# Risk assessment for museum August 2021

## Erasmus Darwin House Assessment carried out by: MB Date: 01.08.2021

| What are the remaining hazards? | Who might be harmed and how? | What precautions should remain | What can change | Actioned by | Done |
| --- | --- | --- | --- | --- | --- |
| **Virus on surfaces**   * **Door knobs** * **Touch screen exhibits** * **Toilets, hand basins, taps, light pull.** * **Baby changing mat** * **Shop items** * **Mouse hunt** * **Cash** * **Pen on donation box** * **kitchen** | Visitors  Staff  volunteers | * Hand Sanitiser on reception and on desk at top of stairs * Notices in toilets advising on correct hand washing facilities * Paper towels provided for drying hands * New mouse hunt sheets available for download before arriving if required * Volunteers to regularly clean areas which visitors may have touched * Encourage visitors to download the audio guide before arriving to avoid needing a sheet or leaflet. * Volunteers to wash, dry and return crockery used to the kitchen | * Both toilets to reopen | Caretakers | 01.08.2021 |
| **Volunteer/visitor/staff coming into contact with infected individual** | Visitor, staff, volunteer  May contract the virus or pass it on. | * Perspex screen on top of reception desk. * Volunteers/visitors/staff to continue to wear a facemask on reception unless medically exempt * One way system around the house * Social distancing to remain | * Maximum of 10 visitors allowed into the house every 15 minutes with overall limit of 22 in the house at any one time. * Volunteers to use counter to log visitors in and out. * Continue to encourage pre booking, but not now required * Track and trace list of contact numbers and QR code to remain but are not obligatory | MB | 01.08.2021 |
| **Corporate bookings** | Delegates  Staff  Volunteers?  Coming into contact with visitors in the museum.  Spending longer periods in an enclosed space |  | * Commence corporate bookings in lunar room only Allow corporate bookings in lunar room only * Advise visitors that one room is closed * Amend one way system when there is a corporate booking * Max of 15 delegates * Hand sanitiser in room * Delegates to wear masks unless medically exempt or seated. * Seating arrangements agreed prior to meeting with manager to ensure sufficient space between delegates * Advise visitors to avoid pinch points if delegates entering and exiting room. | MB |  |
| **Group tours** | Volunteers/visitors/staff | Limit groups to max 30 in museum – but split into groups of max 12 in each with separate starting points for tours  Garden tours max 8  Cellar tours max 10 |  | MB |  |
| **Taking cash payments** | Volunteer  staff | Encourage card payments for shop and donations. |  | MB |  |
| **Garden team coming onto contact with visitors and residents** |  |  | Garden team can now return to gardening as a group. | CL |  |
| **Contact in office** | Space in office relatively small |  | Maximum of 2 people in the office at any one time. | MB |  |
| **Volunteers in contact with others on travelling to museum** | volunteers | Encourage volunteers to walk, cycle, drive to the museum – avoiding public transport where possible. |  | MB |  |