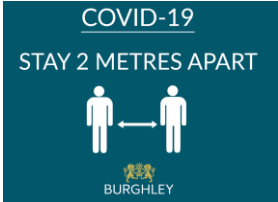

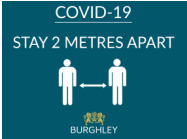




RISK ASSESSMENT HOUSE- PUBLIC	Assessed by:	Date:	Title of Assessment	
	Lucy Johnsrud	15.07.20	COVID-19: Managing visitors in the House	RA-CV-20
			Consultation with the Workforce & Publishing of this Assessment	
	Date to be reviewed	Gov. Updates/ Monthly	The workforce should be consulted during the development of this risk assessment.	
	Date of last review		This risk assessment is published to the workforce and is available on our website.	
Reviewed by				

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			4	5	20				2	5	10	
Social Distancing Failure to maintain compliance with social distancing during completion of the task resulting in increased risk of transmission.	House	Public Staff	4	5	20	High	<ol style="list-style-type: none"> The key company objective is to maintain social distancing wherever possible. People must remain at least two metres apart when mixing with anyone outside their own household. <div style="text-align: center;">  </div> <ol style="list-style-type: none"> The numbers of people in the House will be controlled and monitored – using ticketed entry and defined timeslots – 20 people in per 30mins – 12 sessions each day totalling max 240 people. Staff to control queue in Brewhouse with 2 meters signage on floor and fast track where possible to reduce social interaction in one place. 	<ol style="list-style-type: none"> Managers to continue to monitor the effectiveness of existing risk controls and amend as required. Managers to monitor numbers in the House at one time. 	2	5	10	Medium


HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY	
							<ul style="list-style-type: none"> 5. Staff social interaction to be limited to a group of no more than two households and one in smaller rooms in the House. 6. Highly visible signage will remind people to follow all social distancing rules. 7. Staff member in Brewhouse behind screen with relevant PPE, gloves/mask and or visor scanning e-ticket and membership card or annual pass – no cash. 8. Staff to wear visors at all times in the House 9. Visitors mandatory to wear masks in the House – signage in entrance – purchase of masks in Brewhouse or Shop. 10. Staff (Queue) to ensure public comply social distancing with entry to Brewhouse and Old Ticket Desk. 11. Staff to explain ticket/membership required at Ticket Desk and give guidelines of entry/exit and social distancing. 						

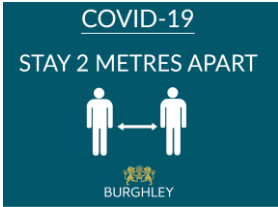
HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
<p>Who Should go to Work?</p> <p>Transmission of Covid-19 infected workers attending site.</p> <p>Failure to protect workers who are at a higher risk. (Clinically vulnerable/clinically extremely vulnerable).</p> <p>Workers who need to self-isolate (at present).</p>	Whole Site	Public and Staff	4	5	20		<ol style="list-style-type: none"> Staff Training - Anyone feeling ill advised not to come to work. All social distance to be adhered to. All staff given the opportunity / choice to stay at home if they are in a vulnerable category. All staff provided relevant PPE, visors, face masks. Unwell staff need to be tested and self-isolate at home for 7 days or 14 days if a member of their household becomes infected. 	<ol style="list-style-type: none"> Managers to continue to monitor the effectiveness of existing risk controls and amend as required. 	2	5	10	Medium
<p>Entering and Leaving the House</p> <p>Failure to maintain compliance with social distancing resulting in increased risk of transmission.</p>	Car park House	Public Staff	3	5	15	High	<ol style="list-style-type: none"> People will be encouraged to walk/run/cycle to Burghley where practical and avoid public transport. Car sharing will not be advised unless sharing with members of the same household. Covid Secure Signage on Entrance to the Brewhouse and Courtyard Shop People are advised to wash/sanitise their hands on entering or leaving the House and wear face masks. 	<ol style="list-style-type: none"> Managers to continue to monitor the effectiveness of existing risk controls and amend as required. 	1	5	5	Low

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK		RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK		RESIDUAL RISK CATEGORY
						 <p>5. The numbers of people in the House will be controlled and monitored – using ticketed entry and defined timeslots to minimise number of visitors and potential interaction. Tickets to be purchased online or using contactless payment.</p> <p>6. Visitor records to be held for 21 days.</p> <p>7. Staff Members in the House to ensure public comply with entry and visit into House ensuring social distancing.</p> <p>8. Social Distancing signs clearly visible for visitors though out the interior of the House during their visit keeping 2m apart.</p>  <p><i>If this cannot be achieved e.g. due to crowding, visitors must wait until safe to enter/exit.</i></p> <p>9. Designated site access and exit points will be clearly signed.</p>				

