



ORGANISATION: Army Flying Museum	ACTIVITY: COVID-19 – Reopening to Public Plan	
ASSESSED BY: Lucy Johnson (CEO)	DATE: 08/07/2020	REVIEW DATE: 01/08/2020

List <u>significant</u> hazard and harm	List persons at risk	Controls currently in place	Risk Rating after controls	Additional Controls / Actions Taken	Risk Following Additional Controls	By when	Lead person
GENERAL							
Potential for spread of Covid-19 through poor Hand hygiene	Museum Staff Volunteers Visitors	<ul style="list-style-type: none"> Regular handwashing, using soap, hot water and paper towels/hand dryers Handwashing posters in all toilets 	High	<ul style="list-style-type: none"> Increase regularity of handwashing Use of hand sanitizer as well as hand washing (not instead of) Put additional hand sanitizing stations on visitor routes, including stairs and high touch areas with signs to encourage use. Regular emptying of bins for paper towels as source of fuel in event of fire. 	Med	01/07/20 > on-going	CEO
Potential for spread of infection through Physical contact and poor social distancing.	Museum Staff Volunteers Visitors	<ul style="list-style-type: none"> General personal hygiene 	Medium	<ul style="list-style-type: none"> Regular hand washing Use of hand sanitiser at regular intervals throughout the day. Display of Coronavirus and hand washing posters around the building at key points. Information point at entrance Simple friendly briefing to visitors by staff on arrival. Use of signage to allow visitors and staff to gauge acceptable social distancing. 	Low	01/07/20 > on-going	CEO

Lack of Staff awareness of current guidelines and new methods of working.	Museum Staff Volunteers	<ul style="list-style-type: none"> • Completion of 'Introduction to Infection Control' training course • In-house training session on the changes implemented 	Low	<ul style="list-style-type: none"> • Return to work training • Line managers to monitor their staff teams • Staff and volunteers not to eat or drink outside of rest room/defined areas 	Low	01/07/20 > on-going	CEO
SHOP / RECEPTION							
Main entrance automatic swing door	Museum Staff Volunteers Visitors	<ul style="list-style-type: none"> • Cleaning of handles with disinfectant spray daily • Door kept in auto-open position where possible 	High	<ul style="list-style-type: none"> • Use of hand sanitizer and/or hand washing after touching any part of the door 	Med	01/07/20 > on-going	COM
Reception and desk area	Museum Staff Volunteers Visitors	<ul style="list-style-type: none"> • Cleaning of surfaces with disinfectant spray • Hand sanitiser kept at desk • Use of hand sanitiser at regular intervals throughout the day • Tissues kept at desk and encourage of people to use them 	Medium	<ul style="list-style-type: none"> • Removal / discouraging of use of shared pens etc. • Increase regularity of emptying bins 	Low	01/07/20 > on-going	COM
Ticketing – pre booked tickets only	Visitors	<ul style="list-style-type: none"> • All tickets must be pre-booked via the website or over the phone. • Limited capacity each day – two sessions (am and pm) 	Medium	<ul style="list-style-type: none"> • Well planned marketing pre-opening to inform prospective visitors of the new system. • NHS Track and Trace details collected at point of booking • Sign in sheet for any walk-ins / visitors, managed by receptionist 	Low	01/07/20 > on-going	COM

Shop stock and shelving	Museum Staff Visitors	<ul style="list-style-type: none"> • Cleaning of surfaces with disinfectant spray • Use of hand sanitiser at regular intervals throughout the day • Tissues kept at desk and encourage of people to use them 	Medium	<ul style="list-style-type: none"> • Discourage people from handling stock • Display of Covid aware posters 	Low	01/07/20 > on-going	COM
EXHIBITIONS		•		•			
One-way system around the Museum	Visitors	<ul style="list-style-type: none"> • Entry point at Reception and exit point through the Conference Room • New route will be signposted with 'Keep your distance' reminders 	Medium	<ul style="list-style-type: none"> • Re-entry to Museum from Reception only (apart from viewing Helicopters in Action) • A video and leaflet will be prepared in advance for people to view/download from the website and social media pages 	Low	01/07/20 > on-going	CUR
Doors, display cases, tables, chairs and hard surfaces Handrails Barriers Hands on displays/ interactive learning	Museum Staff Volunteers Visitors	<ul style="list-style-type: none"> • Cleaning of surfaces on regular basis by daily warden (mid-session) 	Medium	<ul style="list-style-type: none"> • Cleaning of surfaces with disinfectant spray twice daily • Attention paid to handles, surfaces regularly touched • Defined schedule and checklist with sign off to ensure all areas are cleaned and persons responsible are named. 	Low	01/07/20 > on-going	SM
Interactive learning resources (touch screens)	Museum Staff Volunteers Visitors	<ul style="list-style-type: none"> • Regular cleaning by curatorial team • Hand sanitiser station next to every touch screen 	Medium	<ul style="list-style-type: none"> • Removal of all material/soft surface resources from Museum • Twice daily disinfection of hard surface resources (hourly if over 50 people on site) – disinfectant wipes only 	Low	01/07/20 > on-going	CUR

