

## RISK ASSESSMENT

Task Title: Learning Group Visitor Risk Assessment during Covid-19 Pandemic			Approved by: H&S Officer Date 01/09/2020		Date of Assessment: 04/09/2020
Department: Bletchley Park Trust, Learning			Assessment Team: H&S Officer, Learning Team		Date of review: 23/08/21
Area: Whole Site					Date of Next Review: 23/12/2021
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 pay zone of the park during opening hours	General Public, Visitors, staff and volunteers, tenants, Site Maintenance	Restricted vehicle used within the pay zone 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 are 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 pay zone 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.	

			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>Staggered arrival and exit times</li> <li>All learning groups must pre-book</li> <li>Face coverings are no longer mandatory within our buildings however we recommend that they are worn inside crowded locations</li> <li>Hand sanitiser stations readily available.</li> <li>Perspex Screens installed at some admission counters and till points</li> <li>NHS Test and Trace posters with QR code readily available on arrival for scanning</li> <li>Continued Staff and volunteer training</li> <li>Encouragement of staff and volunteers to complete Lateral Flow Testing twice weekly</li> </ul>	Monitoring and review of existing controls Change in Government guidelines Staff, volunteer, contractor, visitor and public feedback 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>Increased ventilation</li> <li>Learning groups enter site through quieter side entrance</li> </ul>	
12		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>MMG equipment and lanyards sanitised before use</li> </ul>	
13		Facility use	All Staff, Volunteers, Visitors, Contractors and freelancers	<ul style="list-style-type: none"> <li>Ensure ventilation – windows open</li> <li>Increased cleaning routines in place</li> </ul>	
14		Onsite Catering/Lunch spaces	All Staff, Volunteers, Visitors, Contractors and freelancers	<ul style="list-style-type: none"> <li>Café in Block C- Visitors can queue at the till or table service available via use of the app, Takeaway also available</li> <li>Hut 4 Restaurant- Visitors can queue at the till or table service available via use of the app, Takeaway option also available</li> <li>Hand sanitising stations throughout</li> <li>Seating planned with plenty of space between tables</li> <li>Learning group lunchrooms – extra time given for movement of groups in and out</li> <li>Rooms used by one group at a time</li> <li>Surfaces cleaned between groups</li> <li>Where cleaning between groups is not possible, lunchrooms will be limited to one group per day</li> <li>Picnic lunch outside encouraged in fine weather</li> </ul>	
15		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>	
16	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>Hand sanitizing stations throughout the site</li> <li>Discouragement from sharing personal items</li> <li>Staff and volunteer training</li> <li>Deep cleaning schedules implemented</li> </ul>	
		Contact with germs via surfaces – Workshop sessions	All Staff, Volunteers, Visitors, Contractors and freelancers	<ul style="list-style-type: none"> <li>Any equipment to be sanitized between use by different groups</li> <li>Reduced/minimised touching of objects as part of the session</li> <li>Resources that are difficult to sanitise e.g. pencils to be rested for 3 days after use by one group before being used again.</li> </ul>	
17	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>Increased ventilation.</li> <li>Providing workshop leaders with face visors/masks for certain tasks where social distancing may be breached.</li> <li>Sessions to be taught in 'bubble' groups as agreed in liaison with school.</li> </ul>	
18		Tours	All Staff, Volunteers, Visitors, Contractors, and freelancers	<ul style="list-style-type: none"> <li>Tours to be conducted in 'bubble' groups as agreed in liaison with school</li> <li>Tours take place outside. Indoor locations are only used in the event of bad weather.</li> </ul>	

19	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>• 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 reviewed</li> <li>• COVID-19 awareness and hygiene training</li> <li>• Ensure all new measures ensure equality in the workplace</li> <li>• Consultation with all staff and volunteers on Risk Assessment</li> <li>• Regular Lateral Flow Testing provided to all staff and volunteers</li> </ul>	Review of training requirements
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