

## Swaffham Heritage

## COVID 19 Risk Assessment for Museum Galleries, Shop and TIC

Hazard	Who might be affected	Risk Level	Control Measure	Responsibility of ...	Date Introduced
Public unaware of new safety measures	Visitors to the building	M	Notices on front door and throughout the building	Heritage Manager	11.07.2020
Volunteers unaware of new safety measures	Stewards,	L	All volunteers notified in writing and views sought.  Training given on first attendance	Deputy Chair person  Trustees	May/June 2020  From 11.07.2020
Risk of infection within the building	All people coming into the museum	M	<u>Cleaning</u> Museum deep cleaned before reopening.  Spray and towels provided for cleaning down designated surfaces by stewards at the start of each shift and when necessary during the shift. Wipes also provided for such items as keyboards etc.  Hand sanitiser provided throughout the building.  Stewards to wash hands at start of shift using the provided soap and paper towels.  <u>PPE</u> Volunteers and public given the option to wear their own face coverings/masks.  Protective gloves provided for stewards. Hand sanitiser may be used instead where appropriate.	Deputy Chair person  Restock by H&S Trustee  Replenished by H&S Trustee For use by each individual  Soap and paper towels replenished by H&S Trustee.  Each individual  H&S Trustee	Before 11.07.2020 11.07.2020  11.07.2020  11.07.2020  11.07.2020  11.07.2020

			<p><u>Social Distancing</u> To follow social distancing guidance from notices in the shop, foyer and round the museum.</p>	Heritage Manager	11.07.2020
			<p>To lessen air borne infection in the shop by provision of a 'sneeze guard'.</p>	Chairperson	11.07.2020
			<p>To limit the number of people in the museum, shop and TIC.</p>	Stewards	11.07.2020
			<p><u>Money Handling</u> To lessen the need to handle money by providing a contactless card reader.</p>	Shop & TIC Trustee	11.07.2020
			<p><u>General Handling</u> Notices to 'Look not Touch' throughout the building.</p>	Heritage Manager	11.07.2020
			<p>Stewards to handle shop stock and TIC information on behalf of public.</p>	Stewards	11.07.2020
			<p>Individual bags provided to children to carry out museum activities and take away afterwards.</p>	Heritage Manager	11.07.2020
			<p><u>Second Hand Book Handling</u> Books to be quarantined for 72 hours.</p>	Stewards	11.07.2020
			<p>Book sales only allowed on Saturday by designated steward. Books covered for rest of the week.</p>	Designated steward	11.07.2020

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			<p><u>General</u> Stewards to be given daily checklist to be ticked and initialled to ensure new safety measures are carried out.</p> <p>If steward feels ill before shift, a key holder trustee should be notified.</p>	<p>Deputy Chair person</p> <p>Stewards</p>	<p>11.07.2020</p> <p>11.07.2020</p>
Risk of infection as a result of a visit to the building.	All people who have been in the museum building.	M	To close off the route to the Council Offices for the duration of the pandemic to lessen the number of people who might be at risk of infection.	Deputy Chair person	11.07.2020
Onward transmission of infection	All visitors to the museum, stewards	M	<p>All museum visitors to leave contact details in a diary provided of telephone number, number in group and house number/name and postcode. Name not essential.</p> <p>If a trustee is notified of a recent visitor having COVID 19, the museum will be quarantined for 14 days and deep cleaned.</p>	<p>Stewards</p> <p>Trustees</p>	<p>11.07.2020</p> <p>11.07.2020</p>

This Risk assessment will be reviewed monthly at Trustee Meetings during pandemic.

Authors: Anne Fairweather and Sue Gattuso, July 2020

Signed on behalf of Swaffham Heritage Steve Gregory      Position Chairperson

Date 13<sup>th</sup> July 2020