

# Museum of Power : Staying COVID-19 Secure in 2020

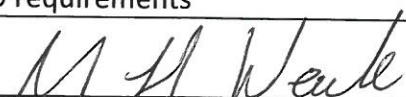
## Re-Opening Checklist

No.	Task	Complete
1.	<b>Advise the Museum's insurers</b> when the premises will be re-opened and check any requirements	1 <sup>st</sup> July 2020 Dick Waylen
2.	<b>Check the security code or key logs for essential keys are up to date</b>	8 <sup>th</sup> July 2020 Debbie Thomas
3.	<b>If a hirer is using the premises</b> , check any adjustments to hire arrangements needed, e.g. arrival/departure times, access to kitchen or toilets	1 <sup>st</sup> July 2020 Mark Weale
4.	<b>Carry out a COVID-19 Risk Assessment in consultation with Board of Trustees and employees</b>	1 <sup>st</sup> July 2020 Mark Weale
5.	<b>Additional cleaning, if required, where and when</b> – requirements for moving, stowing and cleaning equipment. A thorough clean of all surfaces which may be touched by the public should be undertaken before the Museum re-opens and all toilets to receive a thorough clean. The subsequent cleaning regime to follow will need to be identified.	7 <sup>th</sup> July 2020 Thorough clean complete  Daily Check List Debbie Thomas
6.	<b>Discuss with your cleaning contractor any changes in work patterns</b> required to ensure the Museum meets the COVID-19 Secure guidelines. Cleaning regime and work patterns to be discussed with the staff. Agree any changes in writing with cleaners/employees	1 <sup>st</sup> July 2020 Debbie Thomas
7.	<b>Ensure the cleaner/staff undertaking cleaning have appropriate PPE.</b> Ordinary overalls (plastic aprons) and plastic gloves are usually sufficient. The overalls should be taken off when leaving and disposed of. A set of disposable PPE is also needed in case decontamination is required. Contractors should use their own equipment but an employee should be provided with the necessary equipment.	1 <sup>st</sup> July 2020 Debbie Thomas Been noted and understood
8.	<b>Flush through the water system, five minutes for each tap</b> , to remove any risk of legionella or other bacterial build up and ensure U bends are full. Keep clear of spray and wipe up afterwards with household disinfectant.	8 <sup>th</sup> July Debbie Thomas
9.	<b>Carry out the route health and safety assessment of the whole premises.</b> Check the electrical inspection (required every 5 years) and PAT testing are up to date and visually check leads. Ensure any fridge/freezer is working at correct temperature, the heating and hot water system operational. Ensure internet is working. Cut grass. Identify and address any items requiring attention, e.g. light bulbs failed, trip hazards.	7 <sup>th</sup> July Debbie Thomas Daily check and pre-opening flushing
10.	