



# Nantwich Museum

## Risk Assessment – COVID-19

Subject to a weekly review

Date: 14.09.2020

Review Date: 21.09.2020

### **Hazard**

The hazard is a highly infectious virus either spread *via* aerosols associated with coughs and sneezes or simply respiration and contact with contaminated surfaces. Symptoms can be mild, moderate, severe, or fatal.

This risk assessment is reviewed in line with changes in government guidance, or if circumstances change (for example, if there is an infection in the workplace or if there are any significant changes to hazards at the site).

Risk Assessor: Kate Dobson, Manager

Virus transmission hazards	Who is affected?	How/Controls	Responsible Person (s)	Additional measures to be considered	Done
<b>Contracting Covid 19 through respiration and by touching a contaminated surface.</b>	Staff Volunteers Visitors Hirers Contractors	<b>Reinforcement of government's Staying Alert and at Home advice.</b> Asking people not to come into the Museum if they are clinically vulnerable, extremely clinically vulnerable, have Covid-19, have Covid-19 symptoms or have recently been in contact/are living with someone with Covid-19 or with symptoms. Referring to <a href="#">Government Guidance</a> . Refusing entry to anyone presenting symptoms. Insisting that staff and volunteers stay at home if unwell.	Staff Volunteers Visitors Hirers* Contractors	Reviews to be carried out if there are any changes to government guidance or if it is suspected that someone with Covid-19 has entered the building.	✓
	Visitors Contractors Hirers	<b>Making specific pre-visit information available</b> Informing visitors what they can expect during their visit by uploading Frequently Asked Questions and Risk Assessment with links to government guidance onto to the website. Displaying information poster including the requirement to social distance at the entrance.	Manager Website Volunteers	Changes to government advice.	✓  ✓
	Volunteers	<b>Carrying out pre-reopening training</b> Providing volunteer and staff induction training and information ahead of reopening to the public. Encouraging volunteers to carry out tasks at home if they are unable to come into the Museum.	Manager Administrator Volunteers	Updates to induction training. Provide room hirers with information and a copy of the risk assessment. Development of new role descriptions.	✓  ✓
	Staff Volunteers Visitors Hirers Contractors	<b>Encouraging good hygiene practice</b> Asking anyone entering the Museum to use hand sanitiser (minimum 60% alcohol content). Providing sanitiser station sited at entrance and additional hand sanitiser within the building.	Staff Volunteers Visitors Hirers* Contractors		✓  ✓

	<p>Providing hand sanitiser on staff and reception desks.</p> <p>Encouraging good hygiene practice throughout the building with posters with key messages e.g. <i>Catch It, Bin It, Kill It</i>.</p> <p>Reducing opportunities for the sharing of equipment by asking volunteers to bring in their own pens and drinks. Encouraging volunteers not to bring in unnecessary items.</p> <p>Reducing opportunities for the sharing of equipment by providing separate working areas and equipment for staff.</p> <p>Providing more bins and information about the correct disposal of masks.</p>			<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<p>Staff</p> <p>Volunteers</p> <p>Visitors</p> <p>Hirers</p> <p>Contractors</p>	<p><b>Face coverings</b></p> <p>Insisting face coverings (masks or visors) are worn apart from children aged under 11 or those exempt for medical reasons.</p> <p><a href="#">Exemptions.</a></p>	<p>Staff</p> <p>Volunteers</p> <p>Visitors</p> <p>Hirers*</p> <p>Contractors</p>	<p>Changes in government guidance.</p>	<p>✓</p>
<p>Staff</p> <p>Volunteers</p>	<p><b>Protective equipment</b></p> <p>Providing additional equipment for specific tasks such as cleaning, handling money e.g. gloves. Installing perspex screen at reception desk (on order).</p>	<p>Cleaner</p> <p>First aiders</p> <p>Volunteers</p> <p>Staff</p>		<p>✓</p>
<p>Staff</p> <p>Volunteers</p> <p>Visitors</p> <p>Hirers</p> <p>Contractors</p>	<p><b>Increasing cleaning</b></p> <p>Deep cleaning before reopening to the public. Regular cleaning using anti-bacterial and anti-viral detergents before and during opening hours throughout the Museum with focus on high frequency touch points.</p>	<p>Cleaner</p> <p>Staff</p> <p>Volunteers</p>		<p>✓</p> <p>✓</p>
<p>Staff</p> <p>Volunteers</p> <p>Visitors</p> <p>Hirers</p>	<p><b>Providing facilities</b></p> <p><u>Toilets</u></p> <p>Provision of all toilets but increasing frequency of cleaning.</p>	<p>Cleaner</p> <p>Staff</p>		<p>✓</p>

	Contractors	Turning off hand driers and installing paper towel dispensers. Providing hand sanitiser. <u>Kitchen</u> Restricting access to staff only. Encouraging volunteers/room hirers to bring in their own drinks if needed. Staff storing food in sealed containers. Washing of crockery and utensils after use with detergent and warm water.			✓ ✓ ✓ ✓ ✓ ✓
	Staff Volunteers Visitors Contractors	<b>Reducing opportunities to touch items</b> <u>Shop</u> Encouraging contactless and card payments. Developing on-line shop. Reducing the number of items that can be touched by removing some stock. <u>Galleries</u> Reducing opportunity to touch items by removing interactives such as dressing up clothes.	Staff Volunteers Visitors Hirers* Contractors	Encouraging visitors to bring items from home e.g. clipboards and pencils for children to draw with.	✓ ✓ ✓ ✓
<b>Risk of contracting covid-19 through close contact with others.</b>	Staff Volunteers Visitors Contractors	<b>Controlling movement through the Museum</b> Implementing new entrance with clear signage. Implementing one-way system with floor markings and signage. Introducing a secondary reception desk sited near to the new entrance.	Staff Volunteers		✓ ✓ ✓
	Staff Volunteers Visitors Contractors	<b>Adhering to social distancing</b> Staff working side by side and at 2m apart. Encouraging flexible working and working from home. Volunteers not to carrying out tasks which require working together in close proximity. Limiting to only one volunteer on the reception desks at a time. Restricting use of the building - no room hire, or school bookings being taken at the moment.	Staff Volunteers Visitors Hirers* Contractors	One volunteer or member of staff to enter collection store or general store at a time (the Collections group is not currently meeting).  Activities such as exhibition installation to be separately risk assessed (this activity	✓ ✓ ✓ ✓ ✓

				will not be taking place until end of the year).	
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\* Building is not currently available for hire.