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| |  |  |  |  | | --- | --- | --- | --- | | **Risk Assessments for:** | COVID19 – Phased opening  Portland Basin Museum  Portland Place  Ashton-under-Lyne  OL7 0QA |  |  | | **Assessor Name:** | Museums Manager |  |  | | | | | |  |  | | --- | --- | | **Date**  **Updated** | 29 June 2020 | |  | 30 September 2020 | | |  | |
| **What are the hazards** | **Who might be harmed and how** | **Risk rating** | **Current control measures** | **Risk Rating with control measures in place** | **Are risks adequately controlled for work task to go ahead, or will further control measures be required? (Detail any additional measures)** | **Action required by Whom** | **Date action required by** |
| Direct or Indirect transmission of COVID -19 virus from being in close proximity to people with the virus. I.e. person to person transmission (hand to hand, hand to mouth, hand to body) or from hands in contact with contaminated surfaces | Employees  Ill health (E.g. Respiratory symptoms, fever, cough, shortness of breath  In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death) | H | **General Measures** Employees are advised to follow NHS guidance on coronavirus (COVID-19)  [Covid-19-guidance-for-employees](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees)  An Employee Covid-19 FAQ is on the intranet.  Managers are advised to follow NHS guidance for employers and businesses on coronavirus (COVID-19) [Covid-19 Guidance to-employers](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19)  All staff are also advised to follow social distancing measures where practicable.  <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>  On entering the building staff are advised to wash their hands at the earliest opportunity and avoid contact with their face and others. See Handwashing guidance - <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>  High risk/vulnerable staff members are identified and where appropriate are asked to work from home/ employed elsewhere in the service/council.  **Symptoms of Covid-19**  If anyone becomes unwell with a new continuous cough, a high temperature or starts showing symptoms of Covid-19 they are advised not to come into the office and follow the self-isolation guidelines: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>  If a staff member starts to present these symptoms whilst at work they will be sent home and advised to follow the self-isolation guidelines.  Line managers will maintain regular contact with staff members during this time.  If advised that a member of staff has developed Covid-19, their work station and places they may have spent time at should be thoroughly cleaned. | M | Managers should regularly refer to latest guidance  <https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>  Where applicable Individual staff risk assessments are completed. | Employee & Manager | Ongoing or until guidance changes |
| Arriving at the museum | Museum staff  General public  Other council staff  Anyone accessing the museum  People occupying other parts of the building eg Bridge View Café, Islington Council staff, private residents and boat owners/staff  Ill health (E.g. Respiratory symptoms, fever, consistent cough, shortness of breath and in more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death) | M | Information is made available on the museum’s ‘welcome’ webpage as to what to expect when visiting the museum.  Visitors will need to pre-book to visit the museum. Information to be given on the booking page regarding social distancing, arrival times, contactless payments preferred in the shop and other restrictions / changes. Information will be kept to comply with NHS Test and Trace requirements. Privacy Policy available online and at the museum. Information is destroyed after 21 days and not used for any other purpose.  If the museum is not at capacity and walk-in visitors wish to enter, it is at the discretion of staff to allow them entry, and take their details for Test and Trace.  Pre-visit information to be promoted on social media and via a council press release prior to opening.  It is mandatory for visitors to wear a face covering around all areas of the museum in line with Government guidance. Though not mandatory by Government guidance, museum staff will also wear a face covering or visor. There will signage to promote this and also on the website.  Opening hours of the museum temporarily reduced to allow for increased staffing levels.  Aggressive and anti-social behaviour will be dealt with in line with the museum’s usual procedures. | L | Regularly review information on the webpage and update.  Staffing levels and opening hours will be regularly reviewed.  Advice on wearing face coverings may be subject to change depending on national and local guidance. | Museum Management team | Prior to re-opening |
