# Risk assessment template

## Company name: Henfield Museum Assessment carried out by: Stephen Robotham & Alan Barwick

## Date of next review: Nov 2020 Date assessment was carried out: 20th August 2020

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
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| **Coming into contact with Coronavirus either from contact with surfaces or airborne particles** | Museum Volunteersby contracting the coronavirus  | Volunteer instructions are written to ensure their safetyVolunteers should keep a 2 metre distance when helping visitors. Control access to maximum 2 visitors at a time or family group.Alcohol gel available for volunteers to use at the start and end of each shift.Volunteers must wear a face covering when there are visitors in attendanceDuty volunteer station in place which keeps volunteers away from visitors, including items for salePut away unnecessary items on surfaces and items which cannot be kept clean, including exhibits. Signage in place to ask visitors not to touch exhibitsAntiviral wipes to be used on all surfaces that have been touched during their shift, including DSE keyboard and mouse after use.If volunteer develops symptoms of coronavirus: to not go to the museum; or if in the museum to contact the Parish Office on 01273 492507 (**do not go into the office**) to lock up; phone the curator and return home; get a test and inform the curator of the result. | All volunteers to be shown risk assessment and instructions and sign the instructions to show they understand the control measures in place.Laminated sign to state ‘2 visitor or family unit in museum at a time’.Ensure alcohol gel is available at entranceEnsure adequate face coverings available for volunteersKeep items for sale (books or postcards) behind volunteer’s desk to hand clean copy for sale.Cover items for sale with plastic covering with laminated sign to state ‘items can be purchased from volunteer’.Foot operated waste bin with lid and liner to be provided for wipes and tissues. Curator to empty. | Curator/assistant Curator CuratorCurator/Assistant Curator.Curator/assistant curatorCurator/assistant curatorCurator/Assistant Curator.Curator | Prior to working in museumPrior to openingPrior to openingPrior to openingPrior to openingPrior to openingPrior to opening |       |
| **Coming into contact with Coronavirus either from contact with surfaces or airborne particles** | Museum Visitorsby contracting the coronavirus  | Ensure visitors know what to expect when visiting the museumAll visitors to write contact details in a visitor’s book in case there is a case of coronavirus. After 21 days all data to be destroyed by curator All visitors to use the alcohol gel on admission to the museum. All visitors to wear face coverings at all times in the museum.Introduced a one-way system with appropriate signage arrows on the floor to maintain a 2 metre distanceAll new donations will be bagged and placed in the store room for 3 days under quarantine before being assessed by the curatorWhen the museum is open the main door must be opened to allow the circulation of fresh air. | Update museum website and social media platforms to reflect changes.Purchase book to write in date and time of arrival of visitor along with their name and telephone number. Plus name of volunteer.Laminated signage to say ‘All visitors to use hand sanitiser on entry to the museum’. Ensure adequate face coverings available for visitorsHave one-way system signage and laminated 2 metre social distancing signage in place. | Curator/Assistant Curator. RSGCuratorCuratorCurator/Assistant curatorCuratorCurator / assistant curator.All museum volunteers. | As soon as possiblePrior to openingPrior to openingPrior to openingPrior to openingAs and when new donations are received.At the beginning of their session. |       |