

COVID-19 Risk Assessment

We have made a few changes to the Museum to comply with the government's guidance on managing the risk of COVID-19. We have carried out a risk assessment which we will review. The advantage of a small museum is that we can make changes quickly.

We have introduced the following measures to help us put your safety, and the safety of our staff, first:

- If any staff /volunteers become unwell with a new, continuous cough or a high temperature, they will be sent home and advised to follow the stay-at-home guidance.
- Hand sanitisers will be situated around the museum at regular intervals. Staff and visitors will be reminded to wash their hands or use the hand sanitiser regularly.
- This does not apply to the shop but we will be limiting the number of visitors who can be in the shop at any one time.
- The shop has been moved into the West Wing to enable us to put in place a one-way system and keep the reception area space for people entering the museum or leaving.
- Visitors will still be able to shop and buy products onsite, however we will recommend card payments and contactless as preferred options. If cash then this will go straight into the donations box and no change given.
- Timed ticket entry will be in place. This will enable us to manage all our visitors.
- Staff /volunteers and visitors are asked to maintain the 2m social distancing policy.
- We have created a separate entrance and exit for the main museum
- A perspex guard will be installed at the reception desk. Personal protective equipment (PPE) will be available for all staff and volunteers, including face masks and gloves.
- The toilets will be closed to the public.
- Disposable paper towels will be provided in all toilets.
- Public, shared items such as benches will be cleaned regularly.
- The front entrance glass door and the rear emergency door will be open as much as possible- depending on the weather.