| Entering the building | Museum staff  General public  Other council staff  Anyone accessing the museum  People occupying other parts of the building eg Bridge View Café, Islington Council staff, private residents and boat owners/staff  Ill health (E.g. Respiratory symptoms, fever, consistent cough, shortness of breath and in more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death) | M | Maximum capacity determined for safety of visitors and staff based on maintaining 2 metre social distancing where possible.  Pre-booked tickets available for 40 people per hour, broken down into 15 minute arrival slots to spread visitors throughout the museum safely.  Signage outside to advise visitors there is a booking system in place and that they should not visit if they feel unwell.  If the museum is not at capacity and walk-in visitors wish to enter, it is at the discretion of staff to allow them entry, and take their details for Test and Trace.  A ‘meet and greet’ member of staff will be on hand to register visitors (socially distanced) for each time slot list, using a pre-printed list. This member of staff will answer questions, reducing need for visitors to approach the main desk. Pre-visit information given to visitors will reduce the need for contact.  Visitors will be asked to arrive at the museum at their entry time and will wait outside the museum queueing (socially distanced) along the wall to the right of the main entrance until their entry time. This should not impact on residents’ access to flats.  The main entrance will be entry only – the exit will be elsewhere in the museum.  Islington Council staff will be encouraged to arrive and leave outside of museum opening hours. During opening hours entering and exiting the building will be enabled by the museum’s ‘meet and greet’ member of staff managing visitors entering the building.  Outer door (weather permitting) and inner museum doors to be propped open to reduce touch points on door handles.  Hand sanitisers installed on entry to the museum.  Regularly wipe down the black leatherette sofa in the outer foyer – belongs to Sanctuary Housing but used by visitors to the building.  Notices and posters displayed to assist in keeping visitors safe and floor markers to mark out the distance along the pavement.  Remove out of date leaflets from the outer foyer.  Follow guidance from Government/H&S regarding social distancing measures to be implemented for opening. | L | Regularly review occupancy of visitors and staff within the museum  Ensure visitors follow the entry and exit path assigned  Information from booking system will be kept for 21 days in line with Test and Trace guidance.  Request visitors use the sanitiser for their hands on entry.  Ensure staff regularly sanitise their hands  Islington Council staff are briefed on the museum’s risk assessment and the one way system in operation. | Museum Management team  Museum staff |  |
| Welcome desk and foyer | Museum staff  General public  Other council staff  Anyone accessing the museum  People occupying other parts of the building eg Bridge View Café, Islington Council staff, private residents and boat owners/staff  Ill health (E.g. Respiratory symptoms, fever, consistent cough, shortness of breath and in more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death) | M | A clear Perspex screen fitted to the reception desk at the lowest parts to keep the staff member safe. Member of staff also to wear a face covering when behind the desk.  Only one member of staff working behind the desk – to serve in the shop and answer calls.  Floor marking to indicate where visitors are to wait until they can speak to staff at the desk  Maximum capacity of 40 people per hour, spread in 15 minute intervals to prevent crowding in the foyer and along the 1920s street.  There is not a one way system in place in the foyer but maximum capacity will allow for social distancing and signage to alert visitors to two way traffic.  Floor markings used to guide visitors on two metres distance.  All seating, tables and soft furnishings removed.  All paper based trails, activity sheets and paper maps removed. Computer touchscreen interactives removed to prevent high touch points.  No events or activities to be held.  Notices and posters displayed to assist in keeping visitors safe.  Main staircase is one way (downwards) to maintain one way system and reduce crossover of visitors.  Air ventilation system around the museum brings fresh air in from outside via the roof (it does not extract or recycle the air) therefore this poses minimal risk of spreading airborne particles. | L | Regularly review occupancy within the foyer area.  Ensure visitors follow the one way system and social distancing rules.  Member of staff in the office to answer the phone if the member of staff at the desk is busy. | Museum Management team  Museum staff |  |
| Museum shop | Museum staff  General public  Other council staff  Anyone accessing the museum  People occupying other parts of the building eg Bridge View Café, Islington Council staff, private residents and boat owners/staff  Ill health (E.g. Respiratory symptoms, fever, consistent cough, shortness of breath and in more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death) | M | One way system in operation around the shop.  Signage at entrance to shop stating people adhere to 2 metre rule.  Floor markings used to guide customers on two metres distance.  Barrier in place to mark entrance and exit to shop.  Signage to encourage card / contactless payments to minimise cash handling.  Notices and posters displayed to assist in keeping visitors safe re max numbers in shop, 2 metre rule and to encourage card / contactless payments where possible.  Children will be allowed in the shop under the guidance of their parent / guardian.  Signage to ask people to minimise handling of the stock if possible.  Hand sanitiser available in the foyer.  Visitors will be advised on pre-booking FAQs and by the Meet and Greet member of staff that they will be able to visit the shop at the start and middle of their visit but not at the end. | L | Regularly review occupancy within this area  Encourage customers to follow social distancing markings/rules  Sanitiser available for staff use when handling cash | Museum Management team  Museum staff |  |
