

# COVID-19 Risk Assessment

This risk assessment forms a suite of risk assessments and checklists relating to Covid 19. This document covers the museum galleries, separate documents cover staff and volunteers.

**Organisation name: Tiverton Museum of Mid Devon Life - museum galleries (including shop and entrance)**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>▪ Staff</li> <li>▪ Visitors</li> <li>▪ Customers</li> <li>▪ Suppliers</li> <li>▪ Cleaners</li> <li>▪ Contractors</li> <li>▪ Drivers</li> </ul> <p>Vulnerable groups such as pregnant workers and those with existing underlying health conditions.</p> <p>Anyone else who physically comes in contact with you in relation to your business</p>	<p><b>Vulnerable Groups</b>– see staff risk assessments</p> <p><b>Travelling to Museum</b> - see staff risk assessments</p> <p><b>Work Area/ Social Distancing / face coverings</b> Social distancing in the workplace wherever possible. If not other controls in place.</p> <p><b>Social Distancing:</b> Define and limit the number of people who can reasonably follow 2m distancing within the entrance and shop area.</p> <p>One way system implemented and reinforced with visual guides in entrance and shop area.</p>	<p><b>Further Considerations:</b></p> <p><b>Further Considerations:</b></p> <p><b>Further Considerations:</b></p> <p>Take into account total floor area and any pinch points.</p> <p>Use stickers to mark out 2m distance throughout shop and front desk area</p> <p>Use barriers, stickers and signage to communicate this, paying particular notice to the main congestion area at the entrance.</p> <p>Use outside area for queuing if necessary.</p> <p>Timed tickets for museum to regulate flow of visitors</p> <p>Use tape, signage and barriers to communicate this.</p>	<p>Director</p> <p>Director / VIO</p> <p>Director / VIO</p> <p>Director / VIO</p> <p>Director / VIO</p>	<p>Aug</p> <p>Aug / Sep</p> <p>Aug / Sep</p> <p>Sep</p> <p>Sep</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p>

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		<p>Define and limit the number of people who can reasonably follow 2m distancing within each gallery space.</p> <p>One way system implemented and reinforced with visual guides.</p> <p>Discourage use of lift unless really needed to reduce transmission risk</p> <p><b>Face coverings</b> Visitors must wear a face covering by law (unless they have a valid exemption). Visitors should wear a face covering before entering and keep it on throughout the visit.</p> <p>Staff to work behind sneeze screens (front desk and pre-paid tickets desk) as much as possible. If they have to come out for any reason, they must</p>	<p>Take into account total floor area and any pinch points.</p> <p>Use tape and stickers to mark out 2m distance throughout galleries</p> <p>Use barriers, tape and signage to communicate this, paying particular notice to the congestion areas (ie around Transport Gallery doors)</p> <p>Timed tickets for museum to regulate flow of visitors</p> <p>Use stickers, signage and barriers to communicate this.</p> <p>Provide sanitiser by both lift doors to use before touching buttons.</p> <p>Provide signage on going 'wrong way' to access / leave the lift</p> <p>Ensure staff and volunteers understand museum position.</p> <p>Have disposable masks available for visitors to purchase if wanted.</p> <p>Reusable face masks available for staff and volunteers.</p>	<p>Director</p> <p>Director / VIO</p> <p>Director / VIO</p> <p>VIO</p> <p>Director / VIO</p> <p>Director</p> <p>Director</p> <p>Director / VIO</p> <p>Director / VIO</p> <p>Director</p>	<p>Sep</p> <p>Sep</p> <p>Sep</p> <p>Sep onwards</p> <p>Sep</p> <p>Sep</p> <p>Sep onwards</p> <p>Sep onwards</p> <p>Sep onwards</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Ongoing</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Ongoing</p> <p>Ongoing</p> <p>Done</p>

