cleaning between groups is not possible, lunchrooms will be limited to one bubble per day</li> <li>Enhanced cleaning of lunchrooms daily</li> <li>Picnic lunch outside encouraged in fine weather</li> </ul> |   |
| 16 |  | 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 possible)</li> <li>First Aiders equipped with all required PPE</li> <li>Designated First Responders throughout the Park</li> <li>First Aid room facilities</li> </ul>   |   |
| 17 | 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 and areas</li> <li>Additional hand sanitizing stations</li> <li>Discouragement from sharing personal items</li> <li>Interactive use with clear cleaning signs</li> <li>Areas that cannot be cleaned regularly to be closed to the public</li> <li>Staff and volunteer training</li> <li>Staff and volunteers to wear disposable gloves for some tasks</li> <li>Deep cleaning schedules implemented</li> </ul>   |   |

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| 18 | Risk of contracting COVID-19 through close contact with others (within 2m) | Workshop sessions  | All Staff, Volunteers, Visitors, Contractors and freelancers | <ul style="list-style-type: none"> <li>Masks/visors provided for session leaders</li> <li>Sessions to be taught in 'bubble' groups as agreed in liaison with school</li> <li>Social distancing of 1m+ within a group to be accommodated if needed with a shorter session time</li> <li>Any equipment to be disinfected between use by different bubbles</li> <li>Reduced/minimised touching of objects as part of the session</li> <li>Resources e.g. pencils to be rested for 3 days after use by one bubble before being used again.</li> <li>Session leader encouraged not to circulate through the room and remain 2m away from group</li> <li>Restricted numbers accessing the learning programme onsite</li> </ul> |                                 |
| 19 |  | Tours  | All Staff, Volunteers, Visitors, Contractors and freelancers | <ul style="list-style-type: none"> <li>Masks/visors provided for tour leaders</li> <li>Tours to be conducted in 'bubble' groups as agreed in liaison with school</li> <li>Social distancing of 1m+ within a group to be accommodated if needed with a shorter tour time</li> <li>Tour leader to remain 2m away from group</li> <li>Restricted numbers accessing the learning programme onsite</li> </ul>   |                                 |
| 20 | Risk of decline in workforce wellbeing                                     | Wellbeing decline for staff working from home and onsite | All staff and volunteers                                     | <ul style="list-style-type: none"> <li>Asking staff to work from home if they can</li> <li>Ensure regular contact between staff and management</li> <li>Providing mental health support</li> <li>Social distancing training</li> <li>Providing appropriate PPE for protections whilst on site</li> <li>Protection of vulnerable staff and volunteers</li> <li>Feedback from workforce regularly reviews</li> <li>COVID-19 awareness and hygiene training</li> <li>Putting measures in place to protect those at higher risk</li> <li>Ensure all new measures ensure equality in the workplace</li> <li>Consultation with all staff and volunteers on Risk Assessment</li> </ul>  | Review of training requirements |