

Risk Assessment

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

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 greeted by a team member at the door and queuing to take place outside the front door in busy times • Track and Trace system in place • Visitors to enter via the front door and exit via the rear of the building into the garden • Face coverings required for retail customers and customers purchasing take away products • Table service or takeaway only • Visitors requested not to touch any display stock • Visitors to request desired products from member of staff • Reduced seating to allow 2m distancing between groups • Additional seating available outdoors on terrace with 2m 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 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 • Staff to monitor that visitors are following guidance on social distancing and face coverings

Covid-19 infection transmission – Visitor / Staff Interactions	<p>Staff, 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"> • Only pre-packaged food available and all hot drinks to be served in environmentally friendly disposable containers • 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 sanitiser available
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Assessed by	Emma Banks, Community Manager	Date	23/07/2020	Next operational review	23/10/2020
Endorsed by	Deborah Neubauer, Head of Community	Date	23/09/2020	Next publication	01/11/2020
Approved by	Rob James, Facilities Manager	Date	23/09/2020		

