

Dimbola Museum & Galleries	Covid 19 Risk assessment	Assessed by: E Blizzard, E Morey Clark
Date: 21/08/20	Review Date:	

Hazard	Persons at risk	Controls	Action	By Whom	By When	Completed by
Getting or spreading coronavirus by not washing hands thoroughly and touching hot spots throughout the building	Everyone that enters the building, suppliers, postman/couriers, customers/visitors, staff/volunteers' contractors (cleaners, etc.)	<ul style="list-style-type: none"> - Adequate hand washing facilities in toilets - Hand sanitiser station provided on entrance to the museum 	- Increase regularity of handwashing and encourage use of hand sanitiser in addition	EB/EMC	28/08/20	
			- Put signs up in toilets to remind people to wash their hands properly/coronavirus posters	EB/EMC/ JG	28/08/20	
			- Allocate staff member to replenish hand washing/sanitising facilities	EB/EMC	28/08/20	
			- Make 'do not touch' signs for galleries	EB/EMC	28/08/20	
			- Place hand sanitiser bottles around the museum & galleries, with accompanying signage	EB/EMC/ JG	28/08/20	
			- Covering audioguide button/switch to disable usage	EB/EMC/JG	28/08/20	
			- Close dressing up room and remove items for safe keeping	EB/EMC/JG	28/08/20	
			- Take customer/visitor details and retain securely for 21 days before disposing of correctly	Front desk staff	28/08/20	

			(automatically done through our online ticketing system)			
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Staff/volunteers	- Cleaning down surfaces & equipment after use	- Provide disposable disinfectant wipes for volunteers/staff to wipe the keyboard, mouse, card machine & desk before & after their shift on the front desk	EMC	On going	5/08/20
			- Wipe down stairlift with disinfectant wipes after each use	Front Desk staff		On going
Contracting or spreading the virus by not social distancing	Staff/volunteers, suppliers, Contractors, Delivery drivers, Visitors/customers	- Follow guidance on social distancing (e.g. keep at least 1m+ between people of different households) - Limit amount of people in allowed around the galleries/museum at one time	- Social distancing stickers one the floor in reception and around the museum & galleries	JG	Opening Date 1/09/20	29/07/20
			- Create a one-way system around the museum & galleries where possible (going up the main staircase and down the back staircase)	EMC	Opening Date 1/09/20	29/07/20 29/07/20
			- Floor arrow stickers guiding customers where to go	EMC/JG	28/08/20	29/07/20
			- Provide signs stating how many people allowed in one room at any time	EMC/ JG	28/08/20	29/07/20

			<ul style="list-style-type: none"> - Provide customers with an information sheet on our Covid-19 guidelines (visitor/Dimbola charter) - Provide Staff and volunteers with masks and visors - Provide customers with masks in line with legal requirements to wear face covering in all indoor public spaces - Take customer/visitor details and retain securely for 21 days before disposing of correctly (also automatically done through our online ticketing system) 	EB/EMC	28/08/20	5/07/20
				EMC	28/08/20	22/07/20
				EMC	28/08/20	22/07/20
				Front Desk Staff	On going from opening date 1/09/20	On going
Poor workplace ventilation leading to risks of coronavirus spreading	Staff/volunteers, customers, delivery drivers, contractors		- Open windows and doors where safe to do so	Staff	On going	ongoing
Reception and front desk area	Staff/volunteers, visitors/customers	- Perspex screen added to front desk	<ul style="list-style-type: none"> - Provide disposable wipes for volunteers/staff to wipe the keyboard, mouse, card machine, till & desk before & after their shift - Minimise cash handling by asking customers for contactless/card payments as much as possible 	EMC	28/08/20	5/08/20
				Staff/volunteers	On going from opening	On going from

