

Risk Assessment and Plan for Opening – August/September 2020

Whilst this plan is also a risk plan for opening following COVID 19 it is in addition to our existing risk plan for the museum and gallery. Categories split into Movement, Hygiene, Handling Collection, Premises, Retail, Marketing, Communications, Training

What are the issues / risks / considerations	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Complete Y/N
Opening up and Movement around the Museum and Gallery						
FOH – Frances, Sheila, Jean ? – to walk around the museum and gallery safely to check opening and closing routine for other risks not identified, one way route round the gallery,						
Opening hours museum and gallery			Trial days 27 th (Friends), 28 th and 29 th August 2020. Open fully 1 st September 2020. Free visits until 6 September 2020. 2 volunteers for first 2 weeks of opening. One FOH the other to greet visitors and provide guidance.	All	1.7.20	Y
Opening and closing up of museum	Keyholder / Volunteer	Some volunteers have their own set of keys	Keyholders use own keys. Use hand gel before and after using shared keys.	All	1.7.2020	Y
		Alarms are turned off and lights are turned on.	Use hand gel before turning on and turning off lights and closing doors. All door handles wiped on leaving the building.	All	1.7.2020	Y
Keeping necessary distances – limit nos. in museum at any one time	Volunteers, staff and visitors		One-way system around the museum. A3 floorplans. Keep 2m or 1m distance with mitigation. Maximum nos. limited to 20 to be reviewed following trial days. Additional member of staff to guide visitors. All staff to wear masks. Ask visitors to wear face masks. Signs to inform visitors.	VK	1.7.2020	Y
Movement around the museum and gallery - doors	Volunteers, staff and visitors	All doors to be wedged open to reduce the need to touch?	Wedge doors open which Fire Officer has advised 21.7.2020. (see Floor plans) All others remain closed.	VK	1.7.2020	Y
Hygiene						
Hygiene – cleaning of the Museum and Gallery	Volunteers, staff and visitors		Museum thoroughly cleaned daily. On closing the museum door handles to be cleaned.	IW	1.7.2020	Y
Hygiene – stock of safety equipment	Volunteers, staff.		Order safety equipment, gloves, visors, hand sanitiser, directional and social distancing stickers and signs, scribed for FOH etc.	VK	1.7.2020	Y
Hygiene - Entering and exiting the museum and Gallery		Hand sanitizer stations at entrance to museum and each floor.	Maintain sufficient stocks of hand sanitizer. Daily check on remaining stock to allow time to reorder.	VK	Daily check	Y
Hygiene - Use of toilets	Volunteers, staff and visitors		One toilet designated staff and volunteers only with appropriate cleaning so that all users wipe after own use. Other toilet designated visitor toilets. Signage outside to ensure they use hand gel before touching door and to follow hand washing guidance before leaving the toilet. Cleaner given PPI to wear	VK	1.7.2020	Y
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Hygiene - Hand Washing Germs infection can be	Volunteers, staff and visitors	Display good practice signage on good handwashing.	Stocks of hand wash is ordered in sufficient supply.	VK	1.7.2020	Y

