

# Risk Assessment

Activity Assessed	Re-opening to visitors following COVID-19
Location	Andover Museum & Museum of Iron Age

Hazard	Who could be harmed and how?	Control measures in place
Covid-19 infection transmission – Visitor arrival	<p>Visitors</p> <p>Risk of serious illness</p> <p>Harm to mental wellbeing due to fear and anxiety</p>	<ul style="list-style-type: none"> <li>• Visitor capacity limited to 24 people at any given time</li> <li>• Staggered entry via timed visiting slots that can be booked in advance</li> <li>• Group bookings no larger than 6 people</li> <li>• Track and Trace system in place to collect visitor details</li> <li>• All visitors to indoor spaces required to wear a face covering, as per government guidelines</li> <li>• Safe outdoor space available for queuing, if required</li> <li>• All doors to be kept open</li> <li>• One way system in place with different entry and exit points</li> <li>• Only opening the Museum of the iron Age to visitors, keeping Andover Museum closed.</li> <li>• Team member to welcome all visitors at entrance, inform of current safety measures and manage indoor queueing</li> <li>• Signage to inform visitors of measures being taken and expected behavior</li> <li>• Air ventilation system set to full fresh air/full extraction to eliminate recirculation</li> <li>• Hand sanitiser station available</li> <li>• Staff to monitor that visitors are following guidance on social distancing and face coverings</li> </ul>
Covid-19 infection transmission –	Staff, Visitors	<ul style="list-style-type: none"> <li>• Perspex screens installed at all customer service counters</li> <li>• Team members wear face coverings at all times</li> </ul>

Visitor and staff interactions	Risk of serious illness  Harm to mental wellbeing due to fear and anxiety	<ul style="list-style-type: none"> <li>• Hand sanitiser stations available</li> <li>• Cashless transactions available at all points of sale</li> <li>• Contactless donation points available</li> <li>• Signage throughout venue to promote social distancing and good hygiene</li> <li>• Team members trained on appropriate social distancing and personal hygiene measures</li> </ul>
Covid-19 infection transmission – High traffic areas	Staff, Visitors, Contractors  Risk of serious illness  Harm to mental wellbeing due to fear and anxiety	<ul style="list-style-type: none"> <li>• Signage throughout venue to promote social distancing and good hygiene</li> <li>• High traffic areas to be checked and cleaned every 2 hours</li> <li>• Hand sanitiser stations available</li> <li>• One way system in place for museum exhibitions</li> </ul>
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"> <li>• Toilets in Museum of the Iron Age open and available to visitors – Baby change facilities open on request only.</li> <li>• Toilets will be cleaned every 2 hours</li> <li>• Hand sanitiser readily available in the toilet facilities</li> </ul>
Covid-19 infection transmission – Museum exhibitions and displays	Staff, Visitors  Risk of serious illness Harm to mental wellbeing due to fear and anxiety	<ul style="list-style-type: none"> <li>• One way system throughout museum exhibition spaces</li> <li>• High transmission risk areas closed – These include: Andover Museum including stairwell</li> <li>• Signage throughout venue to promote social distancing and good hygiene</li> <li>• Hand sanitiser readily available for all visitors</li> </ul>
Covid-19 infection transmission – Retail and catering	Staff, Visitors  Risk of serious illness  Harm to mental wellbeing due to fear and anxiety	<ul style="list-style-type: none"> <li>• Café open, takeaway service only</li> <li>• Retail open</li> <li>• Face coverings required for retail customers and customers purchasing take away products</li> <li>• Only pre-packaged food available and all hot drinks to be served</li> <li>• Staff minimising product handling transactions for café and retail areas</li> <li>• Cashless transactions available at all points of sale</li> <li>• Signage throughout venue to promote social distancing and good hygiene</li> </ul>
Covid-19 infection transmission – Person displaying symptoms	Staff, Visitors, Contractors  Risk of serious illness	<ul style="list-style-type: none"> <li>• 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</li> </ul>

	Harm to mental wellbeing due to fear and anxiety	<ul style="list-style-type: none"> <li>• 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</li> <li>• Visitor details recorded in GDPR compliant way to ensure cooperation with track and trace requirements</li> </ul>
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"> <li>• 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.</li> <li>• Those involved in the provision of first aid to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.</li> </ul>

Assessed by	Louise Mackay, Community Manager	Date	23/09/2020	Next operational review	23/10/2020
Endorsed by	Deborah Neubauer, Head of Community	Date	23/09/2020	Next publication	1/11/2020
Approved by	Rob James, Facilities Manager	Date	23/09/2020		