

Museum of Royal Worcester – Risk Assessment

Dyson Perrins Museum Trust Severn Street Worcester WR1 2ND
01905 21247 info@museumofroyalworcester.org
Registered Charity No. 223753



Activity: Operating MoRW safely with regard to Covid-19

Date of risk assessment: 7 July 2020

What are the hazards?	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?	Done
Transmission of Covid-19 into the workplace through an infected person	Staff, volunteers, contractors and visitors may contract Covid-19 from encountering an infected person on-site; there is a significant risk of further transmission within the MoRW team from such a contact	-Staff and volunteers made aware of govt guidance to stay at home and self-isolate if experiencing any Covid-19 symptoms or if anyone in their household experiences these symptoms -MoRW policy that staff and volunteers must follow this guidance is emphasised -Signage at staff entrance and staff areas reinforces this message -Museum visitors are clearly advised not to visit if they feel unwell with Covid-19 symptoms in pre-visit information on MoRW website and entry signage -Advance online booking system in place that captures people's details suitable for NHS track and trace so that any possible Covid-19 contacts can be identified for staff, volunteers and visitors -Assurances sought from external contractors visiting site regarding their Covid-19 policy and procedures	-All staff, volunteers, contractors and visitors to remain vigilant and be cautious if they are feeling unwell -Director to continue to emphasise and reinforce this message with staff, volunteers, contractors and visitors -A protocol to be developed for accommodating research visitors to the searchroom that manages Covid-19 transmission risk – no visits taking place until this is established.	All Director (SH) Director/Colle ctions Support (SH/LP)	Ongoing Ongoing 29/7/20	

Risk Assessed by: Sophie Heath	Position: Museum Director	Signed:	Date: 8 July 2020	Review Date: 1 Oct 2020
Reviewed by: Sir Michael Perry	Position: Chairman of Trustees	Signed:	Date: 16 July 2020	Review Date: 1 Oct 2020

You should review your risk assessment if you think it might no longer be valid eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities

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Spread of Covid-19 through contaminated hands and surfaces	Staff, volunteers, contractors and visitors may contract Covid-19 through touching contaminated surfaces which have been touched by contaminated hands	-Handwashing facilities with soap and paper towels are provided for staff, volunteers and visitors; all staff have handwashing access close to their work area including by staff entrance (first entry/last exit) -Good hand hygiene and handwashing technique are emphasised and illustrated with signage at staff entrance, in staff areas and in toilets -touchfree soap dispensers installed in toilets; paper towel dispensers provided; sanitising station outside toilets -Sanitising stations highlighted with signage provided in several locations in both staff and visitor areas – on entry and by higher touchpoint areas -contract cleaner prioritises touchpoints in the daily routine, uses a surface cleaner effective against Covid-19; clear Covid-19 procedures and risk assessment put in place by cleaning contractor -Staff undertake regular cleaning of touchpoints during the day responding to busier visitor flows -Sharing of workstations minimised wherever possible and staff clean down own work areas and touchpoints at beginning and end of the day.	-All staff, volunteers, contractors and visitors to observe good hand hygiene and use the handwashing and sanitising facilities provided -Contract cleaner, staff and volunteers to maintain high standards in frequent cleaning of touchpoints and shared surfaces – kitchen counters, desks, etc. -One replacement touchfree sanitiser dispenser to be installed by platform lift in Victorian gallery – one received faulty, reordered; a temporary station in place -Staff to dispose of used PPE in the specific bins provided and encourage visitors to do so; contract cleaner to take additional care when disposing of this waste	All	Ongoing
				Cleaner, staff and volunteers	Ongoing
				Director/Main tenance support (SH/AB)	31/7/20
				Staff, cleaner	Ongoing

