

Risk assessment – COVID-19

Company name: Museum of Richmond Family Workshops

Date of risk assessment: 26/10/2020

Risk Assessment – Family Workshop						
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>Restricting online tickets to one family per session, max 6 people</p> <p>Restricting access to Museum spaces where social distancing cannot be implemented, i.e only use the exhibition area for Family Workshops. Using a sign to make this clear to workshop attendees.</p> <p>Implementing pre-booked ticketing system to monitor and restrict capacity in the Museum.</p> <p>Staff members maintaining social distance whilst working in the office and staff member running session stays at least 1m from families; all staff members where PPE when in public spaces of the Museum.</p> <p>Ensuring guidance on maintaining a safe social distance is readily available and clear to visitors both online and on arrival at the Museum.</p> <p>Ensuring volunteers and other visitors do not enter the Museum during the Family workshop period by using online ticketing and altering volunteering schedule.</p> <p>Children under 5 requested not to attend.</p>	Continue to review guidelines and assess whether visitors feel safe in the workshops; take on board suggested changes given via online feedback.	LADO	Ongoing	Ongoing

<p>Contact with surfaces inside the Museum</p>	<p>Staff and visitors (families) may unintentionally spread/contract COVID-19 through contact with surfaces whilst inside the Museum.</p>	<p>Encouraging use of hand sanitizer dispensers at the Museum entrance and by the Museum office. Message to families prior to visiting.</p> <p>Ensuring guidance on use of hand sanitizer is readily available and clear to visitors both online and on arrival at the Museum.</p> <p>Putting a hand sanitizer on the table for family use during session, encouraging use and wiping down with anti bac wipe after workshop.</p> <p>Blocking access to rest of museum for families, so they stay in the exhibition area.</p> <p>Cleaning before and after family visit, including wiping down tables and chairs.</p> <p>Closing shop (empty shop space of all stock) and communicate this to visitors both online and on arrival in the Museum.</p> <p>Payments and donation taken online, no payments during session.</p> <p>Hand sanitizer dispenser on LADO trolley used during workshop</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>Continue to review guidelines and assess whether visitors feel safe in the workshops; take on board suggested changes given via online feedback.</p>	<p>LADO</p>	<p>Ongoing</p>	<p>Ongoing</p>
<p>Lack of social distancing and contact with families staff is delivering the workshop.</p>	<p>Staff may unintentionally spread/contract COVID-19 through proximity to others when delivering the workshop.</p>	<p>Staff member stays 1m away from visitors/families when teaching the workshop and wears satisfactory PPE.</p> <p>Planning includes laminated resources to highlight how to do activities.</p>	<p>Continue to review guidelines and assess whether visitors feel safe in the workshops; take on board suggested changes given via online feedback.</p>	<p>LADO</p>	<p>Ongoing</p>	<p>Ongoing</p>

		<p>Staff member gives instructions to the families in the introduction that she will not be able to come too close to families to help when making craft.</p> <p>If an adult or child comes too close, staff to move backwards where possible and explain why the distance is necessary.</p>				
Contact with objects for crafting and teaching	Staff, and families may unintentionally spread/contract COVID-19 through contact with surfaces of objects whilst learning and making craft.	<p>Resources such as rulers and scissors will be wiped down with anti-bac wipes after use.</p> <p>If a resource is missing or more is required, LADO uses gloves and wears a mask to give resource to families.</p> <p>LADO encourages use of hand sanitizer before session and during session.</p> <p>Left over craft materials will be isolated for 72 hours before it can be used again.</p> <p>Objects used are placed on tables in sealed see-through plastic bags before session. Bags are changed by staff using gloves before next event</p>	Continue to review guidelines and assess whether visitors feel safe in the workshops; take on board suggested changes given via online feedback.	LADO	Ongoing	Ongoing
Contact with surfaces whilst accessing public toilet on first floor	Families may unintentionally spread/contract COVID-19 through contact with surfaces whilst accessing the toilet on the first floor.	<p>Informing family participants of the use of toilet is at own risk, as toilet only cleaned once per day.</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> <p>Checking hand sanitizer is working and is outside the toilet door.</p>	Continue to review guidelines and assess whether visitors feel safe in the workshops; take on board suggested changes given via online feedback.	LADO	Ongoing	Ongoing

Additional guidance for visiting the Old Town Hall to get to the museum found in Risk Assessment for Visitors Old Town Hall.

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).

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