

Tynemouth Volunteer Life Brigade Watch House Museum Risk Assessment

Created by

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What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<u>Control measure 1 – minimising contact with those who are unwell.</u>	TVLB members & their friends / family/ Visitors to the Museum	Members are instructed not to engage in any TVLB activities if they are displaying symptoms of COVID-19.	Use existing communication systems (i.e. WhatsApp, e-mail, access to CRS web site) to reinforce the message not to attend if individuals are displaying symptoms of COVID-19 and to follow Government advice.	All	Upon reopening of the museum
		<p>If an individual becomes unwell with a new, continuous cough, a high temperature, or the loss or change in their sense of smell or taste, whilst they are volunteering for TVLB, they are sent home and advised to follow the Government's 'stay at home' advice.</p> <p>If an individual becomes seriously ill, emergency services are contacted by calling 999.</p>	<p>If a member is displaying symptoms of COVID-19 and is waiting to be collected by a member of their household, they will be located in a safe location, away from TVLB activity, and where risk to the general public can be limited and managed. TVLB will contact NTC Cleaning Team to advise if they feel a particular surface has been infected (i.e. public bench).</p> <p>Any member of TVLB who has helped a fellow member displaying symptoms of COVID-19 must wash their hands thoroughly for 20 seconds after contact with the individual. They do not need to isolate unless they develop symptoms themselves or if the original team member subsequently tests positive.</p> <p><i>Note: routine temperature testing of individuals is not recommended within Government guidance as a reliable method for identifying COVID-19.</i></p>	All	Upon reopening of the museum

			<p>In the event of a confirmed case of COVID-19 by a TVLB member -</p> <p>All TVLB members and visitors will have access to a test if they display symptoms of COVID-19 and will be encouraged to get a test in this scenario. This is accessed via the testing portal. Where the person with symptoms tests negative, they can return to their normal activities and can end their isolation. Where the person tests positive, they will be encouraged to engage with the test and trace procedure (https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works). We have collected data to facilitate this.</p>	All	Upon reopening of the museum
	Visitors	Visitors will be requested not to attend the museum if they are feeling unwell or showing any of the signs and symptoms of COVID 19	<p>Social media shall initially manage expectations of visit.</p> <p>The "Welcome" Guide shall have a script to ensure all visitors are told the same information.</p> <p>Visitors will be requested to provide track and trace details for people attending the museum. This information will be destroyed after 21 days.</p> <p>The maximum number of visitors allowed into the Museum at any time shall be 20, this will be controlled by the "Welcome", guide any visitors in excess of this number shall be requested to wait outside of the Watch House in a socially distanced manner until some people leave.</p> <p>The door to the Watch House shall remain locked at entry will be on an as requested basis.</p>	"Welcome" Guide	Upon reopening of the museum
<u>Control measure 2 - cleaning hands more often than usual</u>	Visitors to the Museum	Hand sanitiser is provided in the Watch House at the main entrance and in the ground floor of the north tower. Visitors will be encouraged to regularly clean their hands.	Visitors will be requested to clean their hands upon arrival AND before entry into the museum at the hand sanitiser station outside of the toilets in the entrance of the Watch House. Frequent hand cleaning will be practiced throughout visits to the museum	"Welcome" Guide	Upon reopening of the museum

<u>Control measure 3 - ensuring good respiratory hygiene</u>	Visitors to the Museum	All visitors and staff will be required to wear face covering upon entry into the museum, in line with Government guidelines for public buildings	Face covering is mandatory for all non-exempt persons within the Museum. Everyone attending the museum should be aware of this and have their own mask, however there is a small stock of face masks in the Watch House if they are needed. The "Welcome" guide shall be equipped with face shield and disposable gloves, this is easier on the guide and gives a friendly face to visitors. Visitors shall wear a face mask or covering upon entry into the museum.	"Welcome" Guide	Upon reopening of the museum
<u>Control measure 4 - minimising contact within two metres of each other</u>	Visitors to the Museum	Visitors will be reminded of social distancing requirements by introduction when let into the museum, by signage, floor marking and implementation of the one way system around the museum	Visitors will be reminded of social distancing upon entry into the museum. A one way system has been installed in the museum. Some areas of the museum are closed due to the inability of maintaining social distancing. Signage and social distancing markers have been installed in the museum. Some doorways have been designated as hot zones particular care should be taken when passing through these areas to ensure social distancing.	All	Upon reopening of the museum
<u>Control measure 5 - donations to the brigade</u>	Visitors to the Museum	Donations of both cash and electronically can be accepted. However electronic donations are preferred.	An electronic card reader has been installed in the Watch House adjacent to the cash collection box. This will be switched on and available to collect contactless donations. The "Welcome" guide will be trained to operate the device allowing donations from a card to be accepted. Cash can still be placed into the box provided however appropriate care and delays in collecting any monies will need to be exercised. The money shall be bagged and taken straight to the bank for counting.	All	Upon reopening of the museum

<p><u>Control measure 6 - Toilets</u></p>	<p>Visitors to the Museum</p>	<p>The toilets both male and female will effectively be closed to the general public, they will be sanitised and sealed.</p>	<p>The toilets will be cleaned and the sealed using the appropriate tape provided. This tape will need to be filled in with appropriate details. HOWEVER the toilets can be used in an emergency situation and at the discretion of the "Welcome" guide, we know that some members of the public need to have urgent use of toilet facilities for medical reasons. Any persons using the facilities should be advised to limit the surfaces they touch and clean where possible. The "welcome " guide will then check, clean where appropriate and then re-seal the toilet.</p>	<p>"Welcome" Guide</p>	<p>Upon reopening of the museum</p>
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