

CORONAVIRUS (COVID-19) RISK ASSESSMENT for ACORN BANK WATERMILL



Property	Acorn Bank Watermill	Location	Temple Sowerby	MMS Ref No.	MMS COVID RA 05/21
Department	Customer Experience	Head of Department	David Freak	Date:	9 th January 2021
Activity	CORONAVIRUS (COVID-19)				
Description	<p>Acorn Bank Watermill Trust (ABWT) has a duty to protect its volunteers and visitors and must facilitate the implementation of safe and effective social distancing and hygiene measures, in line with Government advice, to reduce the risk of transmission of COVID-19. This Risk Assessment sets out the planning and management arrangements in place at the Watermill and sets out all the significant hazards identified as part of the activities assessed.</p> <p>This Risk Assessment must be read in conjunction with all other activity and site-specific Risk Assessments in relation to the tasks you are undertaking. This includes the National Trust's Risk Assessment for the wider Acorn Bank Estate.</p> <p>Copies of all Mill related Risk Assessments along with copies of associated Equipment Inventories, Emergency and Accident Reporting procedures and Health and Safety Policy, are readily available to all Mill volunteers either online in the ABWT Shared Drive or in the MMS Documentation Filing Cabinet located in the Upper Mill Room next to the Bagging Cupboard. Electronic copies are held by ABWT's QUENSH Manager.</p>				
Incident Reporting	<p>The effective management of incidents is essential to the provision of a safe and secure environment for volunteers and visitors. To this end ABWT has in place robust systems for recognising, reporting, investigating and responding to all incidents, no matter their severity and, for arranging and resourcing investigations as appropriate. Any incident, including near misses, must be recorded via the incident reporting system and reported to ABWT's QUENSH Manager, or in their absence the Product Manager, as soon as possible after the event.</p>				
Important Notes	<p>1. This COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming. 2. This document should be read in conjunction with relevant legislation and guidance issued by Government and local authorities. 3. Volunteers must self-isolate in accordance with government guidance and get a coronavirus test if they develop symptoms.</p> <p>The potential mitigations are in three categories colour coded as follows: Red: Actions based on Government advice (i.e., should be considered mandatory) Orange: Actions that are strongly recommended Green: Actions that you might like to consider</p>				

Nature of Risk Identified	Area or Groups at Risk	Actions Taken to Mitigate Risk	Further Actions to Take to Mitigate Risk	Completion Date & Notes
1. Getting or spreading coronavirus by not washing hands or not washing them adequately.	<p>Where:</p> <p>Whole Site</p> <p>Who:</p> <p>Volunteers & Visitors</p>	<ul style="list-style-type: none"> Volunteers have access to both Hand Sanitiser and a mobile sink with hot water, soap, and drying facilities. Barrier Cream also available. A Poster on how to wash hands properly is on display. Arrangements are in place for cleaning and replenishing mobile sink. 	<ul style="list-style-type: none"> Put in place monitoring and supervision to make sure people are following controls. Put up signs to remind people to wash/sanitise their hands. Provide information to volunteers about how, when and where they need to wash/sanitise their hands. Provide hand sanitiser for visitors at appropriate points throughout the Mill and for volunteers when they cannot wash their hands. Identify if and where additional hand sanitising facilities may be needed and provide information about how and when to use hand sanitiser. Identify how you are going to monitor and replenish hand washing/sanitising facilities. 	<p>End March 2021</p>

