



## Covid-19 Risk Assessment Camera Obscura & World of Illusions, Edinburgh

Subject Assessment	of Coronavirus (COVID-19)		
Task/Activity	Managing the risk of Coronavirus (COVID-19) exposure whilst undertaking all work activities		
Assessor	Ross Boon (Technical Manager) Tony Millar (Assistant General Manager)	Location of Assessment	Camera Obscura, Edinburgh

Risk Rating Matrix (RR)	Likelihood (L)		
Consequence (C)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)	MEDIUM (M)	LOW (L)	LOW (L)

Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	C	RR	Adequately controlled?
1	<p><b>COVID-19</b> (Someone infected entering the workplace)</p>	<p><b>Employees</b> (A visitor or employee enters the workplace and passes the virus onto employees)</p>	<ul style="list-style-type: none"> <li>• An information poster highlighting the symptoms and the risk of COVID-19 is placed on entry/sign in point. Symptomatic individuals will not be allowed entry.</li> <li>• COVID-19 information posters are placed in designated locations within the workplace (toilets, notice boards etc.) for all employees &amp; visitors.</li> <li>• Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking.</li> <li>• All employees have read the company's Steps to Working Safely Plan.</li> <li>• All employees issued with necessary PPE to conduct their jobs safely</li> <li>• Visitors are only permitted following advice from the Scottish Government.</li> <li>• Visitors are required to wear a face covering throughout the visit, according to Scottish Government regulations requiring mandatory face covering in all enclosed public spaces.</li> <li>• Timed entry in place to allow reduced capacities to maintain social distancing measures</li> <li>• Staggered start, finish and break times for all employees.</li> </ul>	L	M	L	Yes

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2	<b>COVID-19</b> (Someone becomes ill in the workplace)	<b>Employees &amp; Visitors</b> (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> <li>• Scottish Government guidance to be followed</li> <li>• A designated safe area has been identified away from other staff. Persons showing signs of COVID-19 INFECTION will be removed from the workplace to the designated area, away from other staff and sent home with support required. The person will be advised to follow <a href="#">NHS Guidance online</a>.</li> <li>• If the person is a visitor their organisation will be informed.</li> <li>• We are operating the Scottish Government Trace and Protect. If known case of COVID-19 on site, details of visitors and staff will be passed to NHS in line with Trace and Protect framework.</li> <li>• The workplace will be decontaminated following <a href="#">governmental guidance</a>.</li> <li>• Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking.</li> <li>• This information has been passed onto all employees.</li> </ul>	L	M	L	Yes
3	<b>COVID-19</b> (Contaminated Workplace)	<b>Employees &amp; visitors</b> (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> <li>• Scottish Government guidance is being followed.</li> <li>• Additional hand sanitisers have been placed around the workplace and employees are encouraged to carry their own sanitary personal bottle of sanitiser which the company will provide.</li> <li>• Extra hygiene requirement (handwashing etc.) in place. Multi-use hand towels are not used to dry hands.</li> <li>• Employees are encouraged to implement increased cleaning regime. Equipment such as keyboards, work surfaces etc. to be regularly cleaned. Sharing of work stations and equipment discouraged, if unavoidable thorough cleaning to take place between uses.</li> <li>• This information has been passed onto all employees.</li> </ul>	L	M	L	Yes

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4	<b>COVID-19</b> (proximity, workplace gatherings)	<b>Employees &amp; visitors</b> (A person catches COVID-19 due to working closely with an infected person)	<ul style="list-style-type: none"> <li>Scottish Government guidance to be followed.</li> <li>A social distancing policy has been implemented. <ul style="list-style-type: none"> <li>Employees may continue to work from home where possible.</li> <li>Only business critical face to face meetings to be undertaken on agreement with all involved.</li> <li>No handshaking or attendance at large meetings.</li> </ul> </li> </ul> This information has been passed onto all employees.	L	M	L	Yes
5	<b>COVID-19</b> (Vulnerable employees)	<b>Employees with underlying health conditions. Reduced immunity, pregnancy, over 70, etc.</b> (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> <li>Scottish Government guidance to be followed</li> <li>Employees have been instructed to self-isolate if they have had either a high temperature (37.8 centigrade or greater) or a continuous dry cough in the last 14 days and or a noticeable loss of taste and smell.</li> <li>Any shielding employees are required to work from home until further notice.</li> <li>Where home working is not possible arrangements will be attempted to isolate employee at work if symptom free.</li> <li>Pregnant workers may be asked to commence maternity leave early if practicable.</li> <li>The company will arrange for meetings with suppliers to be completed by video or audio conferencing where possible.</li> </ul>	L	M	L	Yes
6	<b>COVID-19</b> (Employees who have contracted COVID-19)	<b>Employees, visitors, members of the Public, Family members</b> (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> <li>If NHS 111/online or a GP determines an employee has contracted COVID-19 they will be treated as off sick as per normal company sickness policy.</li> <li>Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow <a href="#">NHS Online Guidance</a>.</li> <li>The workplace will be decontaminated following <a href="#">governmental guidance</a>.</li> <li>This information has been passed onto all employees.</li> </ul>	M	M	M	Yes