Interactive learning resources (hands on exhibits)	Museum Staff Volunteers Visitors	<ul style="list-style-type: none"> Regular cleaning by warden team Hand sanitiser station next to every touchable exhibit 	Medium	<ul style="list-style-type: none"> Removal of all material/soft surface resources from Museum Twice daily disinfectant of hard surface resources 	Low	01/07/20 > on-going	CUR
Sit-in Aircraft (Scout and Lynx in Prince Michael of Kent Hall)	Museum Staff Visitors	<ul style="list-style-type: none"> Regular cleaning by Museum staff Hand sanitiser station next to each aircraft Sanitiser and paper towels for visitors to use prior to sitting in aircraft 	Medium	<ul style="list-style-type: none"> Scout is cordoned off so public can see inside but not sit inside due to many moving parts. Twice daily disinfectant of aircraft interiors Signs to explain the process 	Low	01/07/20 > on-going	CUR
TOILETS		•		•			
Toilets – contact surfaces, like doors, taps, hand driers, etc.	Museum Staff Volunteers Visitors	<ul style="list-style-type: none"> Regular cleaning with disinfectant Maintain soap levels 	Medium	<ul style="list-style-type: none"> Daily check taps are working, and water is hot Daily check hand driers working correctly and cleaned Signage encouraging good hand washing practice Display of Handwashing and Coronavirus posters AM/Lunch/PM cleaning with defined schedule and checklist with sign off to ensure all areas are cleaned and persons responsible are named. 	Medium	01/07/20 > on-going	SM

Toilets – changed to ‘family unit’ toilets (rather than male or female)	Museum Staff Volunteers Visitors	<ul style="list-style-type: none"> Family groups/bubbles will be allowed to use a toilet block at a time. One group in / one group out policy 6 blocks across the site Clearly signposted 	Medium	<ul style="list-style-type: none"> Wardens to monitor use Knock and enter signs on each door Hand sanitiser, soap and hand dryers / paper towels to be checked hourly 	Low	01/07/20 > on-going	SM
OFFICES		•		•			
Office – contact surfaces, like doors, keyboards, desks, etc.	Museum Staff Volunteers	<ul style="list-style-type: none"> Regular cleaning with disinfectant Regular emptying of bins 	Medium	<ul style="list-style-type: none"> Hand sanitiser kept at desk Use of hand sanitiser at regular intervals Tissues kept in office for people to use Display of Covid posters 	Low	01/07/20 > on-going	CEO
Staff working patterns	Museum staff Volunteers	<ul style="list-style-type: none"> Limit the number of staff working in the office to 5 max Ensure there is a minimum of 8 people on-site at any one time (reception, café, offices, wardens) 	Medium	<ul style="list-style-type: none"> Weekly rota of who is working in the Museum and who is working from home 	Low	01/07/20 > on-going	CEO
Staff room/kitchen use.	Museum Staff Volunteers	<ul style="list-style-type: none"> Personal food kept in sealed containers in cupboard or fridge Only 2 people in staff room at any one time 	Low	<ul style="list-style-type: none"> No sharing or open food stuffs to be kept Office staff to eat at desk/meeting table where possible Each staff member to ensure mugs are placed in dishwasher at the end of day 	Low	01/07/20 > on-going	CEO

APACHE CAFE							
Kitchens: contact surfaces like doors, taps, worksurfaces etc.	Museum Staff Visitors	<ul style="list-style-type: none"> Regular cleaning with disinfectant Regular emptying of bins 	Medium	<ul style="list-style-type: none"> Hand sanitiser kept in kitchen Display of Handwashing and Coronavirus posters Use of hand sanitiser at regular intervals throughout the day Use of disposable clinical masks for those handling food and drink. 	Low	13/07/20 > on-going	COM
Kitchens: preparation of food and drinks	Museum Staff Visitors	<ul style="list-style-type: none"> Food will all be pre-prepared and available for Grab & Go. Additional hygiene measures will be implemented including gloves, masks and regular hand washing and disinfecting. Staff who prepare food will undergo additional training to ensure safe standards are upheld 	High	<ul style="list-style-type: none"> Cakes and snacks will be sourced as pre-packaged items Sandwiches will be prepared each morning and packaged for grab & go Hot drinks will be made in takeaway cups with sugar / milk portions provided 	Medium	13/07/20 > on-going	COM
Cleanliness of kitchen equipment and utensils	Museum Staff	<ul style="list-style-type: none"> Regular cleaning of all equipment and utensils at end of the day in dishwasher 	Medium	<ul style="list-style-type: none"> Kitchen inspection will take place at the end of each day by the COM or Duty Manager 	Low	13/07/20 > on-going	COM
Takeaway boxes / cups / cutlery only	Museum Staff Visitors	<ul style="list-style-type: none"> Disposable, compostable takeaway containers to be used instead of crockery. 	Low	<ul style="list-style-type: none"> Cutlery not needed for sandwiches and crisps etc. Disposable cutlery available Extra bins sited for rubbish/recycling 	Low	13/07/20 > on-going	COM

Use of picnic benches.	Visitors	<ul style="list-style-type: none"> Outdoor picnic benches spaced for 2m distancing minimum. 	Low	<ul style="list-style-type: none"> Sanitiser available for customers to spray picnic benches before and after using. 	Low	13/07/20 > on-going	COM
VISITOR EXPECTATION		<ul style="list-style-type: none"> 		<ul style="list-style-type: none"> 			
Visitor FAQs and Risk Assessment	Visitors	<ul style="list-style-type: none"> Published on website and social media channels Urge visitors to read it before visiting 	Low	<ul style="list-style-type: none"> Available from 08 July on all channels Emailed to our members and mailing list 	Low	08/07/20	CEO
Pre-visit video walkthrough	Visitors	<ul style="list-style-type: none"> Created to provide a warm welcome back and to allow CEO to talk through the adjustments that have been made Maintain personal tone alongside written RA 	Low	<ul style="list-style-type: none"> Available from 07 July on all channels Emailed to our members and mailing list 	Low	07/07/20	CEO

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

Signed:

Position:

Date: 08 July 2020

KEY

CEO – Chief Executive
CUR - Curator
COM – Commercial Operations Manager
SM – Site Manager