

Risk Assessment

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

Hazard	Who could be harmed and how?	Control measures in place
Covid-19 infection transmission – Visitor arrival	Visitors Risk of serious illness Harm to mental wellbeing due to fear and anxiety	<ul style="list-style-type: none"> • Visitor capacity limited to 20 people at any given time • Visitors required to wear face coverings, as per government guidelines • Track and Trace system in place to collect visitor details • Safe outdoor space available for queuing, if required • All doors to be kept open • Team member to welcome all visitors at entrance, inform of current safety measures and manage indoor queueing • Signage to inform visitors of measures being taken and expected behavior • Hand sanitiser station available • Staff to monitor that visitors are following guidance on social distancing and face coverings
Covid-19 infection transmission – Visitor and staff interactions	Staff, Visitors Risk of serious illness Harm to mental wellbeing due to fear and anxiety	<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 • 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, 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 • Hand sanitiser stations available
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 will be cleaned every 2 hours • Hand sanitiser readily available in the toilet facilities
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"> • Signage throughout venue to promote social distancing and good hygiene • Hand sanitiser readily available for all visitors
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"> • Café open with only pre-packaged food available • Café tables socially distanced • Retail open
Covid-19 infection transmission – Person displaying symptoms	Staff, Visitors, Contractors Risk of serious illness Harm to mental wellbeing due to fear and anxiety	<ul style="list-style-type: none"> • Team members instructed to remain at home if displaying any symptoms or classified as ‘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 • Visitor details recorded in GDPR compliant way to ensure cooperation with track and trace requirements
Covid-19 infection transmission – Emergency situations	Staff, Volunteers, Visitors Contractors Risk of serious illness	<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.

	Harm to mental wellbeing due to fear and anxiety	
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Assessed by	Emma Banks, 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		