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7	<b>COVID-19</b> (Presenteeism. <i>Symptomatic or exposed employees remaining in workplace.</i> )	<b>Employees, members of the Public, Family members</b> <i>(Employees who are symptomatic or have been in contact with someone with COVID-19 but continue to work despite being unwell)</i>	<ul style="list-style-type: none"> <li>Scottish Government guidance to be followed</li> <li>Employees are advised to follow <a href="#">NHS Guidance online</a>.</li> <li>Symptomatic employees will be instructed to go home.</li> <li>Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to contact <a href="#">NHS Guidance online</a>.</li> <li>As a last resort, if we decide to suspend an employee this will be on full pay unless the employee's specific contract provides a right to suspend without full pay for this reason. Such a suspension will not be considered a medical suspension.</li> </ul>	L	M	L	Yes
8	<b>COVID-19</b> (Self-Isolation and wellbeing)	<b>Employees</b> <i>(Employees not aware of the need to or how self-isolate. Wellbeing/Loneliness issues from self-isolation )</i>	<ul style="list-style-type: none"> <li>NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist (<a href="#">Stay at Home Advice</a>)</li> <li>If you think you've been in contact with someone who has coronavirus, but you do not have symptoms and have not been told to self-isolate, continue to follow <a href="#">social distancing advice</a>.</li> <li>A homeworkers risk assessment – either general or specific depending on risk levels – will be completed</li> <li>Managers are to ensure that all employees now required to work from home have the necessary equipment to do their jobs safely.</li> <li>Managers &amp; Colleagues are advised to keep in regular contact with home workers with regular individual, team calls or by Teams/Zoom.</li> <li>This information has been passed onto all employees.</li> </ul>	L	M	L	Yes

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9	<b>COVID-19</b> (First Aid)	<b>Visitors, Employees and contractors</b> (Infecting either the first-aider or the person requiring first aid, following an incident)	<ul style="list-style-type: none"> <li>First aiders are to use relevant PPE when dealing with someone who is unwell</li> <li>People involved in the provision of First Aid to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</li> <li>Ensure that face masks or visors, aprons and gloves are available near every first aid box.</li> <li>Ensure that first aiders are aware that they can call on the emergency services if they have concerns for their own safety or the safety of others.</li> </ul>	L	M	L	Yes
10	<b>COVID-19</b> (Proximity on stairs and public areas)	<b>Visitors and Employees</b> (Passing too close in opposite direction on stairs and in other public areas)	<ul style="list-style-type: none"> <li>One way route in place around the attraction which visitors and staff should follow</li> <li>Signage and reminders at regular intervals throughout to reiterate safety measures such as social distancing, hand sanitising and face coverings</li> <li>Maximum group size limited to six (not including under-5's), to discourage large groups in the attraction at the same time.</li> </ul>	L	M	L	Yes
11	<b>COVID-19</b> (Proximity at exhibits)	<b>Visitors</b> (Standing too close to each other at Viewcams and Kaleidodraw)	<ul style="list-style-type: none"> <li>Construction of panels to separate each station</li> </ul>	L	M	L	Yes
12	<b>COVID-19</b> (Contaminated Eyepiece)	<b>Visitors</b> (touching eyepiece of telescopes to their face and near their eyes)	<ul style="list-style-type: none"> <li>Guides will sanitise eyepieces on telescopes every 30 minutes</li> </ul>	L	M	L	Yes
13	<b>COVID-19</b> (Contaminated Controls)	<b>Visitors</b> (touching controls of Viewcams or Kaleidodraw)	<ul style="list-style-type: none"> <li>Cleaners will deep clean every hour, Guides in exhibitions will cleanse with disposable wipes until dispensers fitted to exhibit for visitors to sanitise before/after use.</li> </ul>	L	M	L	Yes

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14	<b>Electrical spark</b> (igniting hand gel)	<b>Employees &amp; visitors</b> (Someone touches Electric Room exhibits having applied alcohol gel to their hands)	<ul style="list-style-type: none"> <li>There will be no hand gel dispenser at the entrance to the Electric Room</li> <li>A sign will advise visitors to take care with exhibits if they have applied gel, and only touch electric exhibits with dry hands.</li> </ul>	L	M	L	Yes

<b>Date of Assessment</b>	01.04.2020	<b>Signature</b>	<i>Tony Millar</i>	<b>Review dates</b>	08.07.2020; 22.07.2020; 24.09.2020;28.03.2021
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