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		- Pedal-operated bins installed throughout and specific PPE disposal bins at Visitor and Staff entrance/exit - Some hard surface interactive exhibits retained in the galleries (soft materials have been removed) – these are clearly signposted as an area where people should take additional precautions if they choose to touch the exhibits and sanitise/wash their hands before and afterwards with sanitiser available nearby; clinically vulnerable people are advised not to touch them - Single-use gloves are provided for staff and volunteers should they wish to use them – handwashing and sanitisers are preferred and recommended options but they may be appropriate when taking cash, assisting a customer with a shop purchase, cleaning or administering First Aid for example - Contactless payment enabled and preferred, signage asks customers to use this method where possible; online ticket booking and payment facility setup to greatly reduce the number of transactions taking place across the counter.	Staff, visitors Director (SH)	Ongoing 17/07/20	
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Spread of Covid-19 through droplet transmission	Staff, volunteers, contractors and visitors may contract Covid-19 through breathing in airborne droplets from an infected person	-2m social distancing policy is in place throughout public and staff areas clearly indicated with social distancing floor circles and emphasized with signage at Visitor and Staff entrances and in staff areas -Visitor numbers and flow managed with advance timed ticketing system with limited numbers for each time slot -Screens installed at reception desks between staff and customers, a screen is also provided in front of and behind main reception so that two people can approach the desk on each side with screening protection in place -mobile screen available to enable ceramic demonstrations to visitors with protection -Working within 2m of other people minimised through limiting the number of people in workspaces at one time by enabling home-working for office staff, agreeing BOH work rota, and creating an additional reception workstation -Disposable masks available for staff and volunteers for circumstances where they may need to work within 2m of one another for any length of time – eg. Manual handling, assisting a customer to make a purchase, first aid.	-All staff, volunteers, contractors and visitors to support maintaining social distancing; staff supported to be social distancing champions where 2m distance is not being observed -Additional screens for some limited office areas to be installed when they arrive – Director's office to enable private one-to-one meetings and Searchroom to screen Collections desk from traffic into and out of the room/archive store -Director to read the new guidance on making masks compulsory indoors and put in place suitable policies and guidance	All Director (SH) Director/Main tenance Support (SH/AB) Director (SH)	Ongoing 31/07/20 24/07/20
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Stress	Staff and volunteers may experience distress, pressure and worry through both the personal and work impact of Covid-19 which encompasses emotional, health and financial issues.	-People understand what their tasks and responsibilities are and have regular check-ins with their supervisor which clarify current priorities -Regular team meetings and catch-ups are held – both on zoom and socially distanced in person where possible – staff and volunteers are kept informed and consulted where appropriate on Covid-19 response and actions -Director and trustees are approachable regarding health and concerns or external circumstances -Culture of support and no bullying	-Director to continue to emphasise open-door policy and the importance of mental health -Director to review/update Stress policy/RA for post-Covid-19 workplace	Director (SH) Director (SH)	Ongoing 31/08/20
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Homeworking	Office-based staff working from home, also interns and volunteers working from home, may experience isolation and uncertainty and challenges in undertaking their tasks; there is a risk of Musculo-skeletal and repetitive strain injuries from home-workstations	-As above: -People understand what their tasks and responsibilities are and have regular check-ins with their supervisor which clarify current priorities -Regular team meetings and catch-ups are held – both on zoom and socially distanced in person where possible – staff and volunteers are kept informed and consulted where appropriate on Covid-19 response and actions -Additional equipment such as printers, screens, office chairs provided from work or purchased to enable effective and safe working from home -Remote access set-up for additional staff to networks to facilitate effective homeworking -All staff working from home have undertaken a homeworking risk assessment and DSE assessment and actions taken from this where required -Safe DSE use guidance provided and emphasized to team	-Further assessment of suitable equipment for longer term working from home to be undertaken -Homeworking policy to be developed and suitable formal homeworking terms and conditions to be drafted with HR consultant and appended to staff contracts	Director (SH) Director (SH)	31/08/20 30/09/20
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Managing Covid-19 risk in an emergency	Staff, volunteers, contractors and visitors may contract Covid-19 in an emergency response situation where best practice preventative measures must be put to one side	-Staff and volunteers made aware of the emergency exception in place for social distancing and hygiene measures -PPE available as a possible option in an emergency where circumstances permit -Staff and volunteers aware that they should seek to observe good hygiene measures following close social contact in an emergency -Fire Evacuation Procedure updated accordingly and circulated	-Fire Action Plan notices in venue to be updated with guidance regarding emergency response in light of Covid-19 Emergency Plan to be updated with respect to response in light of Covid-19	Director/Events Assistant (SH/RG) Director (SH)	17/07/20 30/09/20	
Lone Working on site	Staff, and contractors may be lone-working more often as home-working and restricted public opening hours are in place – so experience a high risk to security and in case of work accidents	-Staff working alone in the building should keep a mobile phone with them and access keys at all times -external doors and windows secured in the majority of the building when lone working in the office and doors from public areas kept secured -Staff working alone in the building must make sure that someone knows where they are and when they are expected home.	Managers/Supervisors to schedule regular check-ins with staff loneworking. Arrangements to liaise with staff in other buildings in site in an emergency to be put in place	Director (SH) Director (SH)	ongoing 30/09/20	

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