

What are the hazards?	Who might be harmed and how?	What are we already doing to control the risk?	What further action do we need to take to control the risk?	Who needs to carry out the action?	When is the action needed by?	Done
Museum						
Visitors may be infectious.	Visitors, OSC customers, staff.	Entrance signage. Hand sanitizer points. Encourage hand washing using signage. Improved ventilation.	Review use of Robertson bench at entrance. Confirmation of the need to record visitors' contact details.	Signage – IW / JS	Museum re-opening date	
Many of our displays are tactile.	Visitors pick up objects and literature or touch exhibits.	Confine exploration to the Wilderspin Schoolroom.	Signage. Regular cleaning of the Wilderspin Schoolroom. Doors held open – Fire Wardens to be aware.	Wilderspin Schoolroom partially ready.	Museum re-opening date	
Haphazard movement around the Museum.	Visitors passing close to one another.	One-way system Timed admission by token. Steward supervision.	Signage.	FGPG (2 July) to confirm.	Museum re-opening date	
Excessive visitor numbers.	Visitors and café customers.	Limiting capacity; Monitoring and supervision by Steward and OSC staff.	Use of CCTV monitoring.	Staff rostering JS Training IW+help	Museum re-opening date	

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Staff Welfare						
Access by staff.	Staff.	<p>All staff have been made aware of precautions and procedures.</p> <p>Only 1 staff member on duty who should be mobile to maintain social distancing.</p> <p>Where possible, staff (including volunteers) are encouraged to work from home.</p> <p>Staff who need to work with others do so in pairings and fixed teams.</p>	<p>Social distancing - all staff reminded to plan safe on-site activities and avoid unnecessary overlapping with colleagues.</p> <p>Meetings are reduced to a minimum; limited to 6 people; and must be compliant with social distancing.</p> <p>Workspaces adapted and configured to be compliant with Guidelines.</p>	Staff bulletin IW	By 30 June	
Toilets & General Cleaning						
Surface contamination.	Visitors, OSC customers, staff.	Revised cleaning regime of surfaces, and seating using anti-Covid cleanser.	Regular reviews.	Premises Group (JF) and Bartaamaa. OSC liaison.	OSC re-opening 4 July	
Toilet contamination.	Visitors, OSC customers, staff	<p>Visitors and OSC customers must use only one toilet – the wheelchair accessible toilet.</p> <p>Staff use Gents or Ladies respectively. Cleaning wipes etc. available.</p>	<p>Hourly cleaning by staff.</p> <p>Paper towels and bin for holding door handles.</p> <p>Staff required to help with wipe-cleaning after use.</p>	Premises Group (JF) and Bartaamaa. OSC liaison.	OSC re-opening 4 July	

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Shop						
Surface and stock contamination in shop. Cash handling contamination.	Shop customers and staff, picking up stock.	Shop closed and display furniture removed. Reduced range displayed under glass. Payment by honesty box.	Customers are requested not to touch stock unless they intend to purchase. Assistance with supervision by OSC staff.	JS/PS/IW+help	Museum re-opening date	
Cross contamination by handling second-hand books.	Shop customers and staff.	A quarantine shelf will be provided for second-hand books handled by visitors. Books touched by visitors to be left for 72 hours.	New donations quarantined for a minimum of 72 hours.	JS/PS/IW+help	Museum re-opening date	
Schools & groups						
Maintaining safe distancing.	School groups and adult visitors on group tours	All visits are suspended until Spring 2021 in the first instance.	This will be reviewed in the summer in response to government guidelines.	Website info required IW	3 July	2 July (IW)

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Events						
Maintaining safe distancing and minimising contamination risk.	Participants and staff.	Only events which are compliant with government guidelines and which allow for adequate social distancing will be programmed.	“Crowd” events and performances (Bike Night; Christmas Festival; Old Time Music Hall etc.) are cancelled.	Events Group	30 July	
Premises Hire						
Maintaining safe distancing and minimising contamination risk in the Aelberry and Joseph Wright buildings.	Hirer and clients. Staff. Museum visitors.	<p>Hirers must liaise with the Trust about safe operation with social distancing measures in place.</p> <p>Hirers must provide the Trust with their own Covid risk assessment.</p> <p>Hand sanitizer points at entrances.</p> <p>Revised cleaning regime.</p> <p>Toilets provided with wipes etc. and cleaned after hire session.</p>	<p>Regular review by the Trust (Council and/or FGPG meetings).</p> <p>Rooms used can be quarantined for 24 hrs. when cleaning is not possible.</p>	Premises Group JWHG	6 July	

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