

Activity:	Maximising safety of all persons on site in relation to COVID-19 infection
Venue:	Norton Priory Museum & Gardens, Tudor Road, Manor Park, Runcorn WA7 1SX
Date & Time:	Preparation for Museum Reopening on 4th July 2020 and the following period
Date of Risk Assessment:	17th June 2020
Review Date:	As required, in line with changes in government guidance or changing circumstances
Risk Assessor:	Rob Sanderson-Thomas, CEO

This risk assessment is reviewed in line with changes in government guidance, or if circumstances change (for example, if there is an infection in the workplace or if there are any significant changes to hazards at the site).

Other details:

First-aid box is located:	In main staff office. All core staff are first aid trained.
Automated External Defibrillator (AED) is located:	At main reception desks (museum building and the Walled Garden)
Accident book is located:	In main staff office (museum building) and in Walled Garden office

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

Date of risk assessment: **17/06/2020**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Risk Assessment Rating	Action by who?	Action by when?
Infection from COVID-19	Staff (inc. partner organisation employees), volunteers, visitors and contractors	<p>Reopening of building to be carried out in line with government guidance. Review carried out as and when guidance changes are announced.</p> <p>Ticket Sales</p> <p>Advance ticket sales in place, and only visitors with advance tickets will be allowed entry;</p> <p>Number of advance tickets will be controlled to limit numbers of visitors on site at any one time. The site will initially open at 30% of capacity.</p> <p>Advance tickets will be offered for specific time slots, to ensure flow of visitors is evened out across the day.</p> <p>Tickets will be released in blocks, for a limited number of days per week initially.</p>	<p>Severity of hazard: 5</p> <p>Likelihood of event if no control measures were used: 5</p> <p>Adequacy of controls post risk assessment: 2</p>	Duty manager / front of house team	<p>Ready for reopening 4th July 2020</p> <p>Measures reviewed in line with any changes in government guidance</p>
		<p>Site Safety Measures (for visitors)</p> <p>Any person planning to visit Norton Priory who is showing any of the symptoms of COVID-19 as outlined by the government, must not enter the site. Front of house staff have the right to refuse entry to any visitor who is believed to be displaying obvious symptoms.</p> <p>Any person planning to visit Norton Priory must not come to the site if a member of their household develops symptoms, pending a negative outcome of a coronavirus test on that person. Anyone who receives instructions from the NHS Track and Trace service that they must self-isolate for 14 days must comply with this instruction. If they have pre-booked tickets, they should contact Norton Priory who will arrange an alternative date to visit.</p> <p>Families and groups of people visiting are reminded that staying together as a group will help to ensure safety for everyone. We have put many measures in place to promote a safe environment, but everyone needs to play their part.</p>			

		<p>Site Safety Measures (for visitors cont.)</p> <p>Increased cleaning throughout the day, with special focus on high traffic areas and key touch points throughout the building.</p> <p>Floor signage to indicate safe distance at reception desks and wherever a need to queue is identified.</p> <p>Pre-visit information will be available on the Norton Priory website, along with a list of FAQs. Maps of the site will be available to download from the website, and will be available for visitors if required. Visitors may take photographs of maps for use on their phones whilst on site.</p> <p>One way only systems in place in key areas:</p> <ol style="list-style-type: none"> 1. Entry and exit of museum building; 2. Entry and exit of Walled Garden; 3. Entry and exit from main museum onto ruins and woodlands; 4. Main museum ground floor gallery, 5. Undercroft (main museum); 6. Stream glade in museum woodland (narrow path with no obvious passing points). <p>A map is available to show the one way systems in place in the main museum building.</p> <p>The lift must only be used by people from the same 'social bubble' or household.</p> <p>A self-regulated one-way system has been put in place on the stairs to the first floor gallery. Signage advises customers to give priority to people coming up the stairs.</p> <p>Wherever possible, doors will be left open to ease safe passage through the building for visitors.</p> <p>Outdoor play areas are not to be used. These areas will be cordoned off, and visitors must ensure that they are not used.</p> <p>Indoor play items from the exhibition galleries have been removed in the interests of visitor safety.</p> <p>The colouring table in the Atrium has been cleared in the interests of visitor safety.</p>			
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		<p>Site Safety Measures (toilets)</p> <p>Public toilet facilities will be open in the museum building only. There will be no public toilet facilities at the Walled Garden.</p> <p>Adjacent cubicles, sinks and urinals will be closed / cordoned off in the interested of increased hygiene and visitor safety.</p> <p>Hand dryers to be turned off, with paper towels and bins provided to dry hands.</p> <p>Signage in toilets will remind visitors to wash hands and maintain social distancing.</p> <p>Signage will remind visitors to close toilet seats before flushing to minimise spread of germs.</p> <p>Cleaning will be carried out throughout the day, at half hourly intervals, to include wiping down of surfaces with antibacterial spray and disposable paper towels.</p> <p>At peak times, marshalling may be introduced.</p> <p>Toilets for staff and volunteer use only will be marked as such.</p>			

