# 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**
 | VisitorsStaffvolunteers | * 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** | DelegatesStaffVolunteers?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 toursGarden tours max 8Cellar tours max 10 |  | MB |  |
| **Taking cash payments** | Volunteerstaff | 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 |  |