

Risk assessment – COVID-19

Company name: Museum of Richmond Discovery Boxes

Date of risk assessment: 08/10/2020

Risk Assessment – Outreach (workshops in schools)						
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 between staff during the collection and drop off of Discovery Boxes.	Museum staff may unintentionally spread/contract COVID-19 through proximity to others inside during the drop off and collection of Discovery Boxes.	<p>Museum staff will stay 1-2m away from staff where possible during the drop off and collection of Discovery Boxes.</p> <p>Museum staff member will wear a face covering (visor) during the drop off and collection of Discovery Boxes. Museum staff will ask staff member to wear a mask if they need to come into the Old Town Hall.</p> <p>Museum staff member will meet staff member outside the main building or inside the large entrance hall of the Old Town Hall during the collection and drop off of Discovery Boxes.</p> <p>Museum staff will sanitize hands before lending a clipboard and a pen for the school staff member to complete paperwork. The pen and clipboard will have been quarantined for 72 hours before and after use.</p>	Museum and school staff to maintain social distancing whilst dropping off or collecting Discovery Boxes.	Museum staff School staff	Prior and during visit	
Contact with surfaces of Museum objects and craft material	Museum staff, school staff and children may unintentionally spread/contract COVID-19 through contact with objects during the session.	<p>The Museum is leaving a week in-between Discovery box bookings to ensure the objects are quarantined for 72 hours before collection.</p> <p>Schools will be encouraged to only share objects within their bubble. If they want to share objects outside of bubbles they should book the objects out for longer than a week to ensure the objects can be quarantined between bubbles for 72 hours.</p>	Children to be encouraged to wash hands before and during object handling.	Museum staff School staff	Prior and during visit	

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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 it is up to the School to provide their own risk assessment for object sharing within their school.

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