

Risk assessment – COVID-19

Company name: Museum of Richmond

Date of risk assessment: 26/10/2020

Note about the management of the Old Town Hall building:

The Museum of Richmond is located on the second floor of the Old Town Hall on Whittaker Avenue in Richmond. The Old Town Hall is run by London Borough of Richmond upon Thames Council and therefore all access space in the building is controlled by the Council. The Museum only has responsibility and control over the area that the Museum occupies, therefore we will work in consultation with the Council for the safe management of the areas outside the Museum within the Old Town Hall building. The risk assessment below is split into two sections; the first deals with the hazards within the Museum space (for which the Museum is responsible), whilst the second deals with hazards in other areas of the Old Town Hall building (for which the Council is responsible).

Risk Assessment – Museum Space						
What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Lack of social distancing inside the Museum	Staff, visitors and volunteers may unintentionally spread/contract COVID-19 through proximity to others inside the Museum.	<p>Added markings on the floor to indicate safe distances.</p> <p>Using pre-booked ticketing system to monitor and restrict capacity in the Museum.</p> <p>Staff members maintain social distance whilst working in the office and other Museum spaces.</p> <p>Guidance on maintaining a safe social distance is readily available and clear to visitors both online and on arrival at the Museum.</p>	Train volunteers on new procedures and ensure they have all relevant guidance.	All staff	Ongoing once Volunteers return to Museum	

<p>Contact with surfaces inside the Museum</p>	<p>Staff, visitors and volunteers may unintentionally spread/contract COVID-19 through contact with surfaces whilst inside the Museum.</p>	<p>Installed hand sanitizer dispensers at the Museum entrance and by the Museum office.</p> <p>Guidance on use of hand sanitizer is readily available and clear to visitors both online and on arrival at the Museum.</p> <p>Implementing a routine of cleaning for contact points in the open Museum spaces (minimum once per hour).</p> <p>Removed interactive activities that cannot be routinely and reliably cleaned in accordance with the above mentioned cleaning routine.</p> <p>Closed shop (empty shop space of all stock) and communicate this to visitors both online and on arrival in the Museum.</p> <p>Installed a Perspex screen in front of reception desk.</p> <p>Engaging a professional cleaner to clean the whole Museum space once per week.</p> <p>Restricting access to the kitchen area to staff only and implement routine, thorough cleaning of utensil and surfaces after use</p>	<p>Install contactless donation point to allow visitors to contribute without cash.</p>	<p>EL</p>	<p>Ongoing</p>	
<p>Lack of social distancing and contact with surfaces whilst taking deliveries inside the Museum</p>	<p>Staff and delivery personnel may unintentionally spread/contract COVID-19 through proximity to others and contact with surfaces when making deliveries inside the Museum space.</p>	<p>Staff include instructions for delivery personnel to follow the social distancing guidelines and contact guidelines outlined above.</p> <p>Staff meet delivery personnel at the entrance to the OTH building and do not permit access to the building beyond the foyer unless absolutely necessary.</p> <p>Where possible, staff arrange deliveries outside opening hours or during times when no public bookings have been made in the Museum.</p> <p>Where possible, staff arrange delivery to home addresses to avoid unnecessary access to the OTH building by delivery personnel.</p>	<p>Continue to check guidance on COVID-19 best practice and update actions as appropriate.</p>	<p>All staff</p>	<p>Ongoing</p>	<p>Ongoing</p>

Risk Assessment – Old Town Hall Building						
What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Contact with surfaces when using the main entrance to the building	Staff, visitors and volunteers may unintentionally spread/contract COVID-19 through contact with surfaces whilst entering the building through the main entrance, namely via contact with the bannister up the external steps and the handles on the internal double doors.	<p>Liaising with Council employees to ensure hand sanitizer is available to visitors as they enter the building.</p> <p>Liaising with Council employees to have double doors open and to check regularly that they have not been moved during the day.</p> <p>Ensuring guidance on avoiding unnecessary contact with surfaces and regular handwashing is readily available and clear to visitors both online and on arrival at the building.</p>	Continue to liaise on these points and update on any changing requirements.	All staff	Ongoing	Ongoing
Lack of social distancing when using the main entrance to the building	Staff, visitors and volunteers may unintentionally spread/contract COVID-19 through proximity to others whilst entering the building through the main entrance.	<p>Arranged timeslots so that Council and Museum visitors are not using the entrance for access at the same time.</p> <p>Ensuring guidance on maintaining a safe social distance is readily available and clear to visitors both online and on arrival at the building.</p>	Continue to liaise on these points and update on any changing requirements.	All staff	Ongoing	Ongoing
Contact with surfaces when using the step-free entrance to the building	Staff and visitors may unintentionally spread/contract COVID-19 through contact with surfaces whilst entering the building, namely through contact with the call button for the external lift, the lift itself and internal doors once inside the building.	<p>Liaising with Council employees to have internal doors open where this does not pose a fire risk and to check regularly that they have not been moved during the day.</p> <p>Ensuring guidance on avoiding unnecessary contact with surfaces and regular handwashing is readily available and clear to visitors both online and on arrival at the building.</p>	Continue to liaise on these points and update on any changing requirements.	All staff	Ongoing	Ongoing
Lack of social distancing when using the step-free entrance to the building	Staff and visitors may unintentionally spread/contract COVID-19 through proximity to others whilst entering the building through the step-free entrance.	<p>Liaising with Council employees on operating the lift whilst maintaining the advised social distance.</p> <p>Ensuring guidance on maintaining a safe social distance is readily available and clear to visitors both online and on arrival at the building.</p>	Continue to liaise on these points and update on any changing requirements.	All staff	Ongoing	Ongoing

