

# Covid 19 Risk Assessment – Sumburgh Head Reopening

Date: 23 July 2020

Author: Jane Outram

<b>Hazard: Communication and Training</b> Staff who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and jeopardise the health of others
<b>Control Measures:</b>
1. Meetings will be held between management and key members of staff to discuss procedural change
2. Posters displayed throughout public and staff areas, reinforcing social distancing, handwashing and hygiene measures
3. Employees are given this risk assessment; they must sign to state that they have read and understood the content
4. All SAT personnel are required to undertake the COVID-19 Return to Business e-learning course; Leadership Team to undertake management version
5. Talk to staff about plans regarding new safety measures, operational changes etc. and posting these important messages and updates on Workplace
6. Employees are instructed to promote good respiratory hygiene by educating the 'catch it, bin it, kill it' approach
7. We contact individuals who are unwell and ensure that those who have coronavirus symptoms, or have someone at home displaying symptoms, do not attend the premises
8. All SAT personnel are required to complete the Pre-return to Work Declaration for Employees prior to restarting at their respective places of work
<b>Hazard: Personal Protective Equipment (PPE)</b> Incorrect use of PPE resulting in risk or transfer of virus
<b>Control Measures:</b>
1. Wearing a face covering or mask with the Gift Shop at Sumburgh Head is mandatory
2. All staff to be issued with a face mask and visor
3. Appropriate training of its use and fitting is to be completed with a competent person, either face-to-face or by video via workplace
4. Adequate stock of PPE is to be maintained by the Facilities and Maintenance Manager
<b>Hazard: Cleaning and Hygiene</b> Inadequate cleaning and hygiene standards pose a risk of spreading infection by way of cross-contamination from surfaces contaminated with coronavirus
<b>Control Measures:</b>
1. All substances have been adequately risk assessed by a competent person
2. Staff are required to report any contamination or spills that require cleaning
3. Sufficient hot water, liquid soap, disposable towels/hand dryers and hand sanitiser dispensers are provided throughout public and staff areas, with handwashing/sanitising facilities at wheelchair height
4. A colour-coded cleaning system, e.g. separate mops and buckets for toilet cubicles and exhibition floors, is used by staff to prevent cross contamination of surfaces
5. Cleaning schedule designed with staff training; frequent cleaning of hard surfaces, including floors, handrails, door handles, passenger lift, switches etc.
6. Members of the public will be encouraged to sanitise their hands before and after entering different zones within the respective facility
7. Hand hygiene posters will be displayed throughout public and staff areas

