

Activity Risk Assessment Landscape Report



| Reference | 330 | Activity Description | Daily operations dealing with safe distancing. | | | | | | |
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| Assessment Date | 28/05/2020 | Publish To Portal | No | | | | | | |
| Assessor Name | David Millington | Description | Operating the NMA safely with Covid19 restrictions. | | | | | | |
| Assessment Team Members | | Review Date | 03/08/2020 | | | | | | |
| Project Risk Assessment Reference | | Overall Potential Risk Level | 15 | | | | | | |
| Org Unit | The Royal British Legion -> Remembrance and Marketing -> National Memorial Arboretum | Overall Residual Risk Level | 10 | | | | | | |
| Location | National Memorial Arboretum | Number Of People Exposed | 0 | | | | | | |
| Risk Assessment Category | Covid 19 Management | People Exposed | Staff, Volunteers, Contractors and general public. | | | | | | |
| Date Record Created | 06/05/2020 | | | | | | | | |
| 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 - access to site Transfer of COVID by Touching Memorials | Visitors Potential to contract Covid | Advise Visitors not to touch memorials, this is unlikely excepter for the SAPA hand. | 3 - Unlikely | 2 - Slightly Harmful | 6 - Low Risk | Instal a sign at SAPA Memorial to advice not to touch | 3 - Unlikely | 1 - Insignificant Harm | 3 - Minimum Risk |
| Accident - ill health - Disease Mobility scooters | Staff, volunteers and Public Contact with a piece of equipment that could be infected by the virus | Limit the availability of scooters and wheel chairs to those that have a pysical disability or medical condition requiring use. All scooters and wheel chairs should be deep cleaned after they have been used. Do not leave scooters and wheel chairs unattended. Collect directly from the store and issue to the person with in social distancing guidelines. | 3 - Unlikely | 3 - Harmful | 9 - Moderate Risk | PPE available for those issuing scooters. | 3 - Unlikely | 2 - Slightly Harmful | 6 - Low Risk |
| Covid 19 - visiting external locations Grounds team, Cartakers, Staff and Volunteers meeting Unknown persons present who may be infected | Staff, Volunteers and Public While carrying out their normal duties staff and Volunteers maybe approached by infected persons. | Staff and Volunteers advised to keep their distance and advise their manager if they have any issues. Grounds team have access to PPE if they feel it is required. | 3 - Unlikely | 4 - Very Harmful | 12 - Substantial Risk | Seperate grounds team Risk Assessment produced. All staf an volunteers re inducted or given tool box talk re Social Distancing | 3 - Unlikely | 3 - Harmful | 9 - Moderate Risk |

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| <p>Covid 19 Visitors to site car parking</p> | <p>Staff, volunteers and general public. Cars parking too close and arriving in large amounts will result in large gatherings unable to socially isolate</p> | <p>Cars will be asked to pre book to ensure we have enough space to accommodate them safely.</p> <p>Parking attendants to park cars ensuring they have enough space between them.</p> <p>Spread out cars when they arrive to aid the flow of pedestrians into the Remembrance centre.</p> <p>The ticket machines will be sanitised daily.</p> <p>Staff should wear gloves when working on the ticket machines including collecting the money and wash their hands Immediately after re entering the building.</p> <p>Make collecting the money a two person task so that one can open doors safely cutting down the chance of cross contamination to other touch surfaces.</p> <p>Hand sanitiser and washing facilities available to all on arrival.</p> | <p>4 - Likely</p> | <p>3 - Harmful</p> | <p>12 - Substantial Risk</p> | <p>Car park gates to be kept closed until car parking staff are in place to accept visitors.</p> | <p>2 - Rare</p> | <p>3 - Harmful</p> | <p>6 - Low Risk</p> |
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| <p>Covid 19 - welfare facilities Risk of virus spread by non social distancing in toilets Social distancing not possible in canteen facilities</p> | <p>Staff and volunteers Lack of social distancing and sharing of equipment.</p> | <p>Provide signage to remind people to socially distance to remind people to wash their hands more frequently and the importance of personal hygiene.</p> <p>Remove furniture to enable social distancing. Social interaction is a vital part of staff welfare so look for alternative larger breakout areas on site where social distancing can be achieved.</p> <p>Staff Toilets - put occupied signage on entrance door restrict the toilet to one person at a time to access the area.</p> | 3 - Unlikely | 3 - Harmful | 9 - Moderate Risk | <p>Increase the frequency the housekeeper cleans and sanitises the back of house areas.</p> <p>Encourage staff to bring their own personal crockery etc. and to keep it isolated from others.</p> <p>Any NMA crockery should be put into the dishwasher and dishwasher to be used on highest temperature setting.</p> <p>If condition allow encourage staff to have breaks in the fresh air.</p> | 3 - Unlikely | 2 - Slightly Harmful | 6 - Low Risk |
| <p>Covid 19 travel Staff using public transport or car sharing.</p> | <p>Staff and volunteers. The use of public transport increases the risk of coming into contact with the virus and the potential to pass it on.</p> | <p>Encourage staff to use their own transport where possible and to follow social distancing guidelines.</p> <p>Ask all staff to wash their hands on arrival at work.</p> <p>The use of masks should be encouraged if using public transport that is crowded.</p> <p>Those that do use public transport should use a mask to reduce the risk and on arrival at the NMA should wash their hands etc. immediately.</p> | 3 - Unlikely | 3 - Harmful | 9 - Moderate Risk | <p>Arrange flexible start times and finish times to avoid peak travel times.</p> <p>And when possible look at working remotely.</p> <p>Encourage local staff to walk or look at the cycle to work scheme.</p> | 1 - Negligible | 3 - Harmful | 3 - Minimum Risk |

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| <p>Covid 19 - reception External visitors coming into the building Social distancing not possible</p> | <p>Staff, volunteers and general public. The reception area is a busy area with the potential of a high footfall. If any one is unaware they are infected or have touched something they could potentially pass it on.</p> | <p>Limit the numbers congregating by having a queuing system and social distancing signs and graphics.</p> <p>Use the tanooy system to remind people not to cause large gatherings.</p> <p>Increase the frequency the housekeeper cleans and sanitises the reception area.</p> <p>Sanitising gels, sprays and wipes will be available to staff.</p> <p>Santising gels will be available for visitors on arrival.</p> | <p>4 - Likely</p> | <p>3 - Harmful</p> | <p>12 - Substantial Risk</p> | <p>Look at protective equipment to keep staff safe. Ensure a robust cleaning regime is in place.</p> | <p>4 - Likely</p> | <p>2 - Slightly Harmful</p> | <p>8 - Moderate Risk</p> |
| <p>Covid 19 - office work Staff not adhering to guidelines</p> | <p>Staff and volunteers Not adhering to the guidance and hygiene advice could inadvertently pass on the virus.</p> | <p>Cleaning material available for use on high risk touch items such as printers.</p> <p>Increase ventilation when possible by opening windows Stagger staff start and finish times and look at a shift pattern combination of working from home.</p> <p>Adhere to guidelines regarding social distance when using desks.</p> <p>Discourage sharing a desk and the sharing of office equipment.</p> | <p>4 - Likely</p> | <p>3 - Harmful</p> | <p>12 - Substantial Risk</p> | <p>NMA producing a Safe operating procedures to be read in conjunction with this RA and Specific RAs</p> | <p>4 - Likely</p> | <p>2 - Slightly Harmful</p> | <p>8 - Moderate Risk</p> |

