

Risk Assessment

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

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| Hazard | Who could be harmed and how? | Control measures in place |
| Covid-19 infection transmission – Visitor to Visitor | Visitors  Risk of serious illness  Harm 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, Visitors  Risk of serious illness  Harm 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 |

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| 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 |