

FORCE HEALTH PROTECTION AUDIT (FHPA) – THE STAFFORDSHIRE REGIMENT MUSEUM SELF ASSESSMENT FOR RETURNING TO THE WORKPLACE IN A COVID-19 ENVIRONMENT

The Staffordshire Regiment Museum	Information
Date of Assessment	1 st June 20
Assessor	Danielle Crozier, Director
Date personnel return to the workplace	1 st August 2020. Although key members of staff have had access, for maintenance and security reason, throughout lockdown.

All Commanding Officers/Heads of Establishment and their staff must complete the Self-Assessment tool as part of the Return to Workplace FHP measures and the reopening of workplaces during the COVID-19 era and ensure compliance with the Force Health Protection Policy, and related D&G within their AOR. The CO/HoE has a legal and moral responsibility to ensure that Force Health Protection measures against COVID-19 are assessed, appropriate, applied and assured in order to reduce the risk of transmission within the workplace

Points to note

-For the purpose of this document paid staff/ staff refers to both employed and volunteer museum assistants

- This risk assessment was produced after consulting official government guidance for heritage sites and by following the British Tourism Associations, 'Good to Go', checklist.

CO/HoE Assurance Declaration:

Rank: Director	Name: Danielle Crozier	Unit: The Staffordshire Regiment Museum	Date: Jun 20
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1	Does the Museum have measures in place to monitor the health of those returning to the workplace?
1.1	Measures must be in place to provide a RTW Brief to personnel returning to work post coronavirus lockdown.
1.2	Measures must be in place to ensure personnel suffering from underlying health conditions – particularly those of the respiratory tract, seek medical approval before returning to work in a coronavirus environment.
1.3	Measures must be in place for members of staff to report sick immediately upon experiencing signs and symptoms of potential coronavirus infection.
1.4	Measures must be in place to ensure reporting of incidences concerning Covid-19 affected personnel are recorded in accordance with DPHC guidelines.
1.5	One member of staff must be appointed with the responsibility for implementation of this risk policy and its actions points. Steve Hemming has been appointed with this responsibility.
2	Has the Museum ensured appropriate self-protection measures are in place?
2.1	The Museum should ensure that visual educational information regarding the importance of handwashing is prominently displayed, including on entrance doors. This should include the importance of handwashing upon arriving at the site.
2.2	The Museum should ensure that antibacterial soap is available when handwashing. Alcohol gels should be provided if antibacterial soap is unavailable, or there is limited access to hand-washing facilities. Hand sanitiser should be available to members of the public on entry
2.3	The Museum should ensure measures are in place to reduce the sharing of devices.
2.4	The Museum should ensure that face masks and nitrile gloves are available to front of house staff who wish to wear them. Including guidelines on effective safe use and disposal.
2.5	The Museum should provide screens at checkout points. For face to face contact with visitors within the gallery space and museum grounds face shields are to be provided.

2.6	The Museum must ensure behind the scenes facilities including toilets, kitchen areas, door handles are maintained in a clean condition. Educational advice regarding systems for washing potentially infected clothing should be displayed.
2.7	The Museum must ensure that it has disinfectant in kitchens to ensure common contact surfaces, kettle, fridge, taps are kept clean. Staff members are encouraged to use own cups with available crockery reduced to the minimum.
2.8	The Museum must ensure that particular care is taken in ensuring that cleaning procedures in high contact points are maintained throughout the day to reflect footfall. The areas to be considered most at risk are Interactives, AV Units, Chairs and Benches. Be prepared to remove or support with cleaning.
2.9	The Museum must ensure that shared /communal facilities (Toilets) are cleaned.
2.10	The Museum Staff must ensure all water faucets are flushed immediately to reduce the risk of Legionnaires disease.
2.11	The Museum must continue to review government guidelines on risk of infection in workplaces and adapt accordingly.

3	Does the Museum have social distancing policies and procedures in place?
3.1	The Museum must have policies and procedures in place to ensure that social distancing can be maintained in all public and non-public areas.
3.2	The Museum should ensure signage at the entrance and throughout the museum reinforces the social distancing. This should be enhanced with the provision of floor markings at the entrance and reception desk.
3.3	The Museum should ensure that as much as possible a single direction flow is maintained by visitors. This should be enhanced by the presence of a member of staff to advise accordingly.
3.4	The Museum must ensure that in high interest areas or pinch areas, where social distancing is difficult to maintain additional areas of signage or staff support is applied.
3.5	The Museum must ensure that until further notice all Group Visits are cancelled.
3.6	The Museum should ensure that the maximum size of household groups visiting does not exceed 8 People.
3.7	The Museum should be prepared to receive card payments only. Card payment amount should be raised to £45
3.8	The Museum must remove all dressing up items the gallery and close up the children area
3.9	Measures must be in place to ensure conferences / lectures are only conducted if there is full compliance with social distancing policy.

