

Risk assessment template

Company name: Bahamas Locomotive Society Assessment carried out by: Frank Galvin

Date of next review: 1 Aug 2020 Date assessment was carried out: 1 July 2020

Draft circulated to Directors for comment and revisions and suggestions incorporated 4 July 2020

Don't forget existing risks • Don't forget existing risks that may have changed •

COVID-19 risks • These BLS Covid 19 Specific Risk Assessments should be read in conjunction with existing general BLS Risk Assessments and those issued by the Keighley & Worth Valley Railway (KWVR). Please read the full KWVR guidance, but here is a summary of the main points that relate to the work of staff and volunteers working on the Railway:-

Clinically extremely vulnerable people (shielded) must be advised to stay away from the Railway • Anyone with symptoms, living in a household where someone has symptoms, or has been contacted by Test & Trace must be advised to stay away from the Railway and self-isolate in accordance with Government guidelines • We have an additional duty of care to those who are clinically vulnerable • The risk will normally be managed by • Social distancing • Good hygiene • Close quarters work is permitted where the task is essential but requirement must be minimised • Work is restricted to named people who are authorised to do specific jobs on specific dates

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
General	Staff, Volunteers	Reviewing current	All our operational	Trustees	Ahead of	

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Overview	and Visitors	general Risk Assessments policies and procedures and adapting and updating them in the light of Covid 19 measures	policies and procedures will be reviewed and amended in light of the changes we need to make to deal with the virus and keep everyone safe.	Volunteers Duty Officers	reopening date and continuously	
Maintaining Social Distancing	Staff, Volunteers and Visitors	Installing Signage and floor markings (2 metres and 1 metre +)	Train Staff and Volunteers to ensure that visitors observe social distancing rules	Trustees Volunteers Duty Officers	Ahead of reopening date and continuously	
Visitors, Volunteers and Staff passing too close as they move around the building	Staff, Volunteers and Visitors	Creation of a one-way flow through the museum. Signing the flow with floor arrows and with wall mounted or free-standing arrows &	Providing barriers at potential pinch-points. Training for Staff and Volunteers	Trustees Volunteers Duty Officers	Ahead of reopening date and continuously	

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		signage where floor signage not possible				
Touching Surfaces which may be infected	Staff, Volunteers and Visitors touching surfaces which may be infected	Providing PPE (Masks, Visors & Gloves) and anti-bacterial cleaning wipes	Establish a cleaning routine to be carried out at regular intervals throughout the day and record when this is done. Train Staff and Volunteers to clean frequently touched surfaces often in accordance with the process	Trustees Volunteers Duty Officers	Ahead of reopening date and continuously	
Welcoming and Briefing Visitors	Staff, Volunteers and Visitors. Risk of face to face interaction with visitors arriving and then	Providing an agreed form of words to brief visitors about the 'house rules' during their visit.	Train Staff and Volunteers to maintain the 2m distance when speaking to visitors who are arriving. In fine weather this welcome will	Trustees Volunteers Duty Officers	Ahead of reopening date and continuously	

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	moving around the museum	Providing Volunteers and Staff with masks and/or visors as each person prefers	be given outside where possible			
Issuing Tickets	Staff, Volunteers and Visitors. Risk of face to face interaction with visitors arriving	Consider pre booked timed tours of 4 visitors per tour + guide (total 5)	Provide Perspex Screen for Reception. Provide table for outdoor reception of visitors when weather allows. Train staff and volunteers to check/issue tickets safely	Trustees Volunteers Duty Officers	Ahead of reopening date and continuously	
Failure to Record Visitor Contact Details for Track and Trace Requirements	Staff, Volunteers and Visitors and the general population	Recording Contact details for all visitors	Train staff to ask for and record contact details for all visitors retaining them for 21 days and then destroying them in rotation	Trustees Volunteers Duty Officers	Ahead of reopening date and continuously	
People feeling	Staff, Volunteers	Training Staff and	If Staff, Volunteers or	Trustees	Ahead of	

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<p>unwell and/or with symptoms that develop during the working day or their visit</p>	<p>and Visitors</p>	<p>Volunteers in the correct procedures should anyone become unwell</p>	<p>Visitors become unwell they should be isolated from others and if able to do so travel home in their own vehicles. If not able to drive then a member of their household should be contacted and asked if they can collect them. In more complex cases call 112 for advice</p>	<p>Volunteers Duty Officers</p>	<p>reopening date and continuously</p>	
<p>Leading a Guided Tour</p>	<p>Staff and Volunteers by exposure to airborne virus (aerosol particles)</p>	<p>Provision of face masks and visors</p>	<p>Establish a protocol for guided tours Train Staff and Volunteers to lead guided tours according to the protocol ensuring that PPE is worn. Guides advised not to raise their voices or to shout. Consider use of microphone and amplifier</p>	<p>Trustees Volunteers Duty Officers</p>	<p>Ahead of reopening date and continuously</p>	

