

COVID-19 Secure Risk Assessment Summary

In line with HM Government guidance Historic Royal Palaces can confirm we have complied with the government's guidance on managing the risk of COVID-19 in order to reduce as far as possible the transmission of coronavirus.

As we start to open our palaces again the safety of our visitors' staff and colleagues is our foremost priority. HRP have implemented a range of measures and adapted our working practices to adhere to Government guidelines.



Step 1 - Risk assessment

HRP have compiled a comprehensive risk assessment that identifies the risk areas and outlines the controls that we have put in place to manage those risks areas effectively for the safety of our visitors' staff and colleagues.



Step 2 - Cleaning, washing and hygiene

Maintaining high standards of cleanliness and hygiene is essential to preventing the spread of the virus, along with all the social distancing steps such as staying two metres apart.

- HRP have handwashing facilities and alcohol hand sanitisers across all HRP sites.
- HRP have antibacterial wipes and/or spray for the necessary areas.
- HRP have increased the cleaning schedules, cleaning and disinfecting touch points, such as handrails, toilets, taps and communal areas with a greater frequency and produced a Hygiene Standard.
- HRP communicate to all the requirement and importance of maintaining high personal hygiene and frequently washing hands, consistent with Government guidance.



Step 3 - Working from home

Wherever possible, HRP staff should work from home unless they are in roles critical for business and operational continuity.

- HRP have considered who needs to be on site and produced staff lists.
- HRP have provided equipment for people to work at home safely and effectively if needed, for example, remote access to work systems.
- Homeworking guidance and online training and assessment is available for all staff working at home.



Step 4 - Social distancing

HRP aim to take all reasonable steps to allow our staff, colleagues and visitors to maintain a distance of two metres from other people when they are on our premises. These measures include:

- Calculating COVID-19 secure visitor capacities for all areas to meet the guidelines.
- Pre-booking is strongly encouraged for all visitors including members.
- Using markings and introducing one-way flow at entry and exit points in all areas.
- Queuing systems should also comply with the above social distance guidelines.
- Card payments only and HRP will introduce germ protection screens as a barrier between staff and visitors



Step 5 - Manage transmission risk

Where people cannot be a minimum of two metres apart HRP will risk assess each task and apply additional control measures to manage the risk of transmission of the virus:

- All employees are told that if they or a member of their household has the symptoms of COVID-19 that they must isolate and not come to site.
- Personal Protective Equipment (PPE) and training is available where required.
- Screens to protect our staff and our visitors.
- Restricted movement of staff between our sites.
- Face coverings are required for all staff and visitors in our indoor spaces and in any places required to do so by law. This is communicated to our employees, contractors and all visitors to site.



Step 6 - Increase ventilation

Ventilation helps to reduce the transmission risk in as many places as possible HRP have opened doors and windows to increase ventilation. This is not always possible due to environmental, collection safety, fire or security risks.



Step 7 -Take part in NHS Test & Trace

HRP are compliant with the NHS Test & Trace and keep a record of all our visitors to site for 21 days. We also display an official NHS QR code at all of sites so that visitors can 'check in' as an alternative way of providing their details.