| 1920s street and mezzanine | Museum staff  General public  Other council staff  Anyone accessing the museum  People occupying other parts of the building eg Bridge View Café, Islington Council staff, private residents and boat owners/staff  Ill health (E.g. Respiratory symptoms, fever, consistent cough, shortness of breath and in more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death) | M | Maximum capacity of people in the building to allow adherence to social distancing.  One way system in place – visitors go down the right hand side of the 1920s street, access the room sets, then access the mezzanine displays before coming back up the left hand side of the 1920s street back into the foyer space. Floor marked out with one way arrows.  The 1920s street is 2 metres wide therefore 1+ metre social distancing will be adhered to – the mitigating factors being the number of people in the space has been controlled; the time spent within 2 metres of another visitor will be minimal; there are room sets that people can move into to achieve a 2 metre distance.  Text panels along the left hand side of the street have been moved to reduce need for visitors to linger in the narrow parts.  Floor markings used to guide customers on two metres distance.  All non-essential seating removed .  Handling objects and interactives removed where possible eg dressing up, fruit and veg in grocer’s shop. Barrier placed in front of Norman chainmail to discourage touching. Stocks pushed into the corner of the mezzanine with signage explaining why they cannot be used.  Hand sanitiser is available outside the schoolroom room set – this is a better alternative to regularly wiping down the historic school tables and benches, which would be damaging to them.  Notices and posters displayed to assist in keeping visitors safe – to resist touching displays where possible and to maintain social distancing. | L | Regularly review occupancy within the museum to ensure social distancing can be complied with.  Encourage visitors to follow social distancing markings/rules. | Museum Management team  Museum staff |  |
| Industrial gallery | Museum staff  General public  Other council staff  Anyone accessing the museum  People occupying other parts of the building eg Bridge View Café, Islington Council staff, private residents and boat owners/staff  Ill health (E.g. Respiratory symptoms, fever, consistent cough, shortness of breath and in more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death) | M | Maximum capacity of people in the building to allow adherence to social distancing.  One way system in place to  Learning Space to be closed off – no events, craft activities or workshops to be held.  Shutter to Bridge View Café to remain closed to enable us to control numbers within the museum. Signage promoting the café’s offer and how visitors can access it will be clearly displayed and museum staff briefed.  Fire doors to café wharf to remain closed to prevent visitors entering building. Signage in place to promote boat trips and how people can access them. Member of museum staff monitoring this area and to advise visitors.  Interactives removed where possible or mitigating measures in place where removal not feasible.  Handle on dairy interactive wiped down regularly by museum staff.  Transport model – one way system in place along the narrow walkway. Buttons on transport model wiped down regularly by museum staff.  Picnic tables by canal window removed to prevent linger time.  No one way system possible in main industrial gallery space but maximum capacity of visitors allows for social distancing.  ‘Nuts and Bolts’ under 5s indoor play area to remain closed with signage in place.  Walking and cycling leaflets to remain on offer but in reduced numbers to prevent contamination.  Reduced seating available, with fabric chairs replaced with some hard seating to be regularly wiped down.  Notices and posters displayed to assist in keeping visitors safe.  Picnic tables on wharf remain accessible and are placed over 2 metres apart. | L | Regularly review occupancy within the museum.  Encourage visitors to follow the social distancing rules. | Museum Management team  Museum staff |  |
| Exiting the building | Museum staff  General public  Other council staff  Anyone accessing the museum  People occupying other parts of the building eg Bridge View Café, Islington Council staff, private residents and boat owners/staff  Ill health (E.g. Respiratory symptoms, fever, consistent cough, shortness of breath and in more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death) | L | Visitors will exit museum via fire exit doors onto left hand wharf.  Museum staff member in this area to monitor.  Signage in place to prevent visitors accessing the museum from the canal.  No re-entry to museum once visiting hour is complete.  Visitors asked to let member of staff know when they are leaving so their time of departure can be recorded for Test and Trace records.  Hand sanitisers installed on entry and exit of the museum to be used.  Picnic tables on wharf will remain available for people to use at their own risk. Re-admittance to the museum will not be allowed. | L | Request visitors use the sanitiser for their hands on entry and exit. | Museum Management team  Museum staff |  |
