



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 National Park Centre
Assessors Name(s): Chris Pye	Additional Information:
Date: 9 July 2020	Review Date: 9 August 2020

What are the Hazards?	Who Might be Harmed & How?	Risk rating			Control measures
		L	S	R	
Contamination at reception area – shared use of till, PC and stationery	Staff, public, volunteers	2	3	6	<ul style="list-style-type: none"> a) One person designated to use each piece of equipment for the day. Staff in fixed pairings where possible b) Keyboards and screens cleaned at start and end of the day. c) Hand sanitiser available for staff and public at all entrance, exit and touch points d) Contactless payments encouraged, no cash. e) Perspex screens in place f) Staff use individually issued stationery
Shop floor – contamination of stock, interaction with public.	Staff, public, volunteers	2	3	6	<ul style="list-style-type: none"> a) Signage in place requesting minimal handling of stock b) Restock outside normal current opening hours. c) Floor markers in place displaying appropriate social distancing guidelines. d) Enhanced cleaning regime in place (see new daily procedure document)
Use of shared spaces – toilet/kitchen/corridor/printer – contamination	North York Moors (NYM) Staff, Sutton Bank Bike (SBB) staff, volunteers	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 – new ‘occupied’ and ‘vacant’ sign to be used. Hand sanitiser available to be used before after equipment use. c) SBB to use their own kitchen facilities for tea and coffee. d) Individual responsibility to clean surfaces in toilet



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				6	before and after use. 20 second hand washing advice continues. Signage up and cleaning materials available. e) No access to corridor for public
Deliveries – contamination	Staff, volunteers	2	3	6	a) Deliveries signed to side entrance b) Hand sanitiser available at side entrance c) Deliveries dealt with outside of opening hours d) One staff member assigned to deal with delivery
Use of office, confined space, contamination	Staff	2	3	6	a) Only one staff member using office at a time. b) Hand sanitiser available c) Workstation cleaned at start and end of day, and between uses. d) Changes to staff rota to avoid need to share
Queueing system / foyer one way system – potential contamination	Public, staff	2	2	4	a) One way system clearly marked with floor spots and directional arrows and barriers b) Limited number of customers in the shop at one time, signage placed to this effect. Staff to monitor and use glass door 'one way' button if needed. c) Enhanced cleaning regime in place (see new daily procedure document) d) Hand sanitiser in place at entry and exit points, and clearly signed
Craft table/exhibition space, potential contamination	Staff, public	3	3	9	a) Craft table and exhibition area closed and screened off b) Retail expanded into space to further spread visitors



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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
Public not respecting social distancing measures/ rules on face coverings	Staff, public	2	3	6	<ul style="list-style-type: none"> a) Signage is clear and staff trained on current regulations b) Beyond a verbal reminder, no staff attempt to enforce social distancing measures or the wearing of face coverings c) Face masks available to use if asked for, but not advertised.
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) Signage in place advising: <ul style="list-style-type: none"> - Thorough hand washing - Adult supervision - Not to use if equipment if displaying signs/ symptoms of C-19
Use of mobility scooter and tramper, potential contamination	Public, staff	3	3	9	<ul style="list-style-type: none"> a) Both available for use on a pre-booked basis only. Tramper users must be existing members. b) Equipment checked and sanitised before and after use c) Existing safety checks to continue.



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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
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