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
Moving around the House Failure to maintain compliance with social distancing resulting in increased risk of transmission.	House	Public Staff	4	5	20	High	1. Public to wear face masks to reduce any transmission. 2. One-way pedestrian systems on site to be adhered to in the House. 3. Cones on chairs to keep visitors moving  4. Signage placed at eye levels to demark 2 metre social distancing will be adhered to.  5. Public required to stick to permitted areas and not encroach into closed areas. 6. Staff to ensure social distancing and no overcrowding in areas 7. Staff to wear visors at all times. 8. Windows opened and fans (PAT Tested only) in certain areas - to move the air around 9. No audios guides to be made	1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.	2	5	10	Medium

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
							available 10. AV (audio visual) and Treasury closed no access to lift.					
Common Areas: Staff/Guides Room Failure to maintain compliance with social distancing and surface transmission prevention in the common areas resulting in increased risk of transmission.	Guides Room	Staff	4	5	20	High	1. Full training given to staff before the House is open and risk assessments and Burghley guidelines sent via email prior to the training. 2. Staff to bring their own food and drink and open bins to be accessed and rubbish to be emptied on a regular basis. Domestics emptying bins to use disposable gloves and observe strict hygiene measures. 3. Staff to bring in their own plates, cups, and glasses. 4. Maintain social distancing at all times. Signage placed at eye level/other objects to demark 2 metre social distancing will be adhered to 5. Do not eat or drink until washed/sanitised your hands. Hand sanitising facilities to be provided in the Guides Room (minimum 60% alcohol-based hand sanitiser). 6. Food/drink rubbish will be bagged and removed from site for disposal. 7. Enhanced cleaning programme to frequently clean and disinfect rest area surfaces that are touched regularly. 8. Coats hung on coat rails without touching. Manager to ensure staff coats are not in contact with each	1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.	2	5	10	Medium

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
							<p>other.</p> <p>9. All resource books not to be used i.e. library or cupboard in Guides Room with files. Clear signage not to use library, DVD library or Information Cupboard.</p>					
<p>Common Areas: Toilets</p> <p>Failure to maintain compliance with social distancing and surface transmission prevention in the common areas resulting in increased risk of transmission.</p>	Toilets	Public Staff	3	5	15	High	<p>1. Wash or sanitise hands before and after using the facilities. Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable.</p>  <p>2. Avoid contact with frequently touched surfaces where possible e.g.:</p> <ul style="list-style-type: none"> - Opening doors with feet/elbows. - Using tissue to switch off taps or contact surfaces. <p>3. Enhanced cleaning programme to frequently clean and disinfect rest area surfaces that are touched regularly.</p> <p>4. Hand sanitiser fixed to walls.</p> <p>5. One person/family group in each of the male/female/disable toilets at a time.</p> <p>6. Increased cleaning regime for toilets.</p>	1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.	2	5	10	Medium



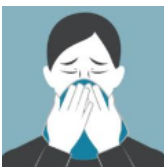
HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
<p>Common Areas: Car Parks</p> <p>Failure to maintain compliance with social distancing in the car parks resulting in increased risk of transmission.</p>	Car parks	Public Staff	2	5	10	Medium	<p>1. People are required to maintain 2 metre separation in car park areas.</p> <div style="text-align: center;">  </div> <p>2. People will adhere to site pedestrian routes inbetween car parks and site entry points. Clear social distance signage as above upon entering the park and in the car parks for public to adhere to – self managed.</p>	<p>1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.</p>	1	5	5	Low


HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
Accidents, Security and Other Incidents Failure to manage appropriately/ attempting to maintain social distancing during accidents and incidents.	Site	Public Staff Contractors	2	5	10	Medium	1. Ambulance to be used in an emergency. 2. First aid facilities in place. 3. First aiders are to: <ul style="list-style-type: none"> - Make sure they wash hands or use an alcohol gel, before and after treating a casualty. - Ensure they do not cough or sneeze over a casualty during treatment. - Not lose sight of other cross contamination that could occur that is not related to COVID-19. - Wear gloves or cover hands when dealing with open wounds. - Cover cuts and grazes on their hands with waterproof dressing. - Dispose of all waste safely. - Do not touch a wound with a bare hand. - Do not touch any part of a dressing that will come in contact with a wound. 4. Include the outside of first aid kits on regular sanitisation procedures. 5. In an emergency, for example a fire or accident visitors and workers do not have to stay 2m apart if it would	1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.	1	5	5	Low

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY			RESIDUAL RISK	RESIDUAL RISK CATEGORY
							<p>be unsafe.</p> <p>6. Emergency plans should be kept up to date.</p> <p>7. Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources.</p> <p>8. If an individual develops symptoms of COVID-19 or is observed to be displaying symptoms they should remove themselves from the Gardens/Park/Estate immediately:</p> <ul style="list-style-type: none"> - Return home if safe to do so - If not able, driven home by another with additional controls: <ul style="list-style-type: none"> - Keep windows open - Keep distance (driver in front and passenger in rear) - Clean down vehicle following transport. - Contact emergency services if significant. 					

