

Risk Assessment

Activity Assessed	Re-opening to visitors following COVID-19
Location	Aldershot Military Museum

Hazard	Who could be harmed and how?	Control measures
Covid-19 infection transmission – Visitor arrival	<p>Staff, Volunteers, Visitors, Contractors</p> <p>Risk of serious illness</p> <p>Harm to mental wellbeing due to fear and anxiety</p>	<ul style="list-style-type: none"> • Visitor capacity limited to 40 people at any given time • Staggered entry via timed visiting slots that can be booked in advance, • Group bookings no larger than 6 people • Track and Trace system in place to collect visitor details • All visitors to indoor spaces required to wear a face covering, as per government guidelines • Safe outdoor space available queuing, if required • Front door to be kept open at all time • Signage to inform visitors of measures being taken and expected behavior • Hand sanitiser station available • Use of the play area restricted to four households at a time. Children playing on the assault course should be accompanied by one adult. • Staff to monitor that visitors are following guidance on social distancing and face coverings
Covid-19 infection transmission – Visitor and staff interactions	<p>Staff, Volunteers, Visitors, Contractors</p> <p>Risk of serious illness</p> <p>Harm to mental wellbeing due to fear and anxiety</p>	<ul style="list-style-type: none"> • Perspex screens installed at all customer service counters • Team members wear face coverings at all times • Hand sanitiser stations available • Cashless transactions available at all points of sale • Contactless donation points available • Signage throughout venue to promote social distancing and good hygiene • Team members trained on appropriate social distancing and personal hygiene measures

Covid-19 infection transmission – High Traffic Areas	Staff, Volunteers, Visitors, Contractors Risk of serious illness Harm to mental wellbeing due to fear and anxiety	<ul style="list-style-type: none"> • Signage throughout venue to promote social distancing and good hygiene • High traffic areas to be checked and cleaned every 2 hours • One way system in place for museum exhibitions
Covid-19 infection transmission – Toilets	Staff, Visitors, Contractors Risk of serious illness Harm to mental wellbeing due to fear and anxiety	<ul style="list-style-type: none"> • Toilets open and available to visitors • Only one person or family group at any time to access the toilet facilities, with safe queuing system in place • Signage indicating hand and user hygiene inside the toilet facilities • All toilets will be cleaned every 2 hours • Hand sanitiser readily available in the toilet facilities
Covid-19 infection transmission – Museum exhibitions and displays	Staff, Volunteers, Visitors Risk of serious illness Harm to mental wellbeing due to fear and anxiety	<ul style="list-style-type: none"> • One way system throughout museum exhibition spaces • Signage throughout venue to promote social distancing and good hygiene • High risk exhibition interactives removed and remaining interactives cleaned every 2 hours • Hand sanitiser readily available for all visitors
Covid-19 infection transmission – Catering	Staff, Volunteers, Visitors Risk of serious illness Harm to mental wellbeing due to fear and anxiety	<ul style="list-style-type: none"> • Café open, takeaway service only • Outdoor seating area available, with seated spaced at 2m distances • Only pre-packaged food available and all hot drinks to be served in environmentally friendly disposable cups • One way system and queuing area in place • Cashless transactions available at all points of sale • Surfaces are sanitised every 2 hours, including outdoor picnic area
Covid-19 infection transmission – Person displaying symptoms	Staff, Volunteers, Visitors, Contractors Risk of serious illness	<ul style="list-style-type: none"> • Team members instructed to remain at home if displaying any symptoms or to follow the latest government guidance if they are informed they are clinically extremely vulnerable from COVID-19 • Anyone displaying clear symptoms whilst on the premises will be asked to leave and any surfaces they came into contact with will be cleaned immediately

	Harm to mental wellbeing due to fear and anxiety	<ul style="list-style-type: none"> Visitor details recorded in GDPR compliant way to ensure cooperation with track and trace requirements
Covid-19 infection transmission – Emergency situations	<p>Staff, Volunteers, Visitors Contractors</p> <p>Risk of serious illness</p> <p>Harm to mental wellbeing due to fear and anxiety</p>	<ul style="list-style-type: none"> Evacuations – exiting the building safely is the priority in case of emergency. Staff and visitors do not have to stay 2m apart if it would be unsafe. Where the threat to life is greater and/or more imminent than from COVID-19, normal procedures should apply. Those involved in the provision of first aid to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.

Assessed by	Emma Sutcliffe, Venue Manager	Date	23/09/2020	Next operational review	23/10/2020
Endorsed by	Deborah Neubauer, Head of Community	Date	23/09/2020	Next publication	01/11/2020
Approved by	Rob James, Facilities Manager	Date	23/09/2020		