









Task Title: Visitor Risk Assessment during Covid-19 Pandemic (Effective as of July 19th 2021)		Approved by: H&S Officer/Executive Team    Date: 26/06/2020	Date of Assessment: 23/06/2020
Assessment Number: Covid19-V3.2			
Department: Bletchley Park Trust			
Area: Bletchley Park Trust		Assessment Team: H&S Officer	Date of Review: 15/07/2021 Date of Next Review: 15/08/2021

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	Arriving at and Leaving site 	All Staff, Volunteers, Visitors, Contractors and freelancers	<ul style="list-style-type: none"> <li>• Staff, Volunteers, Contractors and Visitors must not visit the site if they are showing symptoms of Covid-19</li> <li>• Face coverings are no longer mandatory within our buildings however we recommend that they are worn inside crowded locations.                             <ul style="list-style-type: none"> <li>• Hand sanitiser stations readily available</li> </ul> </li> <li>• Perspex Screens installed at some admission counters and till points</li> <li>• Tickets encouraged to be pre booked online however this is no longer essential                             <ul style="list-style-type: none"> <li>• Continued Staff and volunteer training</li> </ul> </li> <li>• NHS Test and Trace posters with QR code readily available on arrival for scanning</li> <li>• Encouragement of staff and volunteers to complete Lateral Flow Testing twice weekly</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>• Increased ventilation</li> <li>• Queue control</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</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>• Extra toilet facilities located at Porters Lodge (Near entrance) and at Block B car park</li> <li>• Ensure ventilation- Windows open</li> <li>• Increased cleaning routines in place</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, Takeaway also available</li> <li>• Hut 4 Restaurant- Table service available via use of the app, Takeaway option also available</li> <li>• Hand sanitising stations throughout</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	
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>• 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>• Feedback from workforce regularly reviewed</li> <li>• COVID-19 Awareness and Hygiene Training</li> </ul> </li> <li>• Ensure all new measures ensure equality on the workplace</li> <li>• Consultation with all staff and volunteers on Site Risk Assessments</li> <li>• Regular Lateral Flow Testing provided to all staff and volunteers</li> </ul>	Review of training requirements