

# 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	<p>Visitors</p> <p>Risk of serious illness</p> <p>Harm to mental wellbeing due to fear and anxiety</p>	<ul style="list-style-type: none"> <li>• Extended queuing area with 2m floor markings</li> <li>• Reduced seating to allow 2m distancing between groups</li> <li>• Additional seating available outdoors with 2m spacing between tables</li> <li>• Visitors can only be served if seating is available or they intend to consume items off the premises</li> <li>• Table service only operated indoors, with visitors showed to a table on arrival and all orders / payments processed at the table</li> <li>• Notice issued with each order to let other visitors know not to use the table in question until it has been cleaned</li> <li>• Tables to be cleaned as soon as possible after visitors vacate and all trays / crockery / cutlery put through dishwasher cycle before reuse</li> <li>• All shared resources such as cutlery, condiments etc removed and available on request only</li> <li>• Signage to inform visitors of measures being taken and expected behavior</li> <li>• Hand sanitiser station available</li> </ul>
Covid-19 infection transmission –	<p>Staff, Visitors</p> <p>Risk of serious illness</p>	<ul style="list-style-type: none"> <li>• Member of staff serving visitors at the table to wear face covering and disposable gloves</li> <li>• Perspex screen installed at till point</li> <li>• Cashless transactions available at all points of sale</li> </ul>

Visitor / Staff Interactions	Harm to mental wellbeing due to fear and anxiety	<ul style="list-style-type: none"> <li>• Signage throughout venue to promote social distancing and good hygiene</li> <li>• Team members trained on appropriate social distancing and personal hygiene measures</li> <li>• Hand sanitizer available</li> </ul>
Covid-19 infection transmission – Food preparation / service	Visitors Risk of serious illness Harm to mental wellbeing due to fear and anxiety	<ul style="list-style-type: none"> <li>• Only essential staff to be present in the kitchen during food preparation</li> <li>• FSA food hygiene standards adhered to at all times in order to prevent food contamination</li> <li>• All display items packaged in sealed containers or displayed behind a screen</li> <li>• Disposable gloves to be worn by serving staff and changed regularly between serving tables</li> </ul>

Assessed by	David Trevithick, Operations Manager	Date	23/09/2020	Next operational review	31/10/2020
Endorsed by	Carl Smith, Museum Director	Date	23/09/2020	Next publication	1/11/2020
Approved by	Rob James, Facilities Manager	Date	23/09/2020		

