

Activity Risk Assessment Landscape Report



Reference	350	Activity Description	Controlling the flow and behaviour of the general public visiting the NMA
Assessment Date	27/05/2020	Publish To Portal	No
Assessor Name	David Millington	Description	Managing the general public.
Assessment Team Members		Review Date	03/08/2020
Project Risk Assessment Reference		Overall Potential Risk Level	12
Org Unit	The Royal British Legion -> Remembrance and Marketing -> National Memorial Arboretum	Overall Residual Risk Level	9
Location	Remembrance centre.	Number Of People Exposed	0
Risk Assessment Category	Covid 19 Management	People Exposed	
Date Record Created	26/05/2020		

Hazard Category & Hazard Phrases	Persons At Risk & How Is Person At Risk	Control Measures	L	S	R	Additional Control Measures	L	S	R
Covid 19 first aid first aid	Staff Because there maybe a need to be close/next to the injured person this will increase the potential of cross contamination should the patient be infected.	Provide gloves, masks and aprons in the first aid kits. Approach the casualty with caution and assess the patient from 2 metres before dealing with their needs. Dispose of any PPE responsibly and ensure the area is cleaned ready to be used again. First aiders should adhere to guidelines regarding washing hands etc.	3 - Unlikely	4 - Very Harmful	12 - Substantial Risk	Any first aid needs will be dealt with by initially assessing from at least 2meters If intervention is required consider talking a member of the IPs party through a process or calling and Ambulance or directing the IP to minor injuries	3 - Unlikely	3 - Harmful	9 - Moderate Risk
Covid 19 - hygiene Lack of personal hygiene	Staff, Volunteers and general public. Lack of cleanliness will cause any virus to spread.	Supply the facilities and sanitising solutions so that visitors are able to maintain a high level of hygiene.	4 - Likely	3 - Harmful	12 - Substantial Risk	Dispaly Hand washing andf hygiene signange	3 - Unlikely	3 - Harmful	9 - Moderate Risk
Covid 19 - reception Visitors not adhering to one way system on exit.	Staff Volunteers and General Public. Ensure that there are no bottlenecks which will cause areas where social distancing isn't adhered to.	Ensure that visitors follow the one way system to the exit and do not double back if they come in to use the facilities. They should exit and re enter the building through the reception area.	4 - Likely	3 - Harmful	12 - Substantial Risk	Staff to monitor the flow and use what ever means tanoy or megaphone to remind visitors of their responsibility towards others.	4 - Likely	2 - Slightly Harmful	8 - Moderate Risk

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Accident - ill health - Disease Using toilet facilities	Staff, Volunteers and General public. This is a potential congestion area and the lack of social distancing due to the design of the toilets.	Ensure there is a queuing system in place. limit the numbers in the toilet. During busy periods use staff members to control the flow of people using the facilities. Advise them to wait for partners etc. out side the front of the Remembrance centre.	4 - Likely	3 - Harmful	12 - Substantial Risk	Use signage and staff to stop people from loitering in the area.	4 - Likely	2 - Slightly Harmful	8 - Moderate Risk
Covid 19 Visitors to site General public on site	Visitors, volunteers and staff. Large gatherings can cause the virus to spread easily. touching infected surfaces	Once on site the visitors are left to look themselves but we will monitor popular bottlenecks. The Armed forces Memorial is one of the main attractions and we will put in place a one way system to ensure people have safe access and egress. The Armed forces memorial will be monitored during the day and if it becomes crowded then it will be closed for access until some have egressed. The hand rail on the Armed Forces Memorial will be clean on a regular basis during the day and hand sanitising facilities will be in place should the visitors want to use them. The children's play areas will be closed using barriers and signage.	2 - Rare	3 - Harmful	6 - Low Risk	NMA staff to report to the duty manager anything they see that has potential to cause harm.	2 - Rare	3 - Harmful	6 - Low Risk
Covid 19 - visitor illness Visitor with the illness	Staff, volunteers and General public	If any visitor is thought to be showing any signs of the virus they will be asked to leave site immediately using the safest exit where they will not come into contact with others.	3 - Unlikely	3 - Harmful	9 - Moderate Risk	Any areas that may be infected will be isolated and a deep clean carried out.	3 - Unlikely	3 - Harmful	9 - Moderate Risk
Covid 19 - reception Congestion.	staff, volunteers and Visitors. Congestion increase the risk of the virus being passed on.	There is a one way system in the Remembrance centre and out onto site to ensure a flow of people.	3 - Unlikely	3 - Harmful	9 - Moderate Risk	Staff to monitor and keep visitors moving and stop them from loitering.	3 - Unlikely	2 - Slightly Harmful	6 - Low Risk

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Covid 19 - access to site Entering Remembrance centre.	Staff, Volunteers and Visitors. Potential for large groups to form at entrance.	Signage at the entrance to remind visitors of the need to social distance and personal hygiene. Have a queuing system in place for busy times. At busy times position a member of staff at entrance to oversee entry.	2 - Rare	4 - Very Harmful	8 - Moderate Risk	We are limiting the number of visitors on site.	2 - Rare	3 - Harmful	6 - Low Risk
Covid 19 - access to site Car parking	Visitors and staff. Cars parking too close and arriving in large amounts will result in large gatherings unable to socially isolate.	Cars will be asked to pre book to ensure we have enough space to accommodate them safely. Parking attendants to park cars ensuring they have enough space between them. Spread out cars when they arrive to aid the flow of pedestrians into the Remembrance centre.	4 - Likely	3 - Harmful	12 - Substantial Risk	Car park gates to be kept closed until car parking staff are in place to accept visitors.	4 - Likely	2 - Slightly Harmful	8 - Moderate Risk

Assessment Conclusion

Signatures