

Risk Assessment

Covid 19 Procedures August 2020

Museum of Bath at Work

Visitors are requested to follow the 2 metres social distancing guidelines, to protect our staff, volunteers and other visitors. Visitors must wear face coverings while in the Museum building. Many of our volunteers and some of the Museum Board directors are over 70 years of age, and as a consequence are likely to be more at risk and have underlying health issues..

A one-way route around the museum is possible beginning at the entrance lobby, on the right hand side of the stairs to the reception desk. One way around the Bowler exhibition as usual, up Stephen Jones stairs to top floor, then returning to entrance lobby down left hand side of main stair. Access to Hudson Gallery will be monitored as here a one way route is less obvious. See below.

Regular cleaning of surfaces is defined as three times each day.

At 9.00 a.m. and 12.00 noon and at 3 p.m.

Museum Visitors

1. **Front Door. Risk:** Touching door when pushing it open. **Mitigation:** Insure doors are held open both of them- during fine weather. Wipe down surface regularly. Surface infection mitigated by weather (rain/ sunlight). **Notices posted.**
2. **Entrance Lobby.** Notice about washing hands as mandatory before entering the Museum.
3. **WC.** Risk: Touching door and surfaces. **Mitigation:** Insure doors are open and wiped down regularly. Provide hand soap and insure hot water is available. Notice on door insuring only one person/group occupies space at any one time.
4. **Entrance Stairs. Risk:** Touching hand rail. **Mitigation:** Brass is naturally germicidal but should be wiped down regularly. If physical distancing is maintained at two metres then floor markings should be laid out to ensure waiting is safe outside reception. Notices to ensure visitors do not enter reception area until the space is free of other visitors.
5. **Entrance Stair. Risk:** Visitor/s meeting one another on stairs. **Mitigation:** Notices on floor and wall that right hand side of stairs is for ascending visitors and left hand side of stairs is for descending visitors.
6. **Reception: Risk:** Touching door plate to enter. **Mitigation:** Brass is naturally germicidal. Risk – Touching counter when making payment. Payment itself. **Mitigation:** Counter to be regularly wiped. Payment by card only. Contactless if possible. Not cash to be taken. Perspex panel behind card payment machine. Space marked on floor for physical distancing. Visitors instructed not to touch exhibits on their way around. **Notices posted.**

7. **Heavy Machine Shop Gallery:** **Risk:** Cross contamination on machinery switching gear.
Mitigation: Machinery not to be operated to reduce cross contamination on switching gear.
Notices posted.
8. **Door from Bowler's Office to Pattern Shop.** **Risk:** Cross contamination on door surface.
Mitigation: Ensure door is always open and is wiped regularly. **Notices posted.**
9. **Door from Pattern Shop to Brass Finishing Shop.** This is a fire door. **Risk:** Cross contamination from brass plate. **Mitigation:** Regular wiping down of door plate and surround.
10. **Disabled WC.** The Disabled WC is to be kept in use and the only WC that volunteers should use.
Risk: Cross contamination **Mitigation:** Regular wiping of surfaces. **Notices posted.**
11. **Disabled Access Door.** We will continue to offer the option for wheelchair and accompanying carers to use the Disabled WC. **Risk:** Cross contamination on surfaces. **Mitigation:** Social distancing must be maintained. Regular wiping down of surfaces. **Notices posted.**
12. **Wheelchair lift.** **Risk:** Cross contamination from surfaces. **Mitigation:** Regular wiping down of surfaces when used. **Notices posted.**
13. **Handrail from Mineral Water display to top floor.** **Risk:** . Cross contamination from surface.
Mitigation:: Regular wiping of surfaces.
14. **Tables and fibreglass chairs in café area.** **Risk:** Cross contamination from surfaces.
Mitigation: Regular wiping of surface. **Notices posted.**
15. **Handrail to Horstmann Car Gallery.** **Risk:** Cross contamination on handrail.
Mitigation: Regular wiping of surfaces.
16. **Hudson Gallery Door.** **Risk:** Cross contamination of door plate. **Mitigation:** Brass is germicidal but regular wiping down of plate and surround. **Notices posted.**
17. **Hudson Gallery Access.** The Hudson Gallery is one area where physical distancing is less easy to maintain and there is not a one way route – that is to say access and exit and through the same door. **Risk:** Visitors meeting one another entering, walking or exiting the space. **Mitigation:** Constant surveillance of space by volunteers at reception and floor marking to keep left in gallery around the room. Prevention of visitors entering until visitor/visitor group already in space have left. Only one visitor/visitor group are allowed access to this gallery at any one time. **Notices posted.**

Note: The self service café, children's toys and activities will be take out of use

Museum Volunteers

As above in all regards of access to the museum and its displays.

1. **Volunteers at Reception. Risk:** Infection from visitors. **Mitigation:** Perspex screen erected on counter and measured floor markings. All payments should preferably be made by card by contactless payment. In the case of visitors not having cards to pay with we advise giving free admission and ask visitors to make a donation. Regular wiping down of counter surface – see above. **Notices posted.**
2. **Volunteers on duty at Reception. Risk:** Infection from other volunteers or members of staff. **Mitigation:** Only one volunteer to be in reception space at any time. Social distancing to be maintained during 'lunchtime handover'. Regular cleaning. No leaning on counter. **Notices posted.**
3. **Volunteer Refreshments. Risk:** Cross contamination from surfaces. **Mitigation:** As the hot drinks dispenser will be out of use volunteers should use the café kettle, instant coffee/sugar from cupboards and milk from fridge. Volunteers must bring their own cup and if desirable their own coffee, etc. Surfaces in café area must be wiped down. Lunches and drinks should if possible be taken out of doors or in space not accessible to the public. **Notices posted.** Regular cleaning of surfaces.
4. **Volunteers in other spaces in Museum. Risk:** Cross contamination. **Mitigation:** In the Deamer Room, collections stores and workshop only one volunteer should be allowed at any one time. Social distancing should be maintained when moving to and from these areas. In the Museum office two members of staff could be accommodating providing that when moving to and fro social distancing is maintained. Regular cleaning. **Notices posted.**
5. **Volunteers General. Risk:** Cross contamination. **Mitigation:** Social distancing must be maintained whilst in the Museum. Regular cleaning of surfaces. **Notices posted.**
6. **Volunteers being taken ill while at the Museum.** In the case of a volunteer being taken ill while on the premises they should be advised to go home straight away and a taxi ordered. The Museum will contact the authorities regarding Track and Trace arrangements and volunteers at home should adhere to Government guidance regarding self-isolation. **Notices posted.**