

Risk assessment template

Company name: DORNOCH HERITAGE SCIO - HISTORYLINKS MUSEUM

Assessment carried out by: Alison Davies, Trustee

Date of next review: Ongoing revision

Date first assessment was carried out: 4th July - Latest version (v4) - 17th July.

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
1. Covid 19 Infection being transmitted by visitors to staff or other visitors	Staff or volunteer on reception desk, greeting visitors, could be infected By: (i) touching external door handle and reception desk surface By: Transmission of virus from visitors	External door handle to be replaced by push pad which is wiped with sanitiser after visitors enter/leave. Wiping over of desk on frequent basis. Visitors (except under 5's) and staff must wear face	Walk through using this RA before staff resume duties to spot any hazards/gaps.	AD and LM, JB, LM volunteers	6 th July	Yes
					17 th July	Yes
				JB	8th -15 th July	Yes
					15 th July	Yes
			Welcome and 'Rules for Entry to			

		<p>covering and observe social distancing.</p>	<p>Museum' to be prepared and available for visitors on sign outside of museum (left hand glass panel on external door). Hand sanitising station positioned immediately inside entrance</p>	<p>LM/CS/JB</p>	<p>15th July</p>	<p>Yes</p>
<p>As above</p>	<p>By: (ii) inadequate ventilation</p>	<p>Utilise fans intermittently and keep door open Open windows in toilets</p>			<p>Ongoing</p>	
<p>As above</p>	<p>By: (iii) Staff handling of cash received from visitors</p>	<p>Provision of box on desk to drop coins/notes into. Safe disposal after 72 hrs. Have ample supply of cash for change. Staff can wear gloves and/or sanitise hands.</p>		<p>LM/CS/volunteers</p>	<p>18th July</p>	<p>Yes</p>
<p>As above</p>	<p>By: (iv) Staff being approached by visitors without 2m distance or having to intervene when visitors breach the 2m</p>	<p>Perspex screen to be installed to protect staff from face to face contact with visitors at admission. Staff to brief visitors to</p>		<p>LM and CS</p>	<p>For 18^h July</p>	<p>Yes</p>
				<p>JB/PW JB obtaining all</p>	<p>Ongoing</p>	<p>Yes</p>

<p>As above</p>	<p>distance going round the museum</p> <p>By: (v) visitors touching displays and surfaces on route round museum, cross infection to staff.</p>	<p>always stay 2m apart</p> <p>Provision of hand sanitiser half way round museum with encouragement to use. Take away headphones at railway exhibit. Limit numbers using video room, model area and golf workshop to two persons or one household in each area. Additional cleaning hours arranged. Cleaner undertaking Covid 19 training.</p> <p>Social distancing tape on floor at required intervals (2m at present) to sign post one way system around Museum. Visitors directed to use one way system and obliged to wear face coverings. ‘</p>	<p>Keep adequacy of supplies under review and re-order well in advance</p> <p>Weekly cleaning by cleaner for museum. Staff and volunteers to frequently wipe down surfaces in the Museum</p>	<p>protection equipment</p> <p>LM/CS</p> <p>LM/CS</p>	<p>Ongoing</p> <p>For 18th July Ongoing</p> <p>Ongoing</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
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As above	<p>By: (vi) congestion going through the museum, groups mingling, passing one another, doubling back. Visitors in close contact with one another threatening safety of them and staff.</p>		Monitoring of visitor behaviour and any breaches of safety rules, consider further mitigation measures.	LM, CS	Ongoing	
	<p>By: (vii) Visitors using the fire exits to leave the premises, setting off the alarm and making the museum insecure.</p>	FIRE EXIT ONLY sign on fire alarm doors.	Staff authorised to close the museum if health and safety is compromised.	JB LM,CS, volunteers	18 th July Ongoing	Yes
	<p>By: (viii) Visitors trying to access Reference area</p>	Place cordon across Reference Area and allow entry by request/appointment.				Yes
	<p>By: (ix) Visitors</p>	Person has to leave and				