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		<p>wear a suitable face covering and observe social distancing</p> <p><b>Good Hygiene</b></p> <ul style="list-style-type: none"> <li>▪ Encourage customers to use hand sanitiser as soon as enter premises to reduce risk of transmission.</li> <li>▪ Encourage customers to avoid handling products and leaflets whilst browsing in shop if possible.</li> <li>▪ Encourage customers to pay by contactless where possible</li> <li>▪ Toilets: reduced access; extra facilities to reduce transmission have been introduced to toilets (see Staff and Volunteer risk assessment); staff and volunteers to use Education Room toilets.</li> <li>▪ Encourage customers to avoid touching exhibits, glass cases etc whilst visiting if possible.</li> <li>▪ Provide hand sanitiser at areas where touching more likely (by both stairs, by the lift).</li> <li>▪ Reduce risk of transmission by propping open doors where possible and safe (ie following fire regulations)</li> <li>▪ Reduce risk of transmission by removing all explorer backpacks, play areas, dressing up areas, and sound points. If removal not possible ensure sanitiser is provided at each interactive.</li> <li>▪ Provide sanitiser for customers and wipes for staff for touchscreen (feedback) and card machine buttons</li> <li>▪ Reduce risk of transmission by closing the cab of the Tivy Bumper to visitors.</li> </ul>	<p><b>Further Considerations:</b></p> <p>Signage and sanitiser station by entrance.</p> <p>Signage added.</p> <p>Signage added.</p> <p>Signage added.</p> <p>Revised and regular cleaning schedule in place.</p> <p>Prop open doors when open to maintain ventilation and reduce risk of transmission</p> <p>Communicate this change to prospective visitors via website and social media. Manage expectations within re-opening marketing (video).</p>	<p>Director / VIO</p> <p>VIO</p> <p>VIO</p> <p>Director</p> <p>VIO</p> <p>Director</p> <p>Director / VIO</p> <p>Director / VIO</p> <p>Director / VIO</p> <p>Director / VIO</p>	<p>Sep</p> <p>Sep</p> <p>Sep</p> <p>Sep</p> <p>Sep</p> <p>Sep</p> <p>Sep</p> <p>Sep</p> <p>Sep</p>	<p>Done</p> <p>Done and review</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done (video 09/09/20)</p> <p>Done</p>

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		<ul style="list-style-type: none"> <li>Reduce risk of transmission by removing any fabric chairs around galleries, retaining only wooden benches</li> </ul> <p><b>Information and Guidance</b> We will keep informed of developments and Government advice</p> <p>Maintain NHS Test and Trace as required</p>	<p>Ensure good communication on site and via website etc so visitors know what to expect.</p> <p>Collect data (staff shift patterns, museum customers and visitors) retain for 21 days (for pre-booked and walk-in visitors).</p>	<p>Director</p> <p>VIO</p> <p>VIO</p>	<p>Sep</p> <p>Sep onwards</p> <p>Sep onwards</p>	<p>Done</p> <p>Done</p> <p>Ongoing</p> <p>Ongoing</p>

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		<p><b>Cleaning</b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, banisters, lift buttons, reception area using appropriate cleaning products and methods.</p> <p><b>Wearing of Gloves</b> See staff and volunteers risk assessment</p> <p><b>Respiratory Protective Equipment (RPE)</b> See staff and volunteers risk assessment</p> <p><b>Symptoms of Covid-19</b> For staff and volunteers see staff and volunteer risk assessment.</p> <ul style="list-style-type: none"> <li>If advised that a member of staff or public has developed Covid-19 and were recently on our premises the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</li> </ul>	<p><b>Further Considerations:</b> Increased cleaning regime implemented and checked.</p> <p>Staff to undertake additional cleaning as required through the day focusing on heavily used areas (eg stair bannisters, lift buttons, benches).</p> <p><b>Further Considerations:</b></p> <p><b>Further Considerations:</b></p> <p><b>Further Considerations:</b> If it is suspected that someone with a suspected case of Covid-19 has been on site we will refer to the specific cleaning guidance (following consultation with the Public Health Authority): <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>	<p>Director / VIO / cleaners</p> <p>Director / VIO</p> <p>Director &amp; Trustees</p>	<p>Sep onwards</p> <p>Sep onwards</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p>