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
Cleaning - General Cleaning - Handwashing - Sanitation Facilities - Toilets Failure to reduce transmission through contact with contaminated surfaces by not keeping the site clean.	Whole site	Public Staff Contractors	3	5	15	High	1. All red chairs in State Rooms to be regularly sanitised. 2. Areas to note – all red chairs to be regularly sanitised throughout the day: - - Old Kitchen – brown cover on hot plate for protection and wiped regularly - Roman Stairs – Handrail clean down - Billiard Room – Billiard Room cover for table to remain on – Clean Window Sill - Bow Room – Clean Window Sill - Marquetry – Clean Window Sill - QEI – Clean Window Sill - Blue Silk Bedroom – Clean Window Sill - Blue Silk Dressing Room – will have a hand sanitiser - Blue Silk Dressing – Clean Window Sill - George I – Clean Window Sill - George II – Clean Window Sill - George III – Clean Window Sill and Pietra Dura Table - George IV – Clean Window Sills and Pietra Dura table - Heaven – Clean Window Sills - Top of Hell – Clean Window Sill and metal binoculars and marble statues removed – clean music box, stair hand rails, both sides and	1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.	2	5	10	Medium

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
							<p>Stannah stair to be cleaned after each use – cleaning wipes/sanitiser provided at top of stairs</p> <ul style="list-style-type: none"> - Great Hall – reed chairs removed and replaced with red chairs <p>3. Visor cleaning spray available in Staff Room for staff visors.</p>					

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
<p>Hygiene:</p> <p>1. Handwashing</p> <p>2. Sanitation Facilities</p> <p>3. Toilets</p> <p>Failure to reduce transmission through contact with contaminated surfaces or direct exposure to airborne particulates by not enforcing good hygiene practices.</p>	House	Public Staff Contractors	3	5	15	High	<p>1. Regular hand washing.</p> <p>2. Avoid physical contact of any kind.</p> <div style="text-align: center;">  </div> <p>3. Avoid Skin Contact: Avoid touching eyes, nose and mouth.</p> <div style="text-align: center;">  </div> <p>4. Practice respiratory hygiene: This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.</p> <div style="text-align: center;">  </div> <p>5. Everyone to be advised to regularly machine wash work clothes at 60-90° with laundry detergent and wash hands for 20 seconds afterwards.</p>	<p>1. Hand sanitiser (minimum 60% alcohol based) provided throughout the workplace at designated points e.g.</p> <ul style="list-style-type: none"> - All entry and exit points - Entrances to rest areas - Areas where it is not practical to utilise soap and water facilities. <p>2. If any waste is suspected to be contaminated by Coronavirus – it should be held for 72 hours prior to disposal as normal waste in alignment with DEFRA guidance.</p>	2	5	10	Medium

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
							<p>6. Everyone must wash their hands for 20 seconds using soap and water when entering and leaving the site.</p>  <p>7. Wash or sanitise hands before and after using the toilet facilities.</p> <p>8. Avoid contact with frequently touched surfaces where possible e.g.:</p> <ul style="list-style-type: none"> - Opening doors with feet/elbows. - Using tissue to switch off taps or contact surfaces. <p>9. No reusable towels/nail brushes/face cloths permitted on the site.</p> <p>10. People instructed in good personal hygiene practice.</p> <p>11. Any surfaces recently contacted by affected individuals to be isolated and thoroughly cleaned in line with current guidance at: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>					

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY	
							<p>12. If a staff member has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.</p> <p>13. If waste is considered to be contaminated with Covid-19 virus remove and place into a plastic bag any wipes, disposable gloves and overalls used, whilst trying not to cross-contaminate onto existing clothes or persons.</p> <p>14. Waste should be double bagged and sealed.</p>						

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
Face Coverings Failure to support safe use of face covering by employees resulting in marginal increased risk of transmission from incorrect use.	Site	Staff	1	5	5	Low	1. We have assessed that the use of visors for our Workers is required to reduce risk of transmission - face coverings (masks) for our Workers are not required as part of our risk control approach for covid-19. However, if a worker wishes to wear a face covering, we will support that choice. Where a face covering is worn, we require the wearer to do the following: 2. Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. 3. Visors to be cleaned with screen spray in the staff room. 4. When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. 5. Change your face covering if it becomes damp or if you have touched it. 6. Wash your hands regularly. 7. Change and wash your face covering daily. 8. If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.	1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.	1	5	5	Low