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| <p>Accident - ill health - Disease Carrying passengers on golf buggies.</p> | <p>Staff, volunteers and general public There is the potential to spread the virus through close contact.</p> | <p>Limit the use of buggies. Limit the numbers of passengers. Family groups. Sitting back to back.</p> <p>Using the 3 eight seat buggies for 4 passengers (same family group) who must sit at the rear of the buggy.</p> <p>The 6 seat buggies can be used to carry two passengers who must be sat on the rear of the buggy.</p> <p>All buggies should be cleaned after being used.</p> | 3 - Unlikely | 3 - Harmful | 9 - Moderate Risk | <p>Advise that buggies are used at the NMA's discretion.</p> <p>Adhere to cleaning regime</p> | 3 - Unlikely | 2 - Slightly Harmful | 6 - Low Risk |
| <p>Accident - ill health - Disease multi use vehicles.</p> | <p>Staff, volunteers and general public. From touching contaminated surfaces.</p> | <p>All buggies that are to be used should be washed before use.</p> <p>If practical buggy should be designated to one person for the day. If multi users then a process of cleansing the buggy should be in place.</p> | 3 - Unlikely | 2 - Slightly Harmful | 6 - Low Risk | | 3 - Unlikely | 2 - Slightly Harmful | 6 - Low Risk |
| <p>Covid 19 Visitors to site Armed forces Memorial</p> | <p>Staff, volunteers, general public and contractors Because of the design and size of the memorial there is a potential for large gatherings of people unable to self distance.</p> <p>Using the handrails could be a case of passing the virus by touch.</p> | <p>Ensure social distance and mark out routes to access and egress the memorial.</p> <p>Restrict the numbers that can access the memorial.</p> <p>Wipe the handrail during opening hours.</p> | 3 - Unlikely | 3 - Harmful | 9 - Moderate Risk | <p>Have signage in place to remind people of the guidelines.</p> <p>Brief staff/volunteers on the procedures if they become aware that the memorial is getting over crowded.</p> | 3 - Unlikely | 2 - Slightly Harmful | 6 - Low Risk |
| <p>Covid 19 Visitors to site Grounds</p> | <p>Staff, volunteers and general public. There is a potential for large gatherings in certain areas.</p> | <p>We will limit the numbers of visitors to site to ensure that there is sufficient outdoor areas for everyone to be able adhere to social distancing guidelines.</p> | 3 - Unlikely | 3 - Harmful | 9 - Moderate Risk | <p>NMA staff and volunteers to play apart in observing in a discreetly manner and reporting back to the managers any concerns they may have.</p> | 3 - Unlikely | 2 - Slightly Harmful | 6 - Low Risk |

