

Risk Assessment

|  |  |
| --- | --- |
| Activity Assessed | Re-opening to visitors following COVID-19 |
| Location | Milestones Museum: Rooftops Cafe |

|  |  |  |
| --- | --- | --- |
| Hazard | Who could be harmed and how? | Control measures in place |
| Covid-19 infection transmission – Visitor to Visitor | VisitorsRisk of serious illnessHarm to mental wellbeing due to fear and anxiety  | * Extended queuing area with 2m floor markings
* Visitors requested not to touch any display stock
* Visitors to request desired products from member of staff, who will bring items to their table following payment
* Reduced seating to allow 2m distancing between groups
* Additional seating available outdoors with 2m spacing between tables
* Visitors can only be served if seating is available or they intend to consume items outdoors
* Notice issued with each order to let other visitors know not to use the table in question until it has been cleaned
* Tables to be cleaned as soon as possible after visitors vacate and trays put through dishwasher cycle before reuse
* All shared resources such as cutlery, condiments etc removed and available on request only
* Signage to inform visitors of measures being taken and expected behavior
* Hand sanitiser station available
 |
| Covid-19 infection transmission – Visitor / Staff Interactions | Staff, VisitorsRisk of serious illnessHarm to mental wellbeing due to fear and anxiety | * Only pre-packaged food available and all hot drinks to be served in environmentally friendly disposable containers
* Member of staff serving visitors at the table to wear face covering and disposable gloves
* Perspex screen installed at till point
* Cashless transactions available at all points of sale
* Signage throughout venue to promote social distancing and good hygiene
* Team members trained on appropriate social distancing and personal hygiene measures
* Hand sanitizer available
 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Assessed by | David Trevithick, Operations Manager | Date | 30/06/2020 | Next operational review | 31/07/2020 |
| Endorsed by | Carl Smith, Museum Director | Date | 1/07/2020 | Next publication | 1/10/2020 |
| Approved by | Rob James, Facilities Manager | Date | 1/07/2020 |