

Risk assessment for Main Gallery - COVID 19

Cumbria's Museum of Military Life

Assessment carried out by: Jules Wooding, Museum Manager

Date of next review: 20/10/2020

Date assessment was carried out: 20/09/2020

Activity/Area	Who might be harmed and how?	What are you already doing to control the risks?	Action Required			Done
Accessing the Museum	<ul style="list-style-type: none"> Visitors 	<ul style="list-style-type: none"> Signage highlighting we are COVID compliant Ensure compliance with DDA Track & Trace Information collected on booking ticket through EH Display NHS QR posters re COVID-19 app 	<ul style="list-style-type: none"> Staff to put out and take in sign daily Ensure there is wheelchair access in gallery (DDA) Put posters on display throughout Alma 			X
Entering Museum	<ul style="list-style-type: none"> Staff Visitors <p>Too many people in small area around main door/reception area – no social distancing</p>	<ul style="list-style-type: none"> Signage at front of building explaining current situation and 2m social distancing rule Sign to recommend 'waiting' until previous visitors have been served at the desk Keep both main doors open 	<ul style="list-style-type: none"> Reception staff with radio to call for assistance if required Link established with EH to manage external situation 			X
Reception Desk and Museum Entrance	<ul style="list-style-type: none"> Staff Visitors 	<ul style="list-style-type: none"> Strict 2m social distancing Regular cleaning of reception surfaces Regular cleaning of PC and phone 	<ul style="list-style-type: none"> Train staff in new operating procedures Review situation daily 			X

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	Too many people at reception desk – no social distancing	<ul style="list-style-type: none"> • Perspex screen at desk • Encourage use of contactless payment • Use tray to take money and give change • Remove all unnecessary signage at desk • Staff to brief visitors on social distancing rules within Museum (additional signage on display at desk) • Install Hand sanitiser station & signage 				
Front Desk Operations inc Computer usage	<ul style="list-style-type: none"> • Staff • Risk of transmission of virus with shared facilities 	<ul style="list-style-type: none"> • Computer to be temporarily removed • Each staff member to bring their own laptop to use at desk and remove at end of shift • Regular cleaning of reception area esp when change of staff at desk 	<ul style="list-style-type: none"> • Cleaning materials at front desk • Sign to remind staff about cleaning 			X
Shop	<ul style="list-style-type: none"> • Staff • Visitors <p>Handling of stock items as a source of infection</p>	<ul style="list-style-type: none"> • Limit Shop items on display to public • Signage to inform visitors of how to purchase items • Staff member to retrieve item for visitor – sanitise hands • Selection of items available behind desk for easy access 	<ul style="list-style-type: none"> • Rearrange reception area to accommodate shop items – ensure replenished at end of shift • Add items to online shop and display link 			X

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Moving around Alma/general circulation	<ul style="list-style-type: none"> • Staff • Volunteers <p>Too many people in small area not observing social distancing – risk of infection</p> <p>Capacity – 30 visitors</p>	<ul style="list-style-type: none"> • Only main gallery to be open to the public • One-way system in operation in gallery • Monitor flow rate • Ensure adequate signage • Maintain 2m social distancing rule using hazard tape on floor to delineate areas and 2m floor stickers • Regular cleaning of door handles, surfaces, and case glass fronts • Interactives removed or covered 	<ul style="list-style-type: none"> • Team briefing • Purchase essential cleaning products • Have clear guidance for staff to follow • Tape out 2m spaces on floor 			X
Toilet facilities <ul style="list-style-type: none"> • Public 	<ul style="list-style-type: none"> • Staff • Volunteers • Visitors <p>Poor hygiene routine leads to transmission of virus</p>	<ul style="list-style-type: none"> • Temporary closure of main washrooms • Set clear guidance for cleaning of toilets • Ensure supply of handwash and towels • Use downstairs disabled toilet only • Monitor and review use of toilets 	<ul style="list-style-type: none"> • Purchase cleaning products • Staff to clean toilet provision regularly • Poster recording toilet cleaning visible in cubicle • Display notices at washroom entrances • Consider occupied/vacant sign if reopen main toilets 			X
Public Safety	<ul style="list-style-type: none"> • Staff • Volunteers • Visitors 	<ul style="list-style-type: none"> • Spaced queueing system outside Museum • Manage visitor capacity 	<ul style="list-style-type: none"> • Signage to highlight Museum procedures 			X

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	Risk of infection between visitors due to over-capacity, no social distancing and lack of hygiene	<ul style="list-style-type: none"> • One-way system established • Clear areas marked to ensure social distancing • Staff updated with COVID-19 guidance for first responders • Thorough cleaning of visitor areas every day • Visitors to wear masks in line with Government guidance – spare masks at desk • No more than six people in one group in line with legislation 	<ul style="list-style-type: none"> • Max 30 people in gallery at one time • Reception staff to brief visitors on entry • Reception staff to contact support staff to manage visitor flow • Notice at desk to remind people to wear face coverings • Staff to remind public about face coverings and rule of six • 			
Staffing the gallery	<ul style="list-style-type: none"> • Staff • Visitors • Delivery Drivers <p>Risk of transmission of virus on surfaces / risk of infection by colleagues, visitors, delivery drivers</p>	<ul style="list-style-type: none"> • Check and clean toilet at start of shift • Ensure reception is kept clean and tidy and is regularly cleaned • Ensure radio communication is operational between main reception and support staff • Ensure staff wash hands thoroughly before and after each shift • Only <i>essential</i> personal items to be on reception 	<ul style="list-style-type: none"> • Ensure radios are operational • Staff rota – one member of staff on reception desk / second staff member as support 			X

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		<ul style="list-style-type: none"> • Staff to wear face covering when NOT behind reception desk • Establishing new cleaning regime - Gallery hygiene checklist • Check Gallery at end of shift 	<ul style="list-style-type: none"> • daily/regular cleaning schedule inc toilet 			
Deliveries/ Receiving Goods	<ul style="list-style-type: none"> • Staff • Delivery driver <p>Risk of transmission on package</p>	<ul style="list-style-type: none"> • Advise driver to leave parcel/post on floor/desk – 2m social distancing • Leave parcel/post for 24 hours before opening • Wash hands after opening parcel/post • Restrict to essential deliveries only 	<ul style="list-style-type: none"> • Ensure reception staff are fully briefed • Remind staff no personal deliveries to Museum • Notify Postman to use exterior postbox 			X
Donations / Enquiries by visitors	<ul style="list-style-type: none"> • Staff • Visitors <p>Infection from donor /transmission of virus on objects</p>	<ul style="list-style-type: none"> • Post statement on website stating ‘by appointment only’ • Meet with donor in larger room which is well ventilated • Ensure 2m social distancing rule • Wear gloves and face mask • Hand sanitiser available • Quarantine donation for 72 hours in allocated container/area 	<ul style="list-style-type: none"> • Issue statement on social media and website • Issue guidance for staff team • Purchase PPE for use • Specific Quarantine container for 			X

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		<ul style="list-style-type: none"> Update donor on actions 	donations – keep in obvious place			
Café John Watt & Son	<ul style="list-style-type: none"> Staff Café Customers Infection from customers whilst in small café area <i>Separate risk assessment in place</i>	<ul style="list-style-type: none"> Café has separate entrance to Museum Numbers limited within café to 6 at any one time Signage in place to inform one group member in queue to purchase takeaway Signage in place to ask customers to wait until table is cleaned and cleared Staff to remain behind the counter when serving Hand sanitiser available Regular cleaning in place 	<ul style="list-style-type: none"> 			

Version 3