# Risk assessment for museum 04.03.2022

## Erasmus Darwin House Assessment carried out by: MB Date: 03.03.2022

| What are the remaining hazards? | Who might be harmed and how? | What precautions should remain  | What can change  |
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| **Virus on surfaces**  | 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
* Volunteers to regularly clean areas which visitors may have touched
* Volunteers to wash, dry and return crockery used to the kitchen
* Volunteers to regularly wash or sanitize hands between customers.
* Dressing up costumes will continue to be unavailable.
 | * Free mouse hunt sheets available on desk
* Mice available as prize for children
* Wooden games can return
* Scrap books to return to top of landing
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| **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.
* **Recommend** volunteers continue to wear a facemask on reception
* **Recommend** visitors wear a face mask in museum
* One way system around the house
* Encourage social distancing
* Volunteers to use counter to log visitors in and out.
* Max of 2 volunteers on the desk at any one time.
* Heating to be turned down to minimum and windows opened upstairs.
 | Maximum of 40 visitors in the museum at any one time  |
| **Corporate bookings** | DelegatesStaffVolunteers?Coming into contact with visitors in the museum.Spending longer periods in an enclosed space | * Corporate bookings available in exhibition and lunar room (and library during winter hours)
* Amend one way system when there is a corporate booking
* Max of 15 delegates in Lunar Room if boardroom style, 25 if lecture theatre. Lower limits for Exhibition Room and Library
* Hand sanitiser in room
* 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.
* Heating to be turned down to minimum and windows opened upstairs.
 | Masks not required for corporate bookings |
| **Group tours**  | Volunteers/visitors/staff | Limit groups to max 40 in museum – but split into groups of max 12 in each with separate starting points for toursGarden tours max 8Cellar tours max 10If a tour of 40 people is taking place the museum will remain closed to regular visitors. |  |
| **Taking cash payments** | Volunteerstaff | .  | Visitors can pay by cash or card |
| **Garden team coming onto contact with visitors and residents** |  |  | Garden Team can have a monthly meeting in the Lunar Room – which will remain closed to visitors during the meeting.  |
| **Contact in office** | Space in office relatively small  | Maximum of 3 people in the office at any one time.  |  |
| **Weddings**  | Guests/Staff/Volunteers | House will remain closed on the day of a wedding | Can have up to 36 for a ceremony and 40 for a reception |