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
							9. Practise social distancing wherever possible.					
Workforce Management: Shift patterns and Working Groups Failure to segregate cohorts to limit transmission potential.	House	Staff	2	5	10	Medium	1. Managers will aim (where practical) to split the workforce into teams so that teams are kept the same whilst on site. 2. Managers will identify (where practical) opportunities for staggered shift times to reduce overall numbers of people on site where possible. 3. Staff to arrive at staggered times	1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.	1	5	5	Low
Communication and Training To make sure all workers are kept up to date with how safety measures are being implemented or updated. workers understand Covid-19 related safety procedures. Communication to Public (prior to and during their visit)	House	Public Workers	2	5	5	Medium	1. Full training given to staff before the House is open and sent risk assessments and Burghley Training Manual (guidelines) via email prior to the training, hard copy also given. 2. Communication via memos and emails sent on a regular basis to update staff of change in Government Guidelines or in their place of work. 3. When public book their timeslot they confirm they understand Covid – 19 guidelines and confirm they do not have Covid-19 symptoms before entering the site. 4. Burghley Marketing Dept to include Covid awareness and Burghley Guideline information on website when booking timeslot/ticket to inform public. Risk Assessment for House to be made available on website.	1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.	1	5	5	Low

RISK		Severity	5	10	15	20	25	
LIKELIHOOD	SEVERITY		4	8	12	16	20	
1. Extremely Unlikely	1. Minor Injury/disease no lost time		3	6	9	12	15	
2. Unlikely	2. Injury/disease up to 7 days lost		2	4	6	8	10	
3. Likely	3. Reportable under RIDDOR over 7 days		1	2	3	4	5	
4. Very Likely	4. Specified Injury/Long term absence		Likelihood					
5. Almost Certain to happen	5. Death		Low	Medium	High			
			1-8	9-12	15-25			

References used in the development of this risk assessment:

- <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>
- <https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance>
- <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
- <https://www.letsrecycle.com/news/latest-news/defra-coronavirus-waste-disposal-advice/>
- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/heritage-locations>
- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy>
- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches>

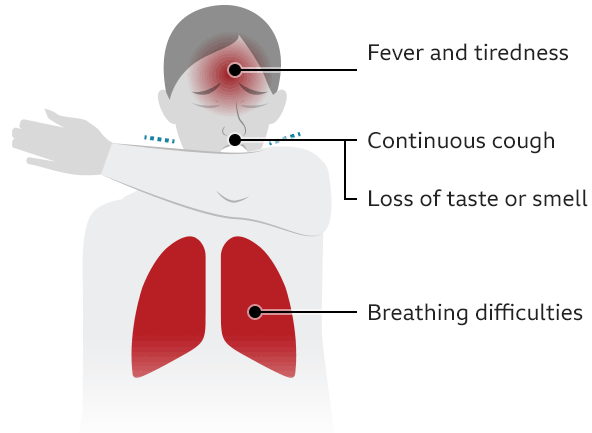
Document Accepted By (Name)		Sign		Date	
Further Risk Controls Implemented By (Name)		Sign		Date	



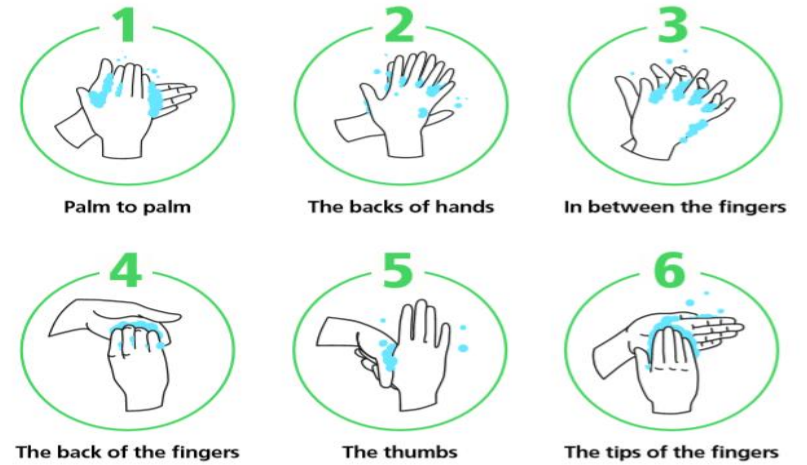
Key COVID-19 Symptoms & Controls:

Symptoms:

Coronavirus: Key symptoms



Hand Washing:



General Precautions:



Social Distancing:

