

Risk Assessment

Activity Assessed	Re-opening to visitors following COVID-19
Location	Basing House

Hazard	Who could be harmed and how?	Control measures in place
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"> • Staggered entry via timed visiting slots that can be booked in advance • Group bookings no larger than 6 people • Track and Trace system in place to collect visitor details • All visitors to indoor spaces required to wear a face covering as per government guidelines • Safe outdoor space available queuing, if required • Automatic doors install at venue entrance • Signage to inform visitors of measures being taken and expected behaviour • 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, Volunteers, Visitors, Contractors 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 • Cashless transactions available at all points of sale • Contactless donation points available • Signage throughout venue to promote social distancing and good hygiene • Team members trained on appropriate social distancing and personal hygiene measures

<p>Covid-19 infection transmission – High Traffic Areas</p>	<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"> • Signage throughout promote social distancing and good hygiene • High traffic areas to be checked and cleaned every 2 hours • One way system in place throughout Visitor Centre, Great Barn, Cow Byre and Kiosk
<p>Covid-19 infection transmission – Toilets</p>	<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"> • Toilets available to visitors, cleaned every two hours • Only one person or family group at any time to access the toilet facilities, with safe queuing system in place • Signage indicating hand and user hygiene inside the toilet facilities • Hand sanitiser readily available in the toilet facilities
<p>Covid-19 infection transmission – Museum exhibition and outdoor areas</p>	<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"> • Tunnel Experience and Dig Pits to remain closed • Signage throughout venue to promote social distancing and good hygiene • Hand sanitiser readily available for all visitors
<p>Covid-19 infection transmission – Catering and retail</p>	<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"> • Café and retail open with pre-packaged food and drink available • Limited indoor seating available, spaced at 2m distance, to be operated as table service only • All other food and drink service to be takeaway only • Outdoor seating area available • Cashless transactions available
<p>Covid-19 infection transmission – Person displaying symptoms</p>	<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"> • 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 • 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 Harm to mental wellbeing due to fear and anxiety	<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.
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Assessed by	David Trevithick, Operations Manager	Date	23/09/2020	Next operational review	23/10/2020
Endorsed by	Carl Smith, Museum Director	Date	23/09/2020	Next publication	1/11/2020
Approved by	Rob James, Facilities Manager	Date	23/09/2020		