		<p>Wherever possible, tools and equipment are not to be shared. If an item is required by more than one person, it will be cleaned with an anti-bacterial cleaner before being used by someone else.</p> <p>Volunteers working outside in the grounds are encouraged to bring their own tools (trowels, buckets etc.), where possible, to limit risk of cross-infection.</p> <p>Staff desks must only be used by the person who is allocated that desk. The telephone, the computer and the workspace itself on the front desk must be wiped with antibacterial cleaners at the start and end of each person's shift (including for lunch breaks)</p>			
		<p>Site Operational Issues</p> <p>Hand sanitiser stations to be established at point of entry to museum building and at key points throughout building.</p> <p>Visitor numbers across the site will be capped at no more than 30% of capacity, as part of the initial reopening programme.</p> <p>Norton Priory Museum and Gardens will only be open for 4 days a week in the initial period whilst we assess the measures we have put in the place and staff capacity.</p> <p>All tickets to be sold in advance to reduce queueing and limit time spent by each customer on arrival at the reception desk.</p> <p>A central staffed point will be established in the Atrium to monitor visitor safety and support front of house and cleaning functions.</p> <p>During the initial reopening period, no events or person-led activities will take place on site. We will begin to recommence these activities only when it is safe for us to do so.</p> <p>The museum shop will be spread over a larger area, to ensure improved visitor safety whilst browsing. Signage will remind visitors not to unnecessarily touch items on display for sale.</p> <p>Access to the Walled Garden will be via the Tree of Life ('rabbit gate'). Disabled access will be available via the black gate near the Walled Garden cottage and the Walled Garden disabled parking bays.</p> <p>Outdoor play areas will be closed in line with government guidance. This includes the woodland play area, the musical instruments and the nature kitchen.</p>			

		<p>Site Safety Measures (for staff and volunteers)</p> <p>Any member of staff or a volunteer showing any of the symptoms of COVID-19 as outlined by the government, must not enter the site. The duty manager has the right to refuse entry to any visitor who is believed to be displaying obvious symptoms, and to take whatever action is necessary to ensure the safety of the site.</p> <p>Any member of staff or a volunteer must not come to the site if a member of their household develops symptoms, pending a negative outcome of a coronavirus test on that person.</p> <p>Any member of staff or a volunteer who receives instructions from the NHS Track and Trace service that they must self-isolate for 14 days must comply with this instruction.</p> <p>Any member of staff or volunteer who is shielding must alert the CEO, and must not come to site.</p> <p>Any member of staff or volunteer who is a new or expectant mother must alert the CEO so that the relevant risk assessment can be carried out, and the relevant steps taken.</p> <p>Any member of staff or volunteer who is at increased risk must alert the CEO. Wherever possible, any such person will be able to work from home, and should follow guidance from a GP or similar health professional. Staff who are identified as Clinically Vulnerable may be able to work on site, with special arrangements, following a risk assessment. Staff identified as Clinically Extremely Vulnerable will be helped to work from home, either in their usual role or in an alternative role.</p> <p><i>NB: Norton Priory Museum Trust Limited recognises that each case is individual, so will work with the staff member or volunteer to find the best fit for that person, and to support the wellbeing of the individual concerned where possible.</i></p> <p>Any member of staff who is self-isolating or who is in a household with someone who is self-isolating, will be helped to work from home, if this is appropriate.</p> <p>PPE will be provided for staff and volunteers which includes:</p> <ol style="list-style-type: none"> 1. Acrylic screens on the reception desks 2. Personal hand sanitisers 3. Face masks 4. Gloves 5. Touch screen pens for use on the till and card machines 			
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