

NIDDERDALE MUSEUM COVID 19 RISK ASSESSMENT 3 29 September 2020

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
VISITORS			
Visitors – fearful of entry	Since lockdown, visitors wary of entering confined spaces	All actions as below to be explained in a notice outside entrance and immediately inside Website /Facebook notes actions taken	General Info Posters Pull-up banner Website /Facebook statement
Visitors – risk of infection from contact with other visitors or prior to visit	Too many people in the building	Max number identified (40) Decided pre-booking not possible / appropriate Number in house to be checked by stewards.	Confirm max visitors 40 Procedure re exit steward advising entry steward when people leave
	Visitor is already infected or has been asked to self-isolate after Track and Trace	Poster at entrance requests that visitors do not visit if they have symptoms or have been asked to self-isolate	Poster
	Visitors not identified but info may be needed re Track and Trace	All groups asked to sign in with Track and Trace info – and also sign out – time noted Sheets provided and pencils – to be disinfected after use	Sign in sheets Holders re new and used pencils
	Standing too close when queueing in downstairs corridor	Markers on floor to indicate 2m gap between groups. Notices posted	Markers bought and placed

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	Infection circulating in the corridor	Doors kept open and windows where possible	Window in corridor now openable
Visitors – risk of infection from contact with stewards or items touched by stewards	Steward standing too close to visitor	Stewards told to maintain 2m distance	Steward training
	Handing out tickets, guidebooks	Stewards to wear protective gloves or use hand sanitiser regularly	Gloves purchased – in cupboard at reception' Hand sanitiser at each steward station
	Paying on entry/ receiving change	Most payment via contactless device. Stewards behind Perspex screen at reception if taking cash	Installed contactless and explained Perspex screen bought - installed
Visitors – risk of infection from touching contaminated items or surfaces	Visitors have infection on hands when entering	Hand sanitisers provided at entry, with notices	Hand sanitisers installed at entry and exit
	Shop items could have been touched by others Information sheets could have been touched	No shop operating during this period Booklets on display in glass case- can be bought from stewards Information sheets removed	Shop items put away Booklets in display cabinet. Can be bought if required
	Handrails and other surfaces touched as visitors walk about	Stewards clean before, during and after each open session	Cleaning caddies and instructions near exit and entry for use by stewards

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	Rubbish deposited by visitors	Stewards to bag and remove rubbish after each session	Small rubbish bags in cleaning caddies Stewards to remove when leaving
	Touching items in the Museum	'No touching' notices posted	
	Touching door handles and light switches	Doors wedged or hooked open. All lights on	Special care to wipe 'push areas' on fire doors that cannot be wedged
Visitors – coming close to others while walking around the Museum	Passing within 2m on upstairs corridor	Most of corridor cordoned off – to be used by Stewards only	Top Corridor has barriers at each end. Not fixed, so that stewards can pass along, but visitors deterred
	Passing within 2m around the Museum during visit	One –way system set up. Visitors encouraged to 'keep moving'	Arrows in appropriate places
	Passing within 2m at pinch-points or in individual rooms/areas	Only one group to be allowed in each area. Pause Points to be signed - visitors wait here until next area is vacant. Stewards to help at the only cross-over point Number of stewards increased to 3	Pause points signed at each door Explanation of pause points given on arrival
	Visitor falls ill while in Museum	Chief Steward to be informed and take action if necessary	Chief steward to be aware of procedures
Visitors – general safety and information	Not enough stewards to operate the Museum safely or to provide a good experience	Museum to open only at weekends initially. To be reviewed	Weekends only 1.30 – 4.30 Keep under review
		3 stewards to be used at each session	3 stewards put on rota

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	Back stairs not ideal for large numbers. Some obstruction from stairlift	Stairlift to be parked at top of stairs to allow better movement of people on stairs	Exit steward to advise people to take care
STEWARDS			
Stewards - put at risk by contact with visitors	Some stewards in extremely clinically vulnerable category	Such stewards be asked not to volunteer	Advise that category they cannot work
	Some stewards are in clinically vulnerable category due to age Some stewards may feel unhappy about volunteering	Stewards to be given the choice about working after explaining all precautions	Others OK if happy with precautions
	Close contact with visitors while taking payment, passing tickets / guidebooks	Perspex screen erected at Reception Most payments via contactless device so no interaction Stewards wear gloves to pass over any necessary items Stewards and visitors to wear face coverings	Gloves and Perspex screen masks available for visitors and stewards Visors available for stewards
	Close contact with visitors while assisting with one-way system or pause points	Stewards to maintain 2m distance at all times Face coverings available if required	Train stewards. Face coverings available at reception if needed for stewards or visitors (mandatory from 8 August)

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	Steward falls ill during session	One steward nominated as Chief Steward, with authority to send steward home and close the Museum immediately	Chief steward advised re procedures
	Steward feels ill before coming on duty	Stewards told to contact organiser immediately and not come in. Organiser to find a replacement if possible- or close the Museum	Advise stewards and organiser / deputy
	Steward is contacted via Track and Trace and told to self-isolate	Steward contacts organiser as above	As above
Stewards New ways of working	Confusion re new payment system Concern re possible contact with visitors Lack of knowledge re new system	Training to be given and example during 'practice opening' Info needed in case of problems Explain re Perspex screen, plastic gloves ' face coverings etc Give stewards chance to say No – or to raise concerns	Explain to all and show demo Sheet in position explaining 'what to do if' Stewards invited to e-mail SW re suggestions if worried Clear set of instructions created and circulated. Training offered to all

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GENERAL HYGIENE			
General Hygiene Before re-opening	Museum has infection within it after 12 weeks of closure?? Chairs etc would need cleaning / wiping down after use	Museum to be cleaned before re-opening Dust sheets to be removed All chairs to be removed or taped off	Cleaning processes agreed and items bought Removed chairs to Room 10 and some sections taped off
	Seating in some areas could be contaminated (e.g. schoolroom)	Such areas to be taped off	Taped off
	Stewards' Kitchen could be source of contamination	Door to be locked. Stewards to bring own drinks if wanted	Kitchen kept shut
General Hygiene Regular	Handrails, flat surfaces etc will be touched by visitors and stewards	Instructions re wiping down areas and items before and after each session to be placed in steward areas together with set of appropriate cleaning materials Training to be given re cleaning	Instructions provided, with caddies of items at each steward station Training given
	Hands not clean - contamination	Hand sanitisers to be in the Museum entry / exit with reminder notices Additional sanitisers at steward stations	Hand sanitisers installed

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	Stewards and visitors touching face, sneezing / coughing	Stewards to be given guidance re not touching face – though face coverings/ visors to be worn Notices to be posted reminding visitors	Steward training Posters created
General Hygiene Toilets	Too many people within toilet area Toilets need regular cleaning Upstairs toilet usage	Notices re 1 person only to be posted. Handwashing notices Cleaning needed at end of sessions Using special sanitising spray that needs no wiping down. All surfaces in toilet areas to be sprayed To be used by stewards only. Stewards to clean after use. Items provided	Posters from HBC and own posters Stewards advised and trained Sprays purchased and placed in cleaning caddies