<p>-----</p> <p>2. Covid 19 Infection being transmitted by staff</p>	<p>displaying symptoms while in museum eg persistent cough</p> <p>-----</p> <p>By: (i) Colleagues, Visitors, volunteers being infected</p>	<p>museum closed and cleaned. Chair/s and Public Health contacted. Quarantine of staff and visitors if advised by Public Health officers.</p> <p>-----</p> <p>Staff briefed, consulted and involved in preparations for reopening and drafting of RA. Precautions as above for visitors. Additional cleaning of museum as above. Any possible symptoms staff instructed to stay at home - isolate/contact tracing procedures invoked. Take own belongings home at close. NB When applying or removing face covering, it is important to wash/sanitise your hands first and avoid touching your face.</p>	<p>-----</p> <p>Review any further protection required by both staff and visitors.</p>	<p>LM/CS Trustees</p> <p>-----</p> <p>AD/LM/ CS</p> <p>LM CS and to brief volunteers</p>	<p>Ongoing</p> <p>-----</p> <p>Yes</p> <p>18th July and Ongoing</p> <p>Ongoing</p>	
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<p>-</p> <p>-----</p> <p>3. Handling retail items</p>	<p>By (ii) Visitors or staff or volunteers could display symptoms while in museum eg persistent cough.</p> <p>By (iii) Infection transmitted in kitchen area through contact with surfaces, fridge or crockery etc- close contact with a colleague</p> <p>-----</p> <p>Staff could be infected by items visitors have been handling/visitors by other visitors handling.</p>	<p>After each use, you must wash a reusable face covering at 60 degrees centigrade or dispose of it safely.</p> <p>As above, Person has to leave museum, and museum closed and cleaned. Public Health informed.</p> <p>One person at a time in the kitchen Sanitise kitchen surfaces, kettle, fridge etc after use and keep own belongings separate.</p> <p>-----</p> <p>Visitors advised not to handle items unless planning to purchase. If they touch and do not purchase, the item should be placed in a plastic bag with gloved or sanitised hands, and kept</p>	<p>Review action taken</p> <p>-----</p> <p>Staff to advise visitors looking at retail items</p>	<p>LM/Trustees</p> <p>-----</p> <p>LM and CS to brief visitors and have signage regarding retail</p>	<p>Ongoing</p> <p>Ongoing</p> <p>-----</p> <p>18th July</p>	<p>Yes</p>
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		there for 72 hrs before being placed back on the shelves. Reduce number and reorganise items in retail area. Notices displayed.		LM/CS	18 th July	
4. Utilising toilet - staff	Staff may be infected by contact with surfaces; eg toilet door handle, toilet seat, toilet taps and any other surface touched.	Automatic soap dispenser installed, paper towels and lidded pedal bin for disposal. Push down taps replaced with swivel head taps. Hand sanitiser outside toilet and staff advised to utilise on entry and exit to toilet. Staff advised to utilise a paper towel or gloves when touching any surface in the toilet area then dispose of same. Toilet to be cleaned by cleaner every 2 days at close. Staff to check twice daily minimum or as necessary. Place cleaning schedule on		JB	15 th July	Yes
				SB LM CS	18 th July	Yes

		public toilet door. Open toilet windows.				
5. Utilising toilet - visitors	Visitors may become infected by contact with surfaces	See above. As above in terms of safety precautions. Visitors will be referred to Rules for Visiting the Museum which will include a section on toilets. Visitors must request a toilet visit. Additional cleaning hours for toilet to be arranged. Cleaning schedule and check off to be displayed on toilet door. Open toilet windows.		LM/SB	For 18 th July and ongoing	Yes
	Stagnant water in plumbing system – risk of infection	Flush through toilet system prior to opening		JB	18 th July	Yes
6. Visitors going round the museum may touch surfaces	Adults and children visiting may touch surfaces en route round museum and become infected	Remove chairs and tables and play materials from Children’s Room. Make entry 2 person max by		LM/CS	From 8 th July and by 18 th July	Yes
				LM/CS		Yes

		<p>Signage. Replace Childrens Quiz and convert into self-answer.</p> <p>Put hand sanitiser at midway point round museum</p> <p>Take away touchy feely box, cathedral blocks game and golf game.</p> <p>Additional cleaning: devise schedule for cleaner.</p> <p>Cleaner undertaking training course for 'Covid' cleaning</p>		<p>LM/CS</p> <p>LM/CS</p> <p>LM/JB/SB</p>		<p>Yes</p> <p>Yes</p>
<p>7. Volume of visitors wishing to enter museum exceeds safe number approved (up to 10)</p>	<p>Visitors could come into contact with other parties rather than staying socially distanced.</p>	<p>Traffic light system installed at doorway to Museum to enable staff on desk to manage entry to museum. Pre booked visitors cannot take priority but staff will give them an indication of time to return or contact by phone.</p>		<p>Person on desk needs to activate the system when museum has reached capacity then switch to green if numbers permit.</p>	<p>System to be installed and tested prior to opening date 15/7 for 18/7</p> <p>JB/PW</p>	<p>Yes</p>
<p>8. Congestion on</p>	<p>Visitors and staff -</p>	<p>Pinch point at entry/exit.</p>		<p>Ongoing</p>		

<p>entry and exit point from museum</p>	<p>could mean breach of social distancing and possible transmission of infection</p>	<p>Alert visitors when leaving the museum to be aware of others entering, as appropriate. Cordon or signage to be placed across passageway (opposite railway video area) to request visitors to pause at that point.</p>		<p>LM/CS volunteer on duty</p>		
<p>9. Visitors are confused/unclear/unaware of how to visit the museum safely</p>	<p>Visitors may misunderstand or ignore entry requirements for museum. Pre booked groups may exceed number that can be safely accommodated or attempt to enter inappropriately eg without a face covering.</p>	<p>Clear signage outside of museum, advising Rules for Visiting Museum, briefing of visitors by staff, traffic light system – red no entry. Information about visiting on website and Facebook including on line pre booking of tickets</p>		<p>LM/CS</p> <p>-----</p> <p>Post information on website and Facebook Brief visitors on entry</p> <p>Staff or volunteer on duty may refuse entry if rules are not followed or capacity exceeded. Keep Trustees phone numbers to hand and call if in difficulty.</p>	<p>For opening 18/7</p> <p>-----</p> <p>LM, CS, JB</p> <p>Rules complete On line ticketing and communication by 18th July</p>	<p>Yes</p> <p>-----</p> <p>Yes</p> <p>Yes</p>

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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