









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-V3.6				
Department: Bletchley Park Trust				
Area: Bletchley Park Trust		Assessment Team: H&S Officer		Date of Review: 09/12/2021 Date of Next Review: March 2022 (or as per changes in government guidelines)

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"> Do not visit site if you are showing any symptoms (even if mild) of COVID 19. Face coverings are mandatory for our visitors (unless exempt) whilst inside our buildings and we strongly recommend to be mindful of others peoples space. <ul style="list-style-type: none"> Face coverings available on arrival Hand sanitiser stations readily available Perspex Screens installed at some admission counters and till points <ul style="list-style-type: none"> Tickets encouraged to be pre booked online Continued Staff and volunteer training NHS Test and Trace posters with QR code readily available on arrival for scanning Encouragement of staff and volunteers to complete Lateral Flow Testing twice weekly 	<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 Increased ventilation throughout buildings <ul style="list-style-type: none"> Queue control Busy areas managed and controlled by stewards/staff to help avoid overcrowding 	
4		Multi Media Guide Use 	All Staff, Volunteers, Visitors, Contractors and freelancers	<ul style="list-style-type: none"> Perspex screen at counter Guides to be handed over and collected via collection area <ul style="list-style-type: none"> Encouragement to wear personal headphones MMG equipment and lanyards sanitised before use 	
5		Facility Use 	All Staff, Volunteers, Visitors, Contractors and freelancers	<ul style="list-style-type: none"> Increased cleaning routines within our facilities Increased ventilation- Windows open Handwash posters to encourage regular hand washing 	
6		On site Catering 	All Staff, Volunteers, Visitors, Contractors and freelancers	<ul style="list-style-type: none"> Café in Block C- Dining in and takeaway options available Hut 4 Restaurant- Dining in and takeaway options available Face coverings are mandatory (Unless exempt) in all of our buildings- These can be removed once seated for eating and drinking purposes. <ul style="list-style-type: none"> Hand sanitising stations throughout Seating placed with plenty of space between tables 	
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	
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"> 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"> Feedback from workforce regularly reviewed COVID-19 Awareness and Hygiene Training Ensure all new measures ensure equality on the workplace Consultation with all staff and volunteers on Site Risk Assessments Regular Lateral Flow Testing provided to all staff and volunteers 	Review of training requirements