

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
<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> ▪ Staff ▪ Visitors ▪ Customers ▪ Suppliers ▪ Cleaners ▪ Contractors ▪ Drivers <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>Vulnerable Groups– see staff risk assessments</p> <p>Travelling to Museum - see staff risk assessments</p> <p>Work Area/ Social Distancing / face coverings Social distancing in the workplace wherever possible. If not other controls in place.</p> <p>Social Distancing:</p> <p>One way system implemented around the museum. Arrows positioned at 2m intervals to assist with social distancing.</p> <p>Face coverings Face masks are optional but we encourage adult visitors to wear a face covering (unless they have a valid exemption).</p>	<p>Further Considerations:</p>			
			<p>Further Considerations:</p>			
			<p>Further Considerations:</p>	<p>Use tape, signage and barriers to communicate this.</p> <p>Director / VIO</p> <p>Sep 2020</p> <p>Done</p>		
			<p>Take into account total floor area and any pinch points.</p> <p>Director / VIO</p> <p>Sep 2020</p> <p>Done</p>			
			<p>Use tape and stickers to mark out 2m distance throughout galleries</p> <p>Director / VIO</p> <p>Sep 2020</p> <p>Done</p>			Done
			<p>Ensure staff and volunteers understand museum position.</p> <p>Director / VIO</p> <p>March 2022</p> <p>Ongoing</p>			Ongoing

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		<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, we encourage staff and volunteers to continue to wear a suitable face covering and observe social distancing.</p> <p>Good Hygiene</p> <ul style="list-style-type: none"> ▪ Encourage customers to use hand sanitiser as soon as enter premises to reduce risk of transmission. ▪ Encourage customers to avoid handling products and leaflets whilst browsing in shop if possible. ▪ Encourage customers to pay by contactless where possible ▪ Toilets: one in one out system been suspended, advise to use accessible toilet for those wishing to social distance ▪ Provide hand sanitiser at areas where touching more likely (by both stairs, by the lift). ▪ Reduce risk of transmission by propping open doors where possible and safe (ie following fire regulations) ▪ Reduce risk of transmission by providing hand sanitiser by re-introduced explorer backpacks, play areas, dressing up areas, and play areas. ▪ Provide sanitiser for customers and wipes for staff for touchscreen (feedback) and card machine buttons 	<p>Sign up at entrance and information on website.</p> <p>Have disposable masks available for visitors if wanted.</p> <p>Reusable face masks available for staff and volunteers.</p> <p>Further Considerations:</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 (weather and temperature dependent) to maintain ventilation and reduce risk of transmission</p>	<p>Director</p> <p>Director</p> <p>Director / VIO</p> <p>Director / VIO</p> <p>VIO</p> <p>VIO</p> <p>Director</p> <p>Director</p> <p>Director / VIO</p> <p>Director / VIO</p> <p>Director</p>	<p>March 2022</p> <p>Sep 2020</p> <p>Sep 2020 onwards</p> <p>Sep 2020</p> <p>Sep 2020</p> <p>Sep 2020</p> <p>July 2021</p> <p>Sep 2020</p> <p>Sep 2020</p> <p>Sep 2020</p> <p>July 2021</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done and review</p> <p>Done</p> <p>Done and monitor</p> <p>Done</p> <p>Ongoing</p> <p>Done & ongoing</p> <p>Done</p>

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		<ul style="list-style-type: none"> ▪ Reduce risk of transmission by providing hand sanitiser by re-opened cab of the Tivvy Bumper to visitors. <p>Information and Guidance We will keep informed of developments and Government advice</p>		Director / VIO	July 2021	Done

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		<p>Cleaning 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>Wearing of Gloves See staff and volunteers risk assessment</p> <p>Respiratory Protective Equipment (RPE) See staff and volunteers risk assessment</p> <p>Symptoms of Covid-19 For staff and volunteers see staff and volunteer risk assessment.</p> <p>If a visitor, or anyone in their party, has symptoms of COVID-19 we ask that they please stay at home. If you have booked ahead we can rearrange your booking to a later date.</p>	<p>Further Considerations: 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>Further Considerations:</p> <p>Further Considerations:</p> <p>Further Considerations:</p> <p>Guidance on website</p>	<p>Director / VIO / cleaners</p> <p>Director / VIO</p> <p>VIO</p>	<p>Sep 2020 onwards</p> <p>Sep 2020 onwards</p> <p>March 2022</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>