3.10	The museum must ensure measures are in place to ensure desk layouts and meetings comply with social distancing policy and individuals should not be seated face to face.
3.11	The Museum must not programme any Summer events, workshops and holiday activities unless government guidance permits. These events if authorised must have a full Risk Assessment completed ahead of implementation.
3.12	All outdoor exhibits are to remain open except the armoured vehicles.
4	Does the Museum have procedures in place to ensure working and training activities comply with COVID-19 policies?
4.1	The Museum should have systems in place to inform cleaners which desks have been used and require cleaning.
4.2	The Museum should employ systems to encourage the sharing of online documents and reduce the use of paper copies.
4.3	The Museum should have systems in place to allow online meetings / conferences to occur whenever possible. If face to face meetings are absolutely necessary, then the museum must ensure these comply with social distancing policy.
4.4	The Museum must ensure that indoor rooms in use are unlocked by daily key holder and secured at the end of the day.
4.5	The Museum should ensure that advisory signs are placed on conference room doors to encourage handwashing pre and post meetings.
4.6	The Museum should ensure personnel are aware that windows / doors are to be opened in order to improve the flow of air throughout the building.
4.7	The Museum must have measures in place to ensure the lead for museum meetings maintains an audit of those attending.
4.8	The Museum must ensure confined areas are not used for multi-person meetings.
4.9	A detailed rota of Staff/ Volunteer attendance is to be introduced to monitor site usage
4.10	Where possible all staff are to continue working from home
5	Have all practicable measures been taken to minimise the risk of Covid-19 transmission due to infrastructure / flow?
5.1	The Museum should display a map on entrance doors informing staff and visitors of the building movement flow.
5.2	The Museum must ensure recommended Covid-19 reduction measures relating to the number of visitors entering the museum and gallery space allow for safe maintenance in accordance with the government's social distancing guidelines.

5.3	Measures must be in place to ensure the suitability and frequency of cleaning within the gallery space.
5.4	Measures must be in place to ensure the shop area can operate safely within guidelines. This includes discouraging handling, reducing stock levels on display, increased cleaning, encourage payment by card and ensure social distancing is maintained.
5.5	The Museum must ensure that measures are in place to maintain the necessary high standards of cleanliness in communal kitchens. Additional appropriate cleaning materials must be provided, and advisory notices displayed.
5.6	Measures must be in place to ensure the communal kitchen is only used by one person at a time.
5.7	The Museum must ensure cleaning spray and tissue is provided at appropriate intervals around all buildings for the cleaning of workstations / desks.
5.8	The Museum must ensure that all rubbish is disposed of on a daily basis.
5.9	The museum should ensure that single use gloves or a picker are used to retrieve any rubbish deposited either within the museum or its external boundaries. Paying particular attention to key locations outside.
5.10	Museum Reception Staff must sanitise their station at the end of their shift paying particular attention to high contact areas such as the phone, till, draw handles, desk tops and chairs.
5.11	All museum workstations and desk are to be left clutter free at the end of each shift
5.12	The museum should ensure that all cash donations remain in the donations box for 72 Hours before clearing. Gloves are to be worn for clearing and hand washing to be conducted after.
5.13	The visitor book is to be located in the main office. The duty officer is to sign all persons in and out of site.
5.14	Signage applied to all open displays instructing visitors to not touch
5.14	All visitors must comply with track and trace requests.
5.16	No onsite music is to be played to avoid any need for voices to be raised.
5.17	Reiterate till operation procedures with all cashiers to reiterate cash handling procedures. Gloves to be provided for all cash handling
6	Are measures in place to ensure PPE is available for First Aid Trained personnel?
6.1	The Museum must make available additional PPE for those that need to deliver First Aid. This includes, Gloves, Face Masks and Eye Protection.
6.2	The Museum should ensure that Spill kits and disinfectants are available to contain and clean any contaminated areas following a first aid incident.
6.3	The museum should ensure that all First Aid qualifications remain extant, and where they have expired. Put opportunities in place to renew.
6.4	The Museum must seek guidance from NHS 111/ HSE If a suspected case of Covid 19 is seen or reported in the museum.