Contact with surfaces when using the step-free access to second floor	Staff, visitors and volunteers may unintentionally spread/contract COVID-19 through contact with surfaces whilst accessing and using the internal lift.	<p>Liaising with Council employees to ensure door between lobby and lift is open and to check regularly that it has not been moved during the day.</p> <p>Ensuring guidance on avoiding unnecessary contact with surfaces and regular handwashing is readily available and clear to visitors both online and on arrival at the building.</p>	Continue to liaise on these points and update on any changing requirements.	All staff	Ongoing	Ongoing
Lack of social distancing when using the step-free access to second floor	Staff, visitors and volunteers may unintentionally spread/contract COVID-19 through proximity to others whilst using the internal lift.	<p>Liaising with Council employees to implement restrictions on sharing the lift with others.</p> <p>Ensuring guidance on maintaining a safe social distance is readily available and clear to visitors online, on arrival and throughout the building.</p>	Continue to liaise on these points and update on any changing requirements.	All staff	Ongoing	Ongoing
Contact with surfaces when using stairs to access the second floor	Staff, visitors and volunteers may unintentionally spread/contract COVID-19 through contact with surfaces whilst using the internal staircases.	<p>Liaising with Council employees to implement cleaning of bannister and door handles on this route.</p> <p>Liaising with Council employees to have doors open where this does not pose a fire risk and to check regularly that they have not been moved during the day.</p> <p>Ensuring guidance on avoiding unnecessary contact with surfaces and regular handwashing/disinfecting is readily available and clear to visitors both online and on arrival at the building.</p>	Continue to liaise on these points and update on any changing requirements.	All staff	Ongoing	Ongoing
Lack of social distancing when using stairs to access the second floor	Staff, visitors and volunteers may unintentionally spread/contract COVID-19 through proximity to others whilst using the internal staircases, in particular the second staircase which is small and cramped.	<p>Implemented schedule for use of the staircase for both Museum and Local Studies visitors and staff; any use outside of the usual time frame is required, the other organization is called to ensure the staircase is clear of visitors.</p> <p>Ensuring guidance on maintaining a safe social distance is readily available and clear to visitors online, on arrival and throughout the building.</p>	Continue to liaise on these points and update on any changing requirements.	All staff	Ongoing	Ongoing

Contact with surfaces whilst accessing public toilet on first floor	Staff, visitors and volunteers may unintentionally spread/contract COVID-19 through contact with surfaces whilst accessing the toilet on the first floor.	Council staff have decided the toilet will be inaccessible for the foreseeable future.	Continue to liaise with the Council on this decision to ensure any changes are shared with Museum staff so that guidance can be updated.	All staff	Ongoing	Ongoing
Lack of social distancing whilst queuing for use of public toilet on first floor	Staff, visitors and volunteers may unintentionally spread/contract COVID-19 through proximity to others outside the public toilet, particularly as this space is accessed from the stairwell to the second floor so is also a thoroughfare.	Council staff have decided the toilet will be inaccessible for the foreseeable future.	Continue to liaise with the Council on this decision to ensure any changes are shared with Museum staff so that guidance can be updated.	All staff	Ongoing	Ongoing
Contact with surfaces whilst accessing public toilet by step-free entrance	Visitors may unintentionally spread/contract COVID-19 through contact with surfaces whilst accessing the toilet on street level by the step-free entrance.	Council employees have organised increased cleaning of toilet. Ensuring guidance on avoiding unnecessary contact with surfaces and regular handwashing/disinfecting is readily available and clear to visitors both online and on arrival at the building.	Continue to liaise on these points and update on any changing requirements.	All staff	Ongoing	Ongoing
Lack of social distancing whilst queuing for use of public toilet by step-free entrance	Visitors may unintentionally spread/contract COVID-19 through proximity to others outside the toilet on street level by the step-free entrance.	Council employees have organised increased cleaning of toilet. Ensuring guidance on social distancing is readily available and clear to visitors both online and on arrival at the building.	Continue to liaise on these points and update on any changing requirements.	All staff	Ongoing	Ongoing
Contact with surfaces whilst accessing staff toilet on first floor	Staff and volunteers may unintentionally spread/contract COVID-19 through contact with surfaces whilst accessing the staff toilets on the first floor.	Council employees have organised regular cleaning of toilet and added hand sanitizer for use before touching door handles Ensuring guidance on avoiding unnecessary contact with surfaces and regular handwashing/disinfecting is readily available and clear to staff and volunteers both prior to and on arrival at the building.	Continue to liaise on these points and update on any changing requirements.	All staff	Ongoing	Ongoing
Lack of social distancing whilst accessing staff toilet on first floor	Staff and volunteers may unintentionally spread/contract COVID-19 through proximity to others when accessing the staff toilets on the first floor.	Council employees have implemented a one-person limit in the toilets at any time; the space outside the toilets is sufficient for social distancing whilst queuing. Ensuring guidance on maintaining a safe social distance is readily available and clear to staff and volunteers both prior to and on arrival at the building.	Continue to liaise on these points and update on any changing requirements.	All staff	Ongoing	Ongoing

Lack of social distancing and contact with surfaces when deliveries arrive at and move through Old Town Hall	Staff and delivery personnel may unintentionally spread/contract COVID-19 through proximity to others and contact with surfaces when making deliveries.	<p>Staff include instructions for delivery personnel to follow the social distancing guidelines and contact guidelines outlined above.</p> <p>Staff meet delivery personnel at the entrance to the OTH building with appropriate PPE and do not permit access to the building beyond the foyer unless absolutely necessary.</p> <p>Where possible, staff arrange delivery to home addresses to avoid unnecessary access to the OTH building by delivery personnel.</p>	Continue to check guidance on COVID-19 best practice and update actions as appropriate.	All staff	Ongoing	Ongoing
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You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14