



YATE & DISTRICT
HERITAGE CENTRE

COVID19 Risk Assessment Yate Heritage Centre Autumn Half Term Workshops – Pick up packs

EDUCATIONAL SERVICES ARE ON THE UK GOVERNMENT EXEMPTION LIST WHERE GROUPS CAN BE LARGER THAN 6 PEOPLE. FOR MORE INFORMATION VISIT [GOV.UK](https://www.gov.uk)

| VENUE/TASK | | ACTIVITY/EQUIPMENT/TASK (Make/Model/Serial no): | | | | Date: | Review date: | | | | |
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| COVID – 19 Pandemic (Coronavirus) Yate Heritage Centre Autumn Half Term Workshops – Pick up packs | | Yate Heritage Centre (YHC) staff disperse Halloween work packs from YHC; Activity name: Halloween Craft pick up and take home, work packs | | | | 20 th October 2020 Collection: 26 th – 30 th October | At the next workshop; date TBC in 2021 | | | | |
| What are the hazards? | Who might be harmed and how? | What are we planning to do? | Likelihood X Consequence E.g. 1 x 3 = 3 | | | What do we need to do to manage risk? Action Plan. | By whom & when? | Completed Date | Revised Likelihood X Consequence E.g. 1 x 3 = 3 | | |
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| 1. Contact with buildings/furniture etc. that may be contaminated | Staff and Visitors. Staff and visitors would have the increased risk of contracting viruses from | 1. Visitors to make themselves known at the front door and then retreat two metres; | 1 | 4 | 4 | 5 steps to COVID Secure: 1. Undertake risk assessment This document is the risk assessment | CPM/ CHO | 20/10/2020 | 1 | 4 | 4 |

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| | <p>the outside door.</p> <p>Due to the virus lasting on different materials for a reasonable amount of time, virus could be transferred unknowingly and contracted later.</p> | <p>2. YHC staff to place the required number of packs (1 per child) on the doorstep. Greet visitors warmly and retreat two metres.</p> <p>3. Visitors to take packs home to complete a Halloween themed activity following instructions included in the work pack.</p> | | | <p>2. Develop cleaning, handwashing and hygiene procedures:</p> <p>Staff and visitors to maintain high standards of hygiene, hand sanitizing and washing regularly, on arrival and departure;</p> <p>To ensure work packs have been sanitised and/or quarantined for 72hours prior to distribution;</p> <p>Staff to wash or sanitise hands before handling the work packs and touching common surfaces;</p> <p>Clean common touch points external door handle and doorbell button after each visitor;</p> <p>3. Help people to work from home:</p> <p>x1 member of staff will be in the building and distributing work packs.</p> <p>Visitors are not permitted access to the Yate Heritage Centre building.</p> <p>4. Maintain social distancing, 2m where possible;</p> <p>Front door and entrance porch is the area allocated for picking up the work packs;</p> | | | | | |
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| | | | | | <p>Ensure that social distancing is maintained by all; it is recommended that a 2m distance be adhered to by all visitors;</p> <p>Outdoor space will be used as a priority for handing over the work packs however this is weather dependent;</p> <p>Staff and visitors are advised to use discretion and to move away from people that come too close;</p> <p>Staff and visitors are advised to move away from people that come too close.</p> <p>5. Manage transmission risk:</p> <p>Keep contact time between staff and visitors to a minimum by ensuring the handover is brief;</p> <p>Following booking process to reduce the number of visitors to the centre at one time;</p> <p>Stagger pick up times to enable people to pick up a pack;</p> <p>Quarantine packs in advance of distribution, 72 hours;</p> <p>Pre-assemble craft packs in advance to reduce the time taken for transaction and include instructions;</p> | | | | | |
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| | | | | | | <p>Staff will use PPE to answer the door and hand over materials (face mask);</p> <p>Staff are advised not to touch any items unnecessarily, to use PPE and litter picking equipment (litter pickers are available) where touching foreign objects is unavoidable;</p> <p>Encourage all participants to wear a mask or face shield when close contact cannot be avoided between households;</p> <p>Further guidance on 5 steps to COVID secure: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely</p> <p>Test and Trace:</p> <p>Visitors are not entering the Yate Heritage Centre and remaining in the premises, therefore this process is not necessary.</p> <p>Other:</p> <ul style="list-style-type: none"> Organiser to ensure craft is accessible, safe and easily adapted for varying abilities and needs. | | | | | |
| 2. Contact with an infected person not socially distanced | Who: Staff and visitors | As above | 1 | 4 | 4 | As above 5 steps to COVID Secure | CPM/ CHO | 20/10/2020 | 1 | 4 | 4 |

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| Contracting the COVID-19 virus and passing onto others. | There is no guarantee that staff or visitors will keep the recommended social distance while collecting the pack. | | | | | | | | | | |
| 3. Contact with objects that may be contaminated with the virus Contracting the COVID-19 virus and passing onto others. | Who: Staff and visitors If craft packs are handed out at the front door, staff and visitors would have the increased risk of contracting viruses from the craft packs themselves. | As above | 1 | 4 | 4 | As above 5 steps to COVID Secure | CPM/ CHO | 20/10/2020 | 1 | 4 | 4 |

COMMENTS

Following the relaxation in children's school holiday activities and access to Arts, Heritage and Culture venues in the UK, YHC will deliver a series of Autumn holiday activities following COVID secure guidelines. Workshops "pick up packs" will be available to collect from Yate Heritage Centre, participants will book a collection slot and follow processes outlined above.

Evaluating Risk Levels

The following should be used as a guide: Likelihood x Consequence

Likelihood 1- Very unlikely, 2- Unlikely, 3 - Fairly likely, 4- Likely, 5 -Very likely

Consequence 1- Insignificant 2-Minor, 3- Moderate, 4- Major, 5 - Catastrophic

Risks should be categorised:

- 1-4 acceptable (no further action but ensure controls are maintained)
- 5-9 adequate (look to improve if possible, at next review)
- 10-16 tolerable (look to improve within specified timescale);
- 17 – 25 unacceptable (make immediate improvements)

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| 5 | 10 | 15 | 20 | 25 | C O N S E Q U E N C E |
| 4 | 8 | 12 | 16 | 20 | |
| 3 | 6 | 9 | 12 | 15 | |
| 2 | 4 | 6 | 8 | 10 | |
| 1 | 2 | 3 | 4 | 5 | |

LIKELIHOOD

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|----------------------|---|---------------|-----------------|
| Assessor's | Leah Collier | David Hardill | Hayley Townsend |
| Date | 21.10.2020 | 20.10.2020 | 23.10.2020 |
| File location | Pandemic/Yate Heritage Centre/workshops | | |