| Lift | Museum staff  General public  Other council staff  Anyone accessing the museum  People occupying other parts of the building eg Bridge View Café, Islington Council staff, private residents and boat owners/staff  Ill health (E.g. Respiratory symptoms, fever, consistent cough, shortness of breath and in more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death) | H | Lift remains accessible to visitors and fits with the one way system in operation.  Only one person or family group (not exceeding the lift’s maximum weight capacity) at one time.  Signage in place to explain capacity.  Hand sanitiser in place at entrance to museum.  Staff member to regularly wipe down buttons.  Islington Council staff briefed on processes in place. | L | In the event of the lift being out of order, museum staff will advise on route around outside of building to access lower ground floor. | Museum Management team  Museum staff |  |
| Toilets | Museum staff  General public  Other council staff  Anyone accessing the museum  People occupying other parts of the building eg Bridge View Café, Islington Council staff, private residents and boat owners/staff  Ill health (E.g. Respiratory symptoms, fever, consistent cough, shortness of breath and in more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death) | M | Museum toilets remain open for visitors and staff.  Toilets available on both floors of the museum.  Signage outside and inside toilets asking people to adhere to social distancing.  Reduced capacity in museum will enable social distancing to take place.  Existing screens between each toilet cubicle reduce risk of contamination.  Enhanced cleaning regime in place by FM provider.  Separate staff toilet available for staff to use.  Baby changing facilities available for visitors with enhanced cleaning in place.  Museum staff to sanitise high touch points eg door handles, taps, throughout the day.  Non-visitors will be unable to use the toilets, unless in an emergency situation or at the discretion of staff. | L | Reduced visitor numbers in the museum will reduce overall demand on the toilets. | Museum Management team  Museum staff  Robertson staff |  |
| Staff kitchen | Museum staff  General public  Other council staff  Anyone accessing the museum  People occupying other parts of the building eg Bridge View Café, Islington Council staff, private residents and boat owners/staff  Ill health (E.g. Respiratory symptoms, fever, consistent cough, shortness of breath and in more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death) | M | Only two staff to be in the kitchen at any one time adhering to social distancing.  No sharing of cups, cutlery or crockery to prevent contamination.  Use disposable paper towels, not tea towels.  Wash hands after using the bin or other surfaces.  Regular wiping down of high touch surfaces eg fridge door, kettle, door handles.  Door to remain wedged open to reduce touching handle. | L | Staff can bring in their own utensils to use from home. | Museum Management team  Museum staff |  |
| Back office workrooms | Museum staff  General public  Other council staff  Anyone accessing the museum  People occupying other parts of the building eg Bridge View Café, Islington Council staff, private residents and boat owners/staff  Ill health (E.g. Respiratory symptoms, fever, consistent cough, shortness of breath and in more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death) | M | Regular wiping down of stairs handrail.  Only two staff to work in the larger work room.  Only two staff to work in the other office.  Only one staff to work in the meeting room office.  No hot-desking.  Staff to work from home as much as possible so as not to exceed these numbers.  Wipe down the desk, computer and chair handles if using the space after another colleague.  Office staff to work in the offices on a rota to provide back up during opening hours, assist with cleaning the museum and to answer phones. | L | Staff to adhere to the maximum capacity rules and social distancing to protect each other. | Museum Management team  Museum staff |  |
| Risk of contracting COVID 19 whilst working in the museum | Museum staff  General public  Other council staff  Anyone accessing the museum  People occupying other parts of the building eg Bridge View Café, Islington Council staff, private residents and boat owners/staff  Ill health (E.g. Respiratory symptoms, fever, consistent cough, shortness of breath and in more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death) | M | Ensure the number of staff working within the museum meets safety guidelines and practice social distancing rules.  Staggered start and finish times for staff to enable social distancing in staff locker and kitchen areas.  Display sufficient signs and notices.  Perspex screen around reception desk.  Clear desk policy.  Staff to regularly wash hands.  Enhanced cleaning regime in place.  2 way radios to be thoroughly wiped down after use and again before use by a different user, in line with advice received from TMBC Population Health.  Staff are supported to wear face coverings.  Wipe down surfaces and work stations regularly especially after someone else has used the area.  One person to work behind reception desk at a time. Computer, mouse, phone and till to be cleaned between users if staff swap over. Another computer is available in the office for staff wishing to check emails at the start and end of their shift.  Risk assessments completed separately for vulnerable staff and those who live with vulnerable/shielding relatives.  Implement process if staff display signs of COVID 19.  Retain data for NHS Test and Trace for 21 days, as set out in Government guidance.  Follow guidance from Government/H&S regarding safe working and social distancing measures. | L | Regularly review occupancy within this area  Staff need to ensure they are social distancing, not becoming a ‘contact’ and maintaining the recommended hygiene guidance.  Ensure all bins are emptied daily and rubbish is not stored on site. Possible contamination from wiping down equipment and surfaces. | Museum Management team  Museum staff |  |
