# 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 |
| --- | --- | --- | --- |
| **Virus on surfaces** | 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 * 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 |
| **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** | Delegates  Staff  Volunteers?  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 tours  Garden tours max 8  Cellar tours max 10  If a tour of 40 people is taking place the museum will remain closed to regular visitors. |  |
| **Taking cash payments** | Volunteer  staff | . | 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 |