

# Risk Assessment

Activity Assessed	Re-opening to visitors following COVID-19
Location	Basing House

Hazard	Who could be harmed and how?	Control measures
Covid-19 infection transmission – Visitor arrival	Staff, Volunteers, Visitors, Contractors  Risk of serious illness  Harm to mental wellbeing due to fear and anxiety	<ul style="list-style-type: none"> <li>• Staggered entry via timed visiting slots that can be booked in advance</li> <li>• All visitors to indoor spaces required to wear a face covering as per government guidelines</li> <li>• Safe outdoor space available queuing, if required</li> <li>• Automatic doors install at venue entrance</li> <li>• Signage to inform visitors of measures being taken and expected behavior</li> <li>• Hand sanitiser station available</li> </ul>
Covid-19 infection transmission – Visitor and staff interactions	Staff, Volunteers, Visitors, Contractors  Risk of serious illness  Harm to mental wellbeing due to fear and anxiety	<ul style="list-style-type: none"> <li>• Perspex screens installed at all customer service counters</li> <li>• Team members wear face coverings when away from areas with Perspex screens</li> <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, Volunteers, Visitors, Contractors  Risk of serious illness	<ul style="list-style-type: none"> <li>• Signage throughout promote social distancing and good hygiene</li> <li>• High traffic areas to be checked and cleaned every 2 hours</li> <li>• One way system in place throughout Visitor Centre, Great Barn, Cow Byre and Kiosk</li> </ul>

	Harm to mental wellbeing due to fear and anxiety	
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 available to visitors, cleaned every two hours</li> <li>• Only one person or family group at any time to access the toilet facilities, with safe queuing system in place</li> <li>• Signage indicating hand and user hygiene inside the toilet facilities</li> <li>• Hand sanitiser readily available in the toilet facilities</li> </ul>
Covid-19 infection transmission – Museum exhibitions and outdoor areas	Staff, Volunteers, Visitors  Risk of serious illness  Harm to mental wellbeing due to fear and anxiety	<ul style="list-style-type: none"> <li>• Tunnel Experience and Dig Pits to remain closed</li> <li>• One-way system to be implemented along narrow paths e.g citadel moat, woodland walk</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 – Catering and retail	Staff, Volunteers, Visitors  Risk of serious illness  Harm to mental wellbeing due to fear and anxiety	<ul style="list-style-type: none"> <li>• Café and retail open with pre-packaged food and drink available</li> <li>• Limited indoor seating available, spaced at 2m distance</li> <li>• Outdoor seating area available</li> <li>• Cashless transactions available</li> </ul>
Covid-19 infection transmission – Person displaying symptoms	Staff, Volunteers, Visitors, Contractors  Risk of serious illness  Harm to mental wellbeing due to fear and anxiety	<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> <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	Staff, Volunteers, Visitors Contractors  Risk of serious illness	<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> </ul>

	Harm to mental wellbeing due to fear and anxiety	<ul style="list-style-type: none"> <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>
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Assessed by	David Trevithick, Operations Manager	Date	10/08/2020	Next operational review	31/08/2020
Endorsed by	Cathy Hakes, Museum Director (updates endorse by Carl Smith, A/Museum Director)	Date	10/08/2020	Next publication	1/10/2020
Approved by	Rob James, Facilities Manager	Date	10/08/2020		