



ORGANISATION: Army Flying Museum	ACTIVITY: COVID-19 – Reopening to Public Plan	
ASSESSED BY: Lucy Johnson (CEO)	DATE: 26/06/2020	REVIEW DATE: 06/07/2020

List <u>significant</u> hazard and harm	List persons at risk	Controls currently in place	Risk Rating after controls	Actions Taken	By when	Lead person
GENERAL						
Hand hygiene	Museum Staff Volunteers Visitors	<ul style="list-style-type: none"> Regular handwashing, using soap, hot water and paper towels 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) 	01/07/20 > on-going	CEO
Physical contact	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. 	01/07/20 > on-going	CEO
Staff attitude	Museum Staff	<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 	01/07/20 > on-going	CEO

SHOP / RECEPTION		•		•		
Main entrance push button for exit and entry	Museum Staff Volunteers Visitors	<ul style="list-style-type: none"> • Cleaning of buttons with disinfectant spray daily • Door kept in open position where possible 	High	<ul style="list-style-type: none"> • Increase regularity of cleaning • Use of hand sanitizer and/or hand washing after pressing the buttons 	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 • Regular emptying of bins 	Medium	<ul style="list-style-type: none"> • Removal / discouraging of use of shared pens etc. • Increase regularity of emptying bins 	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/pm) of 150 people per session initially 	Low	<ul style="list-style-type: none"> • Well planned marketing pre-opening to inform prospective visitors of the new system 	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 	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 	01/07/20 > on-going	CUR
Doors, display cases, tables, chairs and hard surfaces	Museum Staff Volunteers Visitors	<ul style="list-style-type: none"> Cleaning of surfaces on regular basis 	Medium	<ul style="list-style-type: none"> Cleaning of surfaces with disinfectant spray twice daily Attention paid to handles, surfaces regularly touched 	01/07/20 > on-going	CUR
Interactive learning resources (touch screens)	Museum Staff Volunteers Visitors	<ul style="list-style-type: none"> Regular cleaning by warden 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 disinfectant of hard surface resources 	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 	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 	High	<ul style="list-style-type: none"> Twice daily disinfectant of aircraft interiors Signs to explain the process 	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 dryers working correctly and cleaned Signage encouraging good hand washing practice Display of Handwashing and Coronavirus posters 	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 Hand sanitiser, soap and hand dryers / paper towels to be checked hourly 	01/07/20 > on-going	SM
PLAY AREAS						
The interactive soft play area at the centre of the Museum	Visitors	<ul style="list-style-type: none"> Will remain shut under Government guidelines 	Low	<ul style="list-style-type: none"> Will be roped off until restrictions are lifted 	01/07/20 > on-going	CEO
Outdoor play area	Visitors	<ul style="list-style-type: none"> Outdoor parks are permitted from 04 July Regular cleaning (twice daily) 	Medium	<ul style="list-style-type: none"> Capacity limited to 10 children at a time 	04/07/20 > on-going	CEO
OFFICES						
Office – contact surfaces, like doors, keyboards, desks, etc.	Museum Staff Volunteers	<ul style="list-style-type: none"> Regular cleaning with disinfectant (start and end of day) 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 	01/07/20 > on-going	Office-based staff

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 	01/07/20 > on-going	All staff
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 Each staff member to ensure mugs are placed in dishwasher at the end of day 	01/07/20 > on-going	All staff
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 	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 	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 	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 	13/07/20 > on-going	COM
VISITOR EXPECTATION		<ul style="list-style-type: none"> 		<ul style="list-style-type: none"> 		
Visitor 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 06 July on all channels Emailed to our members and mailing list 	06/07/20	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 06 July on all channels Emailed to our members and mailing list 	06/07/20	CEO

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

Signed:

Position:

Date: 26 June 2020

KEY

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