| Events and activities | Museum staff  General public  Other council staff  Anyone accessing the museum  People occupying other parts of the building eg Bridge View Café, Islington Council staff, private residents and boat owners/staff  Ill health (E.g. Respiratory symptoms, fever, consistent cough, shortness of breath and in more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death) | Low | On site activities are currently suspended - promote on-line events and activities.  When this service is reviewed, follow guidance from Government/H&S regarding safe working and social distancing measures. | Low | Explore delivering additional online events and activities | Museum Management team  Museum staff |  |
| Museum loan boxes | Museum staff  General public  Other council staff  Anyone accessing the museum  People occupying other parts of the building eg Bridge View Café, Islington Council staff, private residents and boat owners/staff  Ill health (E.g. Respiratory symptoms, fever, consistent cough, shortness of breath and in more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death) | M | Social distancing to be adhered to when boxes are collected and returned.  Staff to sanitise their hands before and after handling returned loan boxes.  Staff to take all returned loan boxes into a quarantine area and follow the quarantine procedure and leave for 72 hours.  After 72 hours staff can check the contents of the box and get it ready for loaning out again, washing hands before and after handling.  Staff to wash hands regularly.  Follow guidance from Government/H&S regarding safe working and social distancing measures. | L | Regularly check staff are sanitising their hands when handling returned loan boxes  Check sufficient stock of sanitiser at the museum  Check staff are washing their hands regularly  Review quarantine guidance regularly | Museum Management team  Museum staff |  |
| Inadequate premises checks and tests | Museum staff  General public  Other council staff  Anyone accessing the museum  People occupying other parts of the building eg Bridge View Café, Islington Council staff, private residents and boat owners/staff  Serious injury or ill health due to complete/partial failure of key plant/equipment e.g. fire alarm. | M | All statutory checks and ppm’s are maintained and up to date  Where possible checks take place before or after museum opening hours or away from other persons  Assurances are sought from external organizations providing FM services.  Where any premises checks are carried out in house, contingency arrangements are implemented or developed for key staff absences, so they can continue to be undertaken. | L |  | Museum Management team |  |
| Stress and anxiety | Employees stress related ill health  Employees concerns about a family member | M | All staff are encouraged to discuss any concerns, issues or problems they may have with their Manager  **General Measures** Employees are advised to follow NHS guidance on coronavirus (COVID-19)  [Covid-19-guidance-for-employees](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees)  An Employee Covid-19 FAQ is on the intranet.  Managers are advised to follow NHS guidance for employers and businesses on coronavirus (COVID-19) [Covid-19 Guidance to-employers](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19)  All staff are also advised to follow social distancing measures where practicable.  <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing> |  | Document any conversations  Regularly check on the member of staff  See HR advise where appropriate | Museum Management team  Museum staff |  |
| Irritant Contact Dermatitis | Employees  Exposure through excessive hand washing. | M | All staff are asked to report any signs of dermatitis to their manager i.e. itchy, dry or red skin.  Advised to dry hands thoroughly after washing them and if necessary moisturise your hands to replenish the skin’s natural oils. | L | Document any such reports and report to your health and safety team  Regularly check on the staffs welfare and developments | Museum Management team  Museum staff |  |
| Ignition of alcohol based hand sanitizer | Employees  Burns to the hands as a result of ignition of sanitizer vapour | L | Employees are asked to wash their hands with soap and water if possible.  If only alcohol based hand sanitizers are available, to make sure all liquid is evaporated before touching any surfaces. | L | Document any such reports and report to your health and safety team  Regularly check on the staffs welfare and developments | Museum Management team  Museum staff |  |

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| **Review Date** | **Reviewed By** | **Amendment** |
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| *Risk Ratings* | *Example impact (Including but not limited to)* |
| **High** | Likely to happen and likely to result in the fatality of one or more individuals.  Potential for a frequently occurring serious and life threatening injury |
| **Medium** | Unlikely to happen but if it did it would certainly result in at least minor illness, injury or equipment damage.  Could occasionally result in a serious injury, illness or equipment damage.  Although rarely, could result in death or serious and life threatening injuries. |
| **Low** | Unlikely to occur but if it does it is likely to result in minor illness, injury or equipment damage and could, but is unlikely to, result in a significant injury, illness or equipment damage with over 3 days absence |