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<p>Handling items in museum and other surfaces might be contaminated with virus</p>	<p>Staff, Volunteers and Visitors by touching contaminated surfaces</p>	<p>Handling items have already been removed</p>	<p>Clean other surfaces in the museum which can't be removed and are frequently touched such as door handles and handrails</p>	<p>Trustees Volunteers Duty Officers</p>	<p>Ahead of reopening date and continuously</p>	
<p>Workshop Volunteers being exposed to virus by touching contaminated surfaces or directly by working in close proximity with others</p>	<p>Workshop Volunteers</p>	<p>Workshop Volunteers are advised to maintain social distancing and to wear PPE (masks and gloves) when needed. Hands to be washed before and after the fitting of PPE. Volunteers should not work face to face but side by side and socially distanced</p>	<p>Advise workshop Volunteers of the need for frequent hand-washing and/or the use of hand sanitisers. If any particular jobs in the workshop require two people then time working together should be limited to 15 minutes maximum.</p>	<p>Workshop Volunteers</p>	<p>Now and progressively as Volunteers return to work in the Workshop and continuously</p>	

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Volunteers and Staff taking refreshments and eating lunches	Staff and Volunteers by sitting too close to colleagues and touching shared cups/mugs.	Encourage Volunteers to bring own packed lunch and flask or if using kitchen for hot drinks to use only their own clearly identifiable mugs	Use outdoor spaces to eat lunch whenever possible (weather permitting) and each person washing their own mug in very hot water (more than 60 degrees C). Volunteers should not congregate in groups	Trustees Volunteers Duty Officers	Now and as Volunteers return to work in the Workshop & Museum and continuously	
Sale of Merchandise in the shop	Staff, Volunteers and Visitors by touching contaminated surfaces	Establish a protocol based on best practice for sales and selling gift shop items and ask visitors not to touch items unless they intend to buy. If they forget and handle items then these items need to be quarantined	Train Staff and Volunteers in the safe operation/supervision of shop sales. Customers should be encouraged to pay by contactless card.	Trustees Volunteers Duty Officers	Ahead of reopening date and continuously	

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		for 48 hours before being returned to the shelves. Volunteers to wear vinyl gloves when handling sales items and taking payment				
Shop Volunteers exposed to virus as Visitors browse in the shop before leaving the Museum	Staff and Volunteers	Installation of Perspex screen on the shop counter. Ask visitors to pay for their purchases by contactless card payment	Train staff to remain behind the counter and behind the protective screen and ask visitors to step aside if the staff member or volunteer needs to leave the counter	Trustees Volunteers Staff Duty Officers	Ahead of reopening date and continuously	
Toilets	Staff, Volunteers and Visitors by touching contaminated	Cleaning protocol to be established for toilets based on best practice	Consider using toilets for staff, volunteers, and visitors who have a disability only. Liaise	Trustees Volunteers Duty Officers	Ahead of reopening date and continuously	

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	surfaces	which will involve frequent cleaning by volunteers and staff. Provide a sanitising spray in the toilet to be used on toilet seat and other surfaces before and after use. Provide advisory notice about this cleaning procedure.	with VCT and KWVR to ensure that there is some toilet provision for visitors across the site			
Hand Sanitising Stations	Staff, Volunteers and Visitors by touching contaminated surfaces	Providing hand sanitising units at frequent intervals around the Workshop, Museum and Learning Coach	Train Staff and volunteers to wash hands frequently and encourage visitors to hand-sanitise at the start and end of their visit	Trustees Volunteers Duty Officers	Ahead of reopening date and continuously	

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Opening and closing the Workshop, Museum and Learning Coach	Staff and Volunteers touching contaminated surfaces	Providing gloves and sanitising wipes to be used on all gates, door handles, locks and keypads.	Train Staff, Duty Managers, Trustees and Volunteers to sanitise all surfaces as they enter the building and at the end of the day as they are locking up, setting alarms and closing/locking gates	Trustees Volunteers Duty Officers	Ahead of reopening date and continuously	
Using the Learning Coach	Staff, Volunteers and Visitors touching contaminated surfaces	Creation of a one way system. Provision of hand sanitising stations at coach entrance and exit	Consider using the compartment corridor and Fire Exit to leave the Learning Coach	Trustees Volunteers Duty Officers	Ahead of reopening date and continuously	

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More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/