

# Risk Assessment

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

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>• Visitor capacity limited to 20 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>• Face coverings required for all visitors, as per government guidelines</li> <li>• Front door to be kept open at all time</li> <li>• Signage to inform visitors of measures being taken and expected behavior</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 – 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 customer service counter</li> <li>• Team members wear face coverings at all times</li> <li>• Hand sanitiser stations available</li> <li>• Cashless transactions available at point of sale</li> <li>• Contactless donation point 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  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>• One way system in place for museum exhibits</li> <li>• Signage for stop and check points for low visibility, high traffic areas</li> </ul>
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"> <li>• One way system throughout museum exhibition spaces</li> <li>• Signage throughout venue to promote social distancing and good hygiene</li> <li>• High risk exhibition interactives removed and remaining interactives cleaned every 2 hours</li> <li>• Hand sanitiser readily available for all visitors</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  Harm to mental wellbeing due to fear and anxiety	<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	Sophie McLean, Community Manager	Date	10/08/2020	Next operational review	23/10/2020
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	(updated by Cerian Gale, A/Community Manager)				
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		