<b>Hazard: Public Space Capacity Management</b> Overcrowding of communal areas leading to higher risk of infection
<b>Control Measures:</b>
1. Limit the number of customers in the Gift Shop at one time to maintain physical distancing; use outdoor paving and floor markers to define queueing area to help people comply with physical distancing regulations. Continue floor markers to till point
2. Use signage adjacent to the gift shop door to outline new physical distancing measures and one-way system to customers
3. Where physical distancing is not possible, i.e. at the till point, a physical barrier (Perspex screen) will be installed
4. Stagger and restrict the number of customers entering the exhibition areas; this will be managed from the entry point and will equate to a maximum of 2 individuals or 2 bubbles of up to six people per bubble entering the Engine Room.
5. A one-way system with separate entry and exit points will be marked out with floor markings to avoid customers doubling back through the Gift Shop. Customers will exit through the Engine Room side door to the Smiddy. Floor markers will direct them to the ground floor of the MLC and Radar Hut.
6. The Smiddy and Radar Hut are identified as potential pinch-points; signs will be positioned outside these smaller exhibition areas restricting entry to one individual or bubble at a time
7. The Lift located in the MLC should only be used by disabled people, for essential use, or on a one person per lift basis where possible
<b>Hazard: Use of Shared Resources</b> Potential risk or transfer of virus through cross-contamination
<b>Control Measures:</b>
1. All non-fire doors to be secured open during opening hours to avoid the need to touch door handles with separate entry point for staff
2. Interactive buttons in Engine Room will be covered and replaced with a QR code which customers can scan with their phones to access interactives
3. Headphones in MLC to be removed or taped off so they cannot be used by visitors
4. Encourage contactless payments in the Gift Shop and sanitise card machine where contactless payment is not possible. Hand sanitiser available to staff following cash transactions etc.
5. Staff to avoid touching confectionary wrappers etc. at point of sale by using a sheet of barcodes stored behind the counter
6. Staff to avoid sharing stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected frequently
7. Staff to be solely responsible for their work station, ensuring that it is left clean prior to completing their shift
8. Staff to regularly clean tea and coffee making facilities including all common touch points (fridge door, kettle, taps etc.)
9. Separate toilets for staff and customers. Both facilities to be cleaned regularly, including door handles, locks, taps, soap dispensers
10. Customers will not be able to borrow lost property or staff-owned binoculars
<b>Hazard: Contractor and Third-Party Control</b> Inadequate communication with third parties
<b>Control Measures:</b>
1. Identify contractors and suppliers that visit Sumburgh Head and ensure that they can carry out their work and maintain physical distancing regulations. This includes Rentokil, meter-readers, Shetland Freezer Foods delivery driver, Royal Mail, Malakoff fire extinguisher inspectors, Stannah Lift engineer etc.
2. We make clear to large parties / groups that they cannot enter the site unless they have a pre-arranged booking, which should be conducted safely
<b>Hazard: Waste</b> Ill-health as a result of the transfer of coronavirus and other pathogens through cross-contamination after contact with waste (accidental or otherwise)
<b>Control Measures:</b>
1. Waste bins provided within picnic and common areas, including staff areas

2. Staff instructed not to put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food or tissues
3. Staff instructed that disposable tissues should be used when coughing and sneezing and put directly into a bagged waste bin or pocketed and taken home
4. All waste bins are emptied safely with disposable gloves and tied bags are stored in lidded bins located outside, ready for waste collection
<b>Hazard: Close Contact</b> Staff working on the premises may be at risk of exposure to other members of staff or visitors who are carrying coronavirus
<b>Control Measures:</b>
1. Staff are required to be environmentally aware and sit out of the immediate airflow from fan heaters, cooling fans and ventilation systems that could spread the virus. Where possible the use of such systems will be avoided
2. Physical contact, such as handshakes, hugs, pat on the back etc. is to be avoided
3. Staff will be instructed to follow physical distancing regulations, with one member of staff in the Gift Shop and a second member of staff in the Sumburgh Head Office or out on site
4. Virtual meetings will be encouraged to avoid face-to-face discussions
5. Staff will be made clear on the actions to be taken if they encounter an incidence, or suspected incidence of COVID-19 at Sumburgh Head, whether in a staff member or customer
<b>Hazard: Communal Facilities, Entrances, Toilets, Stairs</b> Risk of cross-contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health
<b>Control Measures:</b>
1. Staff must not touch any surfaces visibly contaminated with bodily fluids. These surfaces could include toilets, sinks, door handles and soap dispensers. If bodily fluids are encountered, report to a manager
2. Staff are instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds
3. Supplies of soap and sanitising agents will be provided and regularly replenished at handwashing stations. NHS, DfE and Public Health handwashing advice posters will be displayed
4. The cleaning schedule will require more frequent cleaning of staff and customer toilets and communal areas
<b>Hazard: Vulnerable Employees or Children</b> Vulnerable employees or children with existing health conditions are at a higher risk of contracting COVID-19, which may have a significant increased adverse effect on their health and wellbeing
<b>Control Measures:</b>
1. In accordance with Govt. policy adults and children who are in the vulnerable and high-risk categories are not allowed on the premises. This will be advised via the websites when planning a booking
2. In accordance with Govt. policy staff who are in the vulnerable and high-risk categories are not allowed on the premises. They are either working from home or are furloughed.