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| <p>Covid 19 first aid First aid</p> | <p>Staff Extremely close contact with another person leads to a high risk of passing on the virus.</p> | <p>All first aiders should be provided with appropriate PPE and it should be in place before they approach the casualty. Dispose of PPE after use and replenish first aid kit with PPE. we will provide gloves, masks and aprons, face shields.</p> | <p>3 - Unlikely</p> | <p>3 - Harmful</p> | <p>9 - Moderate Risk</p> | <p>The chance of people coming to the NMA with Covid-19 is remote. All visitors have been advised on pre booking that they are not to attend the NMA if they have symptoms or are vulnerable. We have approached our events first aid provider for advice. Staff to be briefed to take time to think before acting.</p> | <p>2 - Rare</p> | <p>4 - Very Harmful</p> | <p>8 - Moderate Risk</p> |
| <p>Covid 19 Visitors to site Emergency situations.</p> | <p>Staff, volunteers and general public. Because in an emergency situation there will be limited or no chance of social distancing then there is a potential to spread the virus.</p> | <p>Evacuate the buildings/specific areas in a quick and efficient way as is possible. Keeping everyone safe trying to help but not having any unnecessary contact with individuals even if you can't keep to the Social Distance rules keeping apart is important. Limit numbers of persons in buildings</p> | <p>3 - Unlikely</p> | <p>2 - Slightly Harmful</p> | <p>6 - Low Risk</p> | | <p>3 - Unlikely</p> | <p>2 - Slightly Harmful</p> | <p>6 - Low Risk</p> |
| <p>Accident - ill health - Disease Using PPE</p> | <p>Staff If PPE isn't used in the correct way then it can be the cause of the problem. As in all health and safety PPE should remain the last resort.</p> | <p>Ensure that PPE such as face masks are used in the way that has been advised by the department of health.</p> | <p>3 - Unlikely</p> | <p>3 - Harmful</p> | <p>9 - Moderate Risk</p> | <p>Ensure that PPE users have read guidelines and adhere to hygiene regime.</p> | <p>3 - Unlikely</p> | <p>2 - Slightly Harmful</p> | <p>6 - Low Risk</p> |
| <p>Covid 19 - delivery and receipt post and packages Deliveries</p> | <p>Staff and volunteers Cross contamination from the delivery driver who may have been in close contact from a previous delivery.</p> | <p>Have designated delivery areas (marked out if necessary) where deliveries can be left safely before being checked and stored away. keep deliveries to a minimum if possible. Ensure all persons dealing with the delivery follow the usual hygiene rules of washing their hands straight away. discourage/stop the acceptance of personal items being delivered. Isolate items for 3 days if practical to allow any contamination to disappear.</p> | <p>3 - Unlikely</p> | <p>3 - Harmful</p> | <p>9 - Moderate Risk</p> | <p>Wear PPE such as a mask and gloves when interacting with delivery personnel and accepting packages, such as signing for items Wear gloves when handling post and packages</p> | <p>3 - Unlikely</p> | <p>2 - Slightly Harmful</p> | <p>6 - Low Risk</p> |

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| Covid 19 - visitor illness BusinessVisitors (reps, stake holders, other legion staff) | Staff and volunteers. Because we will not know the history of our visitors, where they have been, how they have travelled and whether they have been in contact with the virus or have shown symptoms there is a higher risk of the virus being passed on than from those we know. | Only meet with pre booked appointments. The length of the meeting is kept to a minimum meeting social distancing guidelines. | 4 - Likely | 3 - Harmful | 12 - Substantial Risk | if possible encourage remote meetings using media such as Teams or zoom. | 4 - Likely | 2 - Slightly Harmful | 8 - Moderate Risk |
| Covid 19 - hygiene Touching surfaces and other objects. | Staff, volunteers and general public. The virus can be spread through contact on all hard surfaces. | Keep the need for people to touch items/surfaces to a minimum. negate the danger by having a cleaning regime in place to constantly clean all commonly used surfaces. In the office do not share desks or equipment and encourage staff to keep their areas clean and tidy and free from unnecessary clutter. | 5 - Very Likely | 3 - Harmful | 15 - Substantial Risk | If it is possible to do and does not compromise security then remove the need for doors to be closed and touch pads to be unlocked. Adhere to a robust cleaning regime and monitor progress. Regular and frequent hand washing to take place | 3 - Unlikely | 3 - Harmful | 9 - Moderate Risk |
| Covid 19 - Multi occupied building Congested areas. | Staff, Volunteers and general public. Large groups/gatherings in enclosed spaces will have the potential to spread the virus extremely quickly. | All staff and volunteers will be encouraged to keep an eye on any large groups/gatherings. they should not approach the group it should be reported to the duty manager/supervisor who will decide the best action to take. | 4 - Likely | 3 - Harmful | 12 - Substantial Risk | Using all forms of communication to get the message across that we don't want large groups of people. | 2 - Rare | 4 - Very Harmful | 8 - Moderate Risk |
| Covid 19 - welfare facilities Communal areas. | Staff and Volunteers. Not social distancing and large gatherings could result in the spread of the virus. | Reduce the numbers allowed into the communal areas. Operate flexible break times and encourage staff not to share things including getting drinks and utensils for others. | 3 - Unlikely | 3 - Harmful | 9 - Moderate Risk | Larger communal areas made available to allow staff to meet but remain socially distanced but still able enjoy each others company. Social interaction is a key part of staff wellbeing. | 3 - Unlikely | 2 - Slightly Harmful | 6 - Low Risk |
| Accident - ill health - Disease Information/ wellbeing. | Staff Not keeping staff updated on how things are both inside the organisation and the outside world. Anxiety and fears can lead to stress and depression. | Ensure that a daily briefing is held and that all staff (onsite) attend the briefing and are able to share any issues they may have. | 2 - Rare | 3 - Harmful | 6 - Low Risk | ensure any concerns are looked at and dealt with. | 2 - Rare | 2 - Slightly Harmful | 4 - Low Risk |

