



North York Moors National Park Authority Risk Assessment

Activity: Sutton Bank National Park Centre – VC working under Covid-19 restrictions	Site (where applicable) Sutton Bank Visitor Centre
Assessors Name(s): Chris Pye	Additional Information:
Date: 19/07/21	Review Date: September 2021

What are the Hazards?	Who Might be Harmed & How?	Risk rating			Control measures
		L	S	R	
C-19 outbreak in the workplace	Staff, volunteers, public	2	3	6	<ul style="list-style-type: none"> a) C-19 control measures in place as outlined below b) Employees/volunteers who test positive to self-isolate and assist NHS Test and Trace. c) Centre Manager to be informed immediately of any positive cases.
Contamination at reception area – shared use of till and PC.	Staff, public, volunteers	2	3	6	<ul style="list-style-type: none"> a) One person designated to use each piece of equipment for set periods. Screens to remain in place to reduce potential for close contacts. Cleaning of all equipment between uses. b) Keyboards and screens cleaned at start and end of the day. c) Hand sanitiser remains available for staff and public at all entrance, exit and touch points d) NHS QR code to remain in place to assist NHS Test and Trace.
Shop floor/Visitor Centre – increased visitor numbers, potential contamination.	Staff, public, volunteers	2	3	6	<ul style="list-style-type: none"> a) Shop space expanded into old exhibition. b) Enhanced cleaning regime remains in place (thorough clean at the end of the day) c) Windows and doors remain open throughout the working day (weather permitting) to increase ventilation.



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Use of shared spaces – toilet/kitchen printer – contamination	North York Moors (NYM) Staff, Sutton Bank Bikes (SBB) staff, volunteers, public	2	2	4	<ul style="list-style-type: none"> a) Toilet and kitchen cleaned at start and end of day by caretaker b) One person in kitchen at a time – ‘occupied’ and ‘vacant’ sign to be used. Hand sanitiser available to be used before and after equipment use. NYM staff lunch space remains in closed off exhibition space. c) Individual responsibility to clean surfaces in toilet before and after use. 20 second hand washing advice continues. Signage up and cleaning materials available. d) Bike removed from corridor to increase space.
Deliveries – contamination	Staff, volunteers	2	2	4	<ul style="list-style-type: none"> a) Deliveries signed to side entrance b) Hand sanitiser available at side entrance
Use of office, confined space, contamination	Staff	2	3	6	<ul style="list-style-type: none"> a) Ensure office is well ventilated b) Hand sanitiser available c) Workstation cleaned at start and end of day, and between uses.
Craft table - potential contamination	Staff, public	3	3	9	<ul style="list-style-type: none"> a) Craft table remains closed until Ryevitalise pop-up exhibition ready. Risk to be reassessed before opening for limited use.
First aid incident, potential contamination	Staff, public	2	3	6	<ul style="list-style-type: none"> a) Minor first aid items dispensed for public to use personally b) No mouth to mouth with CPR (see St John’s guidance) c) Opening times of nearest surgeries available



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Excessive numbers of visitors in the Centre, confined space, risk of contamination.	Staff, public, volunteers	2	3	6	<ul style="list-style-type: none"> a) Staff to monitor, reassess if necessary. b) Face masks available to use if asked for, but not advertised. c) Increased ventilation d) Hand sanitiser available.
Conflicting messages on site between SBB's, Park Life Café, and NYM, potential contamination	Staff, public, volunteers	3	3	9	<ul style="list-style-type: none"> a) Each site has own RA b) Regular communication between VC manager and SBB and Park Life café c) All Covid-19 working procedures shared, consistency of approach
Outdoor play area – potential contamination	Public	2	3	6	<ul style="list-style-type: none"> a) Hand sanitising points available at the Centre
Use of mobility scooter and tramper, potential contamination	Public, staff	3	3	9	<ul style="list-style-type: none"> a) Tramper available on pre-booked basis, one slot per day. b) Tramper and scooter cleaned and sanitised before and after each use to protect vulnerable users c) Training for tramper delivered outside
Number of users on site – caretaker unable to complete tasks required, potential contamination.	Public, staff, volunteers	3	3	9	<ul style="list-style-type: none"> a) Hours available to double-man during busy periods (Bank Holiday's, school holiday weekends).



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SEVERITY

Description	Minor injury	Injury requiring first aid	Injury or industrial disease requiring medical treatment	Serious injury or long-term medical effects (industrial disease)	Major injury or fatality
Effect	Cuts & abrasions, minor skin or eye irritations, etc.	Any injury that requires first aid	Deep wounds, fractures, scalds, burns, eye injuries, respiratory infections, temporary blindness or hearing loss, etc.	Loss of digits, damage to eyes, serious medical effects	Loss of limbs, sight, hearing, long term illness or death
Outcome	No lost time (sick leave not required)	1-3 days absence	More than 3 days absence – RIDDOR reportable	Weeks – months off work (hospitalisation) RIDDOR reportable	Permanent disability or long term sick RIDDOR reportable

LIKELIHOOD

Percentage probability	Likelihood	No.	1	2	3	4	5
0 – 20	Highly Unlikely	1					
21 – 40	Reasonably Unlikely	2					
41 - 60	Likely	3					
61 - 80	Highly Likely	4					
81 - 100	Almost Certain	5					

Low Risk Score 1 - 4
 Medium Risk Score 5 - 12
 High Risk Score 15 - 25