

Risk Assessment

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

Hazard	Who could be harmed and how?	Control measures in place
Covid-19 infection transmission – Visitor to Visitor	<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"> • Visitors requested not to touch any display stock • Visitors to request desired products from member of staff • Reduced seating to allow 1m+ distancing between groups • Additional seating available outdoors on terrace with 1+m spacing between tables • Visitors can only be served if seating is available or they intend to consume items outdoors • Notice issued with each order to let other visitors know not to use the table in question until it has been cleaned • Tables to be cleaned as soon as possible after visitors vacate and trays cleaned before reuse • All crockery cleaned in commercial dishwasher • All shared resources such as cutlery, condiments etc removed and available on request only • Signage to inform visitors of measures being taken and expected behavior • Hand sanitiser station available
Covid-19 infection transmission – Visitor / Staff Interactions	<p>Staff, Visitors</p> <p>Risk of serious illness</p>	<ul style="list-style-type: none"> • Face coverings to be worn for any food preparation and handling • All fresh food to be served at back of servery away from visitor counter • Tongs to be used to place all food on plates or in takeaway bags and gloves worn by team members to handle tongs

	Harm to mental wellbeing due to fear and anxiety	<ul style="list-style-type: none"> • Team members interacting with visitors at the table to wear face covering and disposable gloves • Perspex screen installed at till point • Cashless transactions available at all points of sale • Signage throughout venue to promote social distancing and good hygiene • Team members trained on appropriate social distancing and personal hygiene measures • Hand sanitizer available
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Assessed by	Emma Banks, Community Manager	Date	03/09/2020	Next operational review	17/08/2020
Endorsed by		Date		Next publication	
Approved by		Date			