					date	opening date
			<ul style="list-style-type: none"> - Limit physical transactions by using online ticketing/booking system - Frequent use of hand sanitiser kept on desk - Visitors will not be able to leave belongings with front desk to reduce the risk of transmission 	Staff/volunteers	1/09/20	1/09/20
Office	Staff/volunteers, suppliers, contractors	<ul style="list-style-type: none"> - Regular cleaning with disinfectant - Regular emptying of bins 	- Provide disposable disinfectant wipes to wipe the keyboard, mouse, card machine & desk	EMC	28/08/20	5/08/20
			- Open windows where possible to provide adequate ventilation	Staff	21/08/20	On going
			- Adhere to social distancing by working in separate areas	Staff	On going	On going
			-Frequent use of hand sanitiser kept at desk	Staff	On going	On going
Toilets – contact surfaces such as doors, taps, hand driers, etc.	Staff/volunteers, visitors/customers and contractors	<ul style="list-style-type: none"> - Regular cleaning with disinfectant - Maintain soap & hand towel levels - Regular emptying of bins 	- Daily checks that taps are working, water is hot, toilets are stocked (Hygiene check list)	JG	21/08/20	On going
			- Leave doors open and lights on to avoid unnecessary touching of surfaces	Staff/volunteers	21/08/20	On going
			- Block access to Gents, change current Ladies to Gents and change Accessible Toilet to	JG	28/08/20	21/08/20
				EMC/EB	28/08/20	

			<p>Ladies as well, reducing amount of cleaning required</p> <ul style="list-style-type: none"> - Block use of cubicle with basin in Ladies to reduce amount of cleaning required - Put signs up to remind people to wash their hands properly/coronavirus posters - Use floor stickers to show one-way system in/out of toilet area to avoid bottleneck 	<p>EMC/EB</p> <p>JG</p> <p>JG</p>	<p>28/08/20</p> <p>28/08/20</p> <p>28/08/20</p>	
Shop	Staff/volunteers, customers		<ul style="list-style-type: none"> - Discourage customers from handling stock (signage) - Encourage use of hand sanitiser - One-way system using floor stickers - Limit number of customers browsing to two at one time 	<p>EMC</p> <p>EMC</p> <p>JG</p> <p>EMC</p>	<p>28/08/20</p> <p>28/08/20</p> <p>28/08/20</p> <p>28/08/20</p>	
Food and Drinks	Staff/volunteers	- Personal food kept in cupboard/fridge	<ul style="list-style-type: none"> - No sharing or open food stuffs to be kept - When biscuits or buffet are required, leftover food to be disposed of after event 	Staff/volunteers	1/09/20	On going
Galleries		- Create a one-way system around the museum & galleries where possible (going up the main staircase	- Provide signs stating how many people allowed in one room at any time	EMC/JG	<p>28/08/20</p> <p>28/08/20</p>	

		and down the back staircase) - Social distancing stickers on the floor around the museum & galleries - Floor arrow stickers guiding customers where to go	- Open windows where possible to provide adequate ventilation - Make 'do not touch' signs for galleries - Place hand sanitiser bottles around the museum & galleries, with accompanying signage - Rope off or remove touchable exhibits and unnecessary items to enable ease of cleaning - Remove any soft furnishings that cannot be disinfected	Staff EB/EMC EB/EMC EMC/EB/JG EMC/JG/EB	28/08/20 28/08/20 28/08/20 28/08/20	
Staff/volunteer knowledge	Staff/volunteers		- Ensure all staff & volunteers have read this risk assessment and are aware of current government guidelines	Staff/Volunteers	28/08/20	
Travel to and from Dimbola using public transport	Staff/ visitors/ volunteers	- Follow Government advice - Avoid public transport where possible	- Wearing a facemask on board - Sanitising & washing hands after using public transport - Sanitising hands before entering museum	Staff/vols/visitors	15/06/20	15/06/20
Travel to and from Dimbola using private vehicle	Staff/volunteers	- Minimise Car sharing	- Sanitising & washing hands upon entering workplace - Opening windows for ventilation - Wearing face mask in the car	Staff/volunteers	On going	On going

Disposal of rubbish	Staff/volunteers/cleaners	- Follow Government advice	- Separate bin provided for disposable masks, will be double bagged.	Staff	On going	On going
Local Lockdown	Everyone	- Follow Government advice	- Be prepared to swiftly secure the house and close the museum if necessary	Staff		
Staff/volunteer confirm Covid 19 symptoms	Staff/volunteers/customers/visitors	- Person to self-isolate & obtain a test Notify colleagues - Follow government advice	- If more than one case at Dimbola we will contact PHE Hampshire & IOW health protection team (South East) to report a suspected outbreak.	Staff		

I confirm that I have reviewed and agreed the above risk assessment and action plan.

Signed: Dr Brian Hinton (Chairman of JMC Trust)

Date:

Brian Hinton *24-8-2020*