

Ryedale Folk Museum



COVID-19 Risk Assessment (for external partners and users) v1

This Risk Assessment is an abbreviated version of the Museum's comprehensive Reopening and Returning (Covid-19) Risk Assessment. This version contains information on how we are controlling the spread of coronavirus specifically for external partners and users of the Museum and its facilities. Additional actions that are being undertaken for specific workshops and activities for schools are provided in the relevant workshop risk assessments. These can be downloaded from the Schools and Learning area of the Museum's website.

The plan takes into account the current Government guidelines on protecting employees and visitors with advice from ICOM (Museums and end of lockdown: Ensuring the safety of the public and staff), Association of Independent Museums (AIM U.K.), the National Museum Directors' Council (U.K.) and the Health & Safety Executive.

This Risk Assessment works in accordance with all internal policies and does not contravene nor change any existing risk assessments (e.g. fire) which have been reviewed against the actions in this plan. The Risk Assessment has informed a wide-range of new procedures that are used by the Museum's staff and volunteer teams known as the *Working Practices* document. This document describes the more detailed arrangements for carrying out the changes.

Where cleaning materials are mentioned, these refer to anti-bacterial sanitisers and disinfectants (as appropriate to surfaces). Hand and personal sanitisers will meet WHO or other Government standards. Any new liquids brought to site are subject to the normal COSHH (Control of Substances Hazardous to Health) arrangements.

We have achieved **Visit England's 'We're Good to Go'** industry standard for the measures put in place.

Personal Hygiene and Protection Measures			
What are the hazards?	Who might be harmed?	Control in place (from opening and ongoing)	What measures are in place?
Spread of Covid-19	Staff and Volunteers General Visitors Contractors School groups Other visitors	Staff do not enter the workplace if they are experiencing symptoms of Covid-19 as defined by Public Health England and/or have been notified as being in contact with someone (through the NHS Track & Trace scheme) with Covid-19.	Procedure in Working Practices document.
Spread of Covid-19	Staff and Volunteers General Visitors Contractors School groups Other visitors	Staff and volunteers will depart if they become unwell at the workplace with Covid-19 symptoms.	Procedure in Working Practices document.
Spread of Covid-19	Staff and Volunteers General Visitors Contractors School groups Other visitors	Staff and volunteers will wash hands on arrival at the Museum in accordance with NHS guidelines.	Procedure in Working Practices document.

Ryedale Folk Museum in the North York Moors National Park

Museum patrons: Lady Feversham and Eric Knowles

Spread of Covid-19	Staff and Volunteers General Visitors Contractors School groups Other visitors	General visitors will be asked not to enter the Museum if they are experiencing Covid-19 symptoms and/or have been notified as being in contact with someone (through NHS Track & Trace) with Covid-19.	Signage on arrival at the Museum and on the website.
Spread of Covid-19	Staff and Volunteers General Visitors Contractors Other visitors School groups	All visitors will be encouraged to wash hands after using toilet facilities.	Signage installed in visitor toilet facilities.
Spread of Covid-19	Staff and Volunteers General Visitors Contractors Other visitors	General visitors will be invited to use hand sanitising stations on entry, on exit and at the Harrison building.	Hand sanitising stations installed around the site.
Spread of Covid-19	Staff and Volunteers General Visitors Contractors Other visitors	Staff must use hand sanitiser after each cash transaction and where any other hardware has to be touched when a member of the public may have touched it e.g. shop products, card machine.	Hand sanitiser and gels provided to reception desk staff.
Spread of Covid-19	Staff	Disposable handtowels to be introduced to staff kitchen and toilet areas.	Procedure in Working Practices document.
Spread of Covid-19	Staff	Staff must wear disposable nitrile gloves when cleaning toilets and high-touch areas around the Museum and through the offices. Staff are trained in taking off/disposing of gloves.	Gloves provided for all cleaning events.
Spread of Covid-19	Staff General Visitors	Intentionally interactive items to be removed until further notice (inc. dressing-up clothes, Harrison touch interactive, glass furnace interactive).	Interactive exhibits removed.
Spread of Covid-19	Staff General Visitors	Barriers will be created between staff and visitors where 2m social distancing cannot be maintained. This will include the use of face visors by Museum staff.	Acrylic screens have been installed at the reception.

Cleaning Measures

What are the hazards?	Who might be harmed?	Controls required	What measures are in place?
Spread of Covid-19	Staff and Volunteers General Visitors Contractors Other visitors School groups	Staff must clean the reception desk areas with a sanitiser each hour during normal opening hours. Additional cleaning throughout the retail area will also be required.	Procedure in Working Practices document.
Spread of Covid-19	Staff and Volunteers General Visitors Contractors Other visitors School groups	Public and staff toilets to be cleaned frequently throughout the day and recorded. Toilets will be cleaned after use by school groups.	Procedure in Working Practices document.
Spread of Covid-19	Staff and Volunteers General Visitors Contractors Other visitors School groups	High-touch items and surfaces around the Museum must be cleaned once per day (subject to ongoing review and increased if required). High-touch areas will be cleaned when a school group	Procedure in Working Practices document.

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Spread of Covid-19	Staff General visitors	departs an area after a workshop. Disinfect mobility scooter handles, armrests, baskets and seats after every use.	Procedure in Working Practices document.
Spread of Covid-19	Staff	If there has been a person knowingly with Covid-19 on the premises, then relevant areas must be cleaned in accordance with the Government's non-clinical setting cleaning guidelines (including use of correct PPE).	Procedure in Working Practices document.
Social Distancing Measures			
What are the hazards?	Who might be harmed?	Controls required	What measures are in place?
Spread of Covid-19	Staff General visitors Other visitors School groups	New arrival signage, floor markings and stay safe signage on arrival and around the site (without being overbearing, too prolific). This ties in to an in/out system for all.	Clear and colourful signage and directions are in place.
Spread of Covid-19	Staff General visitors Other visitors School groups	There will be a very simple three tier system for entry to buildings by visitors (and staff).	Signage system in place supported by a flyer for visitors given on arrival.
Spread of Covid-19	Staff General visitors Other visitors School groups	A one-way system will be installed on the narrow back path from the roundhouse to the chicken coops.	One-way system signage installed.
Spread of Covid-19	Staff General visitors Other visitors School groups	School groups will enter and exit through the brown side gates immediately next to the Museum's toilets, thus avoiding travel through the shop and reception area.	Inclusion on map. Teachers made aware.