spread if good handwashing is not done.						
Hygiene - Wash glasses, plates and cutlery after each use, wiping down kettle and taps.	Volunteers, staff and visitors	All crockery, glasses and cutlery are washed and stored in cupboards and drawers	Sign to remind to wipe down kettle and tap and drawer / cupboard handles. No crockery to be used. Each volunteer to bring own cup and take home at night	VK	Ongoing	Y
Hygiene - Handling Cash	Volunteers and staff		Visitors advised to use card. System in place should cash be taken to ensure safety of volunteers. Volunteers to wear gloves to take cash and give change and to cash up at end of night.	VK		Y
Hygiene – Handling Donations at Previews, events and museum visits	Volunteers and staff		New donations and cash boxes in place. New cash box to be used daily. Donations box to be located at FOH and basement on leaving building.	VK		Y
Volunteers handling same pens, pencil, mask, small hand gel etc.	Volunteers and staff		Each volunteer has their own bag with a stock of hand sanitizer, face mask, notebook, pen and pencil they need and to bring this to the museum each time they come to the museum. Plastic apron and items specific to their area of work e.g. archivists – marker pens.	VK		Y
Food Hygiene Fridge and food in cupboards – handling of tea, coffee, milk	Volunteers and staff	Place a notice in the kitchen which all users and exhibitors should adhere to about wiping down jars and bottles. Emptying the fridge on a regular basis to remove out of date food.	Signage When opening up Museum check fridge has been emptied and discard safely if anything is left in. Use pre packed individual coffee, tea, milk for volunteer refreshments	VK	Ongoing	Ongoing
Hygiene - Touching of items on display	Visitors		Guidance and signage on what can and cannot be touched. A3 Floorplans reinforce messages. Removal of items to avoid contamination e.g. dressing up items etc.	VK		Y
Hygiene – Deep Clean of Museum	Volunteers, staff and visitors		Deep clean completed July 2020.	IW	July 2020	Y
Hygiene - Lifting and moving chairs and tables	Volunteers, staff and exhibitors		Tables and chairs moved using gloves or use hand gel before and after and limit need to use chairs and tables. Wipe down chairs and tables after use before putting away.	All	Ongoing	Y
Premises – Ian and Vivien						
Premises - Ventilation in Collections	Volunteers		Check ventilation system. Quote obtained.	IW/VK		Y
Premises – leaking radiator	Volunteers, staff and visitors	Arranged for Conor Weightman to repair before opening		VK		Y
Premises - Yard			Clearing surplus materials from yard, organ area, outer office, FoH, shop cupboard, kitchen Deciding what to do with Cellar Lights in yard	VK VK/IW		Y
Premises - plastering			Plastering and painting complete.	VK	29.6.2020	Y
Collections – Mick and team						
Use of computers	Volunteers		Use hand gel before using keyboard	All	1.7.2020	Y
Handling collection	Volunteers, visitors		Use hand gel / gloves as appropriate.	All	1.7.2020	Y
Receiving new items of collection	Volunteers		New collection items are by appointment only Volunteer to wear gloves / use hand gel where appropriate. Items accepted to be left on shelf for 3 days prior to handling by other volunteers? Improve ventilation with floor fans	Collections	Ongoing	Y
What are the issues / risks	Who might be harmed and	What are you already doing?	Do you need to do anything else to control this risk?	Action by	Action by	Complete

/ considerations	how?		who?	when?	Y/N
Retail - Frances					
Limit stock on display	Volunteers and visitors		Visitors to use hand gel If hand gel is used then there is no need to limit the amount of stock on display.	All	1.7.2020 Y
Marketing					
Informing public we are open for business and what we are doing to ensure safety for visitors	Visitors		Draft Marketing Plan in place just waiting for date of opening to be confirmed. Adverts, banners etc. planned.	DS/LD	1.7.2020 Y
Working with other Alnwick businesses			Work with other Alnwick businesses and attractions on Big Splash – Alnwick Castle and Barter Books to promote museum on their website. Arrangement for retail spend initiative with Chamber.	LD / DS	Ongoing Y
Communications					
Advise Friends and Visitors what steps we have taken			Letter to Friends to advise what steps we have taken to open the museum safely. Update website to advise visitors what steps we have taken to ensure their safety.	JH DG	1.7.2020 Y
Training for volunteers and staff					
Training on risk assessment at volunteer refresher training	Volunteers, staff and visitors		Training planned for August to go through risk assessment with staff. Walk round one way system, point out signage, instructions for use of toilet etc. Copy of risk assessment for each volunteer. Volunteer kit bag issued. Copy of risk assessment to put on website.	Volunteer Comm.	Y
Suggestions for attracting families and children			Various suggestions made, vintage toys in cabinets, covid display, colouring competition, Viking film and Harry potter film running in the background. Activity packs for children with free coloured pencils each and colouring sheets.	All	Y
Trial some days opening the museum in August in preparation for a full opening	Volunteers, staff and visitors		Trial days 27 th (Friends), 28 th and 29 th August 2020. Open fully 1 st September 2020. Free visits until 6 September 2020. 2 volunteers at a time one FOH the other to greet visitors and provide guidance.	All	1.7.2020 Y
Loans boxes	Volunteers, Visitors		Loans boxes to ensure 1 week quarantine after use and cleaned before next handed out.	VK	Ongoing
OOT and external engagement	Volunteers, interviewees		Separate guidance based on outcomes of trial interviews maintaining social distance		
Group visits	Volunteers, schools and other groups		Review when we have run the museum successfully for two months		
External talks	Volunteers, schools and other groups		Review when we have run the museum successfully for two months		
Exhibitions	Volunteers and exhibitors		All general advice will apply and current processes allow for breaks between exhibitions Where workshops and previews are requested numbers will be limited and exhibitors must make their own arrangements for serving refreshments and cleaning		
Risk assessment	All		Reviewed following feedback.	LD	