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| **Guidance for**  **Contractors working with National Museums NI**  **Appendix 1: Coronavirus** | | | | |
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| **This guidance is designed to ensure that everyone working with National Museums NI, as a contractor who is on our sites for even a short period of time knows about our health and safety requirements in relation to Coronavirus and how we can work together to keep everyone safe.** | | | | |
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| **To be completed by Contractor**  **Contractor:**  **Responsible Person:**  **NMNI Contact:**  **NMNI Contact Tel No:**  **Visit location:**  **Date:** | | | | |
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| **1** | | **Introduction** | | |
| To reduce the risk of further Covid 19 infections and a second surge of the disease our sites are now operating with very different control measures. To have access to our sites contractors must comply with out requirements. | | | | |
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| These measures are to help you and our staff work together safely when you are on our sites. Your co-operation is appreciated. | | | | |
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| Our approach to controlling the Coronavirus is to ask people to isolate as soon as they are aware of any of the Coronavirus symptoms, maintain social distancing and encouraging good hygiene through regular handwashing. We have introduced enhanced and rigorous cleaning regimes across all our sites. | | | | |
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| We have competed a series of risk assessments and introduced a range of control measures in line with Government advice and best practice. | | | | |
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| **We expect our contractors to have considered how they might affect our activities and our staff and to achieve the same level of control as we set for ourselves**. | | | | |
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| **2** | | **Covid 19 Symptoms** | | |
| **If you have any of the Covid 19 symptoms DO NOT come onto our sites.** | | | | |
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| **Symptoms are: A high temperature**  **A new continuous cough**  **A loss or change to your sense of taste or smell.** | | | | |
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| **3** | | **Test Trace and Protect** | | |
| National Museums NI supports the Government’s ‘Test, Trace and Protect’ procedures to identify and trace anyone who may have the condition and those they have been in close contact with. If you identify any of the symptoms it is important to arrange a test and allow the Test Trace and Protect protocols to  work. **Use the Public Health Agency website to arrange a test**  [**https://www.publichealth.hscni.net/covid-19-coronavirus/testing-and-tracing-covid-19**](https://www.publichealth.hscni.net/covid-19-coronavirus/testing-and-tracing-covid-19)  To support the ‘Test Trace and Protect’ scheme we require contact details, i.e. the name and telephone number for everyone who visits our sites. To achieve this we will need details of the responsible person and an assurance that the Contractor’s Responsible Person has contact details for all of the staff visiting. This information is held for a period of 21 days from the date of the visit.  All contractors are required to sign in as part of our security procedures. | | | | |
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| **4** | | **Social Distancing** | | |
| **Social distancing is a very important way to reduce the risk of coronavirus spreading between people at work and those in our museums. We apply the current social distancing recommendations and expect our contractors to do the same unless circumstances do not permit this because of the work being carried out in which case we will require a copy of the risk assessment relating to this activity.** | | | | |
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| Floor markings and signage is installed to help you maintain the social distances required. | | | | |
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| To maintain social distance maximum occupancy levels are posted at the entrances to rooms. The maximum number for any room must not be exceeded. | | | | |
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| **5** | | **Hygiene** | | |
| Please use soap and water whenever possible for at least 20 seconds to wash your hands and it is important to wash your hands regularly. We have placed sanitiser dispensers throughout our buildings. | | | | |
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| We have enhanced cleaning regimes across all of our sites to keep the environment as clean as possible. We ask you to clean as you work through the day using disinfectant sprays. | | | | |
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| To minimise the spread of the virus we will not lend tools or equipment to anyone at this time. Where items are shared they should be cleaned before being handed over and once again when they come back to the owner who should wash their hands immediately after cleaning the item. | | | | |
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| **6** | | **Toilets** | | |
| To comply with social distancing requirements most toilets are ‘one in one out’ toilets with only one person using the toilets at any time. You may have to be patient. | | | | |
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| **7** | | **Access** | | |
| **We do not allow visits without prior arrangement. Your National Museums NI contact will inform you of the specific arrangements for your planned visit.** | | | | |
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| We have installed new signage to indicate pedestrian traffic flow in buildings with one way and give way systems to maintain social distance. Please follow these instructions and if you are unsure ask your contact or a member of staff to clarify your route. | | | | |
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| **8** | | **Personal Protective Equipment** | | |
| **The best way of protect people from Coronavirus is by maintaining 2m social distance and hand washing regularly with soap and water or sanitiser if soap and water are unavailable**. | | | | |
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| We provide PPE to staff where our risk assessment indicates the need to for it. We do not lend PPE and you should bring your own if you need it. | | | | |
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| **9** | | **Tearooms/Cafes** | | |
| Our tearooms and cafes do not have the same food and drink offer as before, or remain closed for now, and you may wish to bring your own food and refreshments. Our tearooms have significantly reduced occupancy and you may have to wait for a seat. | | | | |
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| If you are bringing your own refreshments bring your own crockery and cutlery as we do not lend any items at the moment. | | | | |
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| **10** | | **Vehicles** | | |
| As all of our vehicles are allocated to specific teams and individuals who are responsible for cleaning them regularly. You will not be offered a lift in or the use of any of our vehicles. | | | | |
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| **Working Safely with National Museums NI** | | | | |
| **How you can help us!** | | | | |
| **In order that we can maintain the safety of people in our museums it is important that you consider how your activities may affect us and let us know what precautions you have taken.** | | | | |
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|  | | **Risk Assessment** | | |
| We have outlined the control measures taken as a result of our risk assessments and we need to know that you are aware of them and will work with us to prevent the spread of the disease. | | | | |
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| As your activities will affect our staff and visitors we require a copy of your risk assessment for the tasks you are undertaking and specifically in relation to the control of Coronavirus.  We anticipate that most contractors will supply their risk assessment to their NMNI contact in advance of their visit. | | | | |
| **To ensure that contractors are aware of our control measures every contractor will receive an information sheet on arrival on their first day.** | | | | |
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| **Complete and return this form to your NMNI contact** | | | | |
|  | | | | Y/N |
| **1** | **A copy of our risk assessment has been provided to NMNI** | | |  |
| **2** | **I am aware of the symptoms of Covid 19 and know when to isolate** | | |  |
| **3** | **I understand the NMNI control measures and the precautions to be taken** | | |  |
| **4** | **I understand the importance of social distancing and hand washing** | | |  |
| **5** | **I will comply with NMNI control measures when on site** | | |  |
| **6** | **I have contact details for everyone working with me** | | |  |
| **7** | **I will inform NMNI of any changes to our risk assessment** | | |  |
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| **Contractor:** | | | | |
| **Responsible person:** | | | | |
| **Signature:** | | | | |
| **Date:** | | | | |
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| **NMNI Use only** | | | | |
| Commissioning Manager | | |  | |
| Date received | | |  | |
| Received by: | | |  | |
| Checked: | | |  | |
| Approved by: | | |  | |
| Date: | | |  | |