

# Risk Assessment

Activity Assessed	Re-opening to visitors following COVID-19
Location	Red House Museum and Gardens

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"> <li>• Visitor capacity limited to 30 people at any given time</li> <li>• Group bookings no larger than 6 people</li> <li>• Track and Trace system in place to collect visitor details</li> <li>• Visitors to indoor spaces required to wear a face covering, as per government guidelines</li> <li>• Staggered entry via timed visiting slots that can be booked in advance</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> <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	<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>• Perspex screens installed at all customer service counters</li> <li>• Team members wear face coverings at all times</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	<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>• 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 throughout building</li> </ul>
Covid-19 infection transmission – Toilets	<p>Staff, 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>• Accessible toilet 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 displays	<p>Staff, Volunteers, 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>• One way system throughout exhibition spaces</li> <li>• Signage throughout venue to promote social distancing and good hygiene</li> <li>• High risk exhibition interactives removed or closed off</li> <li>• Hand sanitiser readily available for all visitors</li> </ul>
Covid-19 infection transmission – Catering	<p>Staff, Volunteers, 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>• Café and retail open</li> <li>• Indoor seating area closed, outdoor seating available</li> <li>• Cashless transactions available</li> </ul>
Covid-19 infection transmission – Person displaying symptoms	<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>• 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	<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>
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Assessed by	Laura Bullivant, 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		