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2. Getting or spreading coronavirus in common use high traffic areas.	<p>Where:</p> <p>Pinch points on the site where people congregate such as the Mill & information rooms, entry/exit points to facilities, and other communal areas where air movement may be reduced.</p> <p>Areas where people touch the same surfaces, some of which may be difficult to keep clean.</p> <p>Who:</p> <p>Volunteers & Visitors</p>	<ul style="list-style-type: none"> Strict Cleaning Schedules and Checklists for the Mill are in place. Lockers are available to volunteers to store personal belongings and keep personal items out of work areas. 	<ul style="list-style-type: none"> Put controls in place to reduce the risks and so that social distancing rules can be met, including: <ul style="list-style-type: none"> limiting the number of people in specific areas. where possible reorganise layout of specific areas. one-way systems in regularly used pedestrian traffic routes to manage the flow of people moving around. provide washing facilities and hand sanitiser at accessible places near to high traffic communal areas, e.g., sanitiser facilities at the entrance/exit to mill. put signs up to remind people to wash and sanitise hands and not touch their faces. put in place cleaning regimes to make sure high traffic communal areas are kept clean. where possible put in place physical barriers to reduce contact. where possible leave doors (& windows) open to reduce the amount of contact and potentially improve ventilation. Put in place monitoring and supervision to make sure people are following controls, e.g., following hygiene procedures, washing/sanitising hands and following one-way systems and that the cleaning regime is being followed. Test & Trace QR Codes provided in the Interpretation Room and entrance to the Mill Room. 	<ul style="list-style-type: none"> “Near-miss” reporting may also help identify where controls cannot be followed, or people are not doing what they should. <p>End March 2021 Although NT will have contact details of people entering Acorn Bank as part of its booking system as a separate organisation ABWT has decide to provide a Visitor Book as well as QR Code posters. May 2021</p>

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3. Getting or spreading coronavirus by not cleaning surfaces, equipment, etc	<p>Where:</p> <p>Surfaces that are frequently touched and by many people (often common areas), e.g., handrails, door handles, shared equipment etc</p> <p>Disposal of rubbish left by visitors</p> <p>Who: Volunteers & Visitors</p>	<ul style="list-style-type: none"> • Strict Cleaning Schedules and Checklists for the Mill are in place. • Arrangements in place for the safe disposal of waste. • Lockers are available to volunteers to store personal belongings and keep personal items out of work areas. 	<ul style="list-style-type: none"> • Strengthen existing instructions and training on cleaning, including information on: <ul style="list-style-type: none"> • who needs to clean and when? • the products they need to use. • precautions they need to follow. • the areas they need to clean. • Provide hand sanitiser at appropriate points throughout the Mill. • Keep surfaces clear to make it easier to clean and reduce the likelihood of contamination. • Identify where you can reduce the contact of people with surfaces, e.g., by leaving open doors. • Put in place arrangements to deep clean if someone develops symptoms of coronavirus. • Put in place monitoring and supervision to make sure people are following controls, i.e., are implementing the cleaning regimes. • Provide more waste bins and empty them more often. • Clean items, e.g., "Really Useful" boxes regularly. • Identify if and where additional hand sanitising facilities may be needed and provide information about how and when to use hand sanitiser. • Identify how stocks of cleaning products will be monitored and replenished. • Display HSE guidance on cleaning and hygiene during the coronavirus outbreak. • If possible, avoid sharing work equipment/PPE by allocating it on personal issue or put cleaning regimes in place to clean between each user. • Contactless payment available. Electronic documents rather than paperwork. 	End March 2021

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4. Contracting or spreading the disease by not social distancing	<p>Where:</p> <p>Areas where, under normal circumstances, people would not be able to maintain social distancing rules.</p> <p>Who: Volunteers & Visitors</p>	<ul style="list-style-type: none"> • ABWT meetings are held virtually via Zoom. • Maintenance and other mill activities are planned well in advance to ensure only the necessary number of volunteers are engaged on a particular task. 	<ul style="list-style-type: none"> • Identify ways in which people can be kept apart, e.g., by: <ul style="list-style-type: none"> ▪ using signage & tape on the floor to indicate where people should stand and the direction they should face. ▪ adopting one-way systems. ▪ limiting the number of people on site at one time – perhaps having allocated time slots for visitors. ▪ rearranging work areas and tasks and, if possible put in place physical barriers ▪ providing signage and ways to communicate to visitors what they need to do to maintain social distancing. • Put in place arrangements to monitor and supervise to make sure social distancing rules are followed. • Provide information, instruction, and training to people to 	May 2021