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| Covid 19 - hygiene Cleaning. | Staff, volunteers and general public Not keeping the building clean especially the very high traffic areas can lead to the spread of any potential virus. | Ensure that the correct products are available and that the cleaning contractor and our own people are aware to clean all areas regularly but the heavily populated areas more often. | 4 - Likely | 3 - Harmful | 12 - Substantial Risk | Use NMA staff to support the housekeeper in ensuring areas are kept clean with regular wiping of surfaces and door handles etc. | 4 - Likely | 2 - Slightly Harmful | 8 - Moderate Risk |
| Covid 19 - office work Number of people in small spaces. | Staff and volunteers. People working close to each other and in confined spaces increase the risk of spreading any virus. | Only a limited number of persons should be working in the office at set times. look at the office layout to get the safest options. Working back to back and side to side are the best options if isolation screens are not fitted. Staff should only be working in the office if they have been told to by their line manager and it is consistent with the pre organised rota. No one should be attempting to access the office without prior notice. | 3 - Unlikely | 4 - Very Harmful | 12 - Substantial Risk | Every member of the team to be briefed on looking after everyone's safety and to not enter the work place in any circumstance should they or a member of their close family suspect they have symptoms of the virus. any one showing any symptoms should be sent home immediately. | 3 - Unlikely | 3 - Harmful | 9 - Moderate Risk |
| Covid 19 - Multi occupied building Groups | Staff, volunteers and general public. Large groups/gatherings in close proximity risk the spread of the virus. | Discourage any sort of gathering but especially in enclosed spaces. Any staff meetings/briefings should be carried out in large open areas to allow for social distancing and ideally outdoors. | 5 - Very Likely | 3 - Harmful | 15 - Substantial Risk | Encourage all members of the team to challenge anyone not observing the rules (from a distance) ensure there is sufficient signage to remind people of what is expected. | 5 - Very Likely | 2 - Slightly Harmful | 10 - Moderate Risk |
| Covid 19 - Multi occupied building Contact. | Staff, volunteers and general public. spreading any virus through contact or close proximity during coughing/sneezing. | All staff to be aware of safe distancing rules and where these are difficult to observe then they should be wearing appropriate PPE. | 4 - Likely | 3 - Harmful | 12 - Substantial Risk | Self distancing signage and floor marking should be in place to remind everyone of the need to avoid contact. | 4 - Likely | 2 - Slightly Harmful | 8 - Moderate Risk |
| Covid 19 - hygiene Hygiene. | Staff, volunteers and general public. Potential to come into contact with virus and pass it on. | Hand hygiene is an essential act of personal hygiene so encourage all staff to wash hands for the required amount of time at regular intervals. All Staff should be asked to wash their hands on arrival at work. | 4 - Likely | 2 - Slightly Harmful | 8 - Moderate Risk | Signage to remind people to wash hands. | 4 - Likely | 1 - Insignificant Harm | 4 - Low Risk |

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| Assessment Conclusion | Risk is minimised and acceptable with control measures. Reviewed A Ansell 28/05/2020 Reviewed and approved by MD, HoE, HoVE and HoSS 29/05/2020 |
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Signatures