			<p>understand what they need to do.</p> <ul style="list-style-type: none"> ▪ If it is not possible to meet social distancing rules and physical measures cannot be used, then consider other measures to protect people such as: <ul style="list-style-type: none"> ▪ enhanced cleaning regimes ▪ regular checks for rubbish dropped by visitors ▪ increased hand washing ▪ avoiding face-to-face working and limiting the amount of time spent on a task. ▪ improved ventilation. 	
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5. Poor workplace ventilation leading to risks of coronavirus spreading.	Where: Whole Site Who: Volunteers & Visitors.		<ul style="list-style-type: none"> • Identify areas of the site where the flow of fresh air can be increased to provide additional ventilation, e.g., opening windows, and doors. 	End March 2021

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6. Health of ABWT Personnel a) Increased risk of infection and complications for vulnerable workers. b) Mental health and wellbeing affected through anxiety about coronavirus.	<ul style="list-style-type: none"> • Volunteers who fall into one of the following categories: <ul style="list-style-type: none"> ▪ Clinically extremely vulnerable. ▪ People self-isolating ▪ People with symptoms of coronavirus ▪ Groups who may be at higher risk with poorer outcomes, e.g., those over 70. 	<ul style="list-style-type: none"> • The Food Hygiene arrangements require Volunteers to say if they are feeling unwell and not to turn up at the Mill. 	<ul style="list-style-type: none"> • Volunteers who fall into one of the identified categories are not required to turn out. • Discuss with them their personal risks are and identify what you need to do in each case. • Identify how and where someone in one of these categories will volunteer in line with current government guidance and how they will be protected through social distancing and hygiene procedures. • Put systems in place so people know when to notify you that they fall into one of these categories. • Involve them in completing risk assessments so they can help identify potential problems and identify solutions. • Talk with volunteers regularly to see if arrangements are working. • Keep them updated on what is happening so they feel involved and reassured. • Share information and advice with them about mental health and wellbeing. 	End March 2021

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7. Personal Protective Equipment (PPE) a) Use of PPE. b) Shortage of PPE.	Volunteers	<ul style="list-style-type: none"> • ABWT provides all volunteers with the necessary PPE. • Volunteers trained in use of PPE and when its use is appropriate. • RAs in place across a range of Mill activities. 	<ul style="list-style-type: none"> • Where supplies are difficult to obtain follow the HSE guidelines and put in place controls suitable to the site. • Put systems in place to keep PPE supplies under review so you can act if necessary before you run out. 	End March 2021

Assessment Carried Out By	Signed: <i>David Robertson</i> Date: 21 st December 2020 David Robertson	Job Title	QUENSH Manager
Assessment Confirmed By	Signed: <i>Carl Richardson</i> Date: 4 th January 2021 Carl Richardson	Job Title	Deputy Chief Engineer
Assessment Authorised By	Signed: <i>Dave Freak</i> Date: 9 th January 2021 David Freak	Job Title	Customer Experience Manager

Date of Last Assessment	N/A – new Assessment
Date of Next Assessment	Ongoing - in line with Government guidance updates. Next review due by 21 st June 2021.

Risk Assessment reviewed by QUENSH Manager on 30 th March prior to allowing visitors to enter outdoor spaces on 3 rd April. No change required.
Risk Assessment reviewed by QUENSH Manager on 9 th April against revised Government guidance effective from 12 th April – no change required.
Risk Assessment reviewed by QUENSH Manager on 20 th May against revised Government guidance effective from 17 th May. One change to Risk 2. As well as displaying NHS Track & Trace Posters in the Information and Main Mill Rooms, ABWT will provide a Visitor Book in the Information Room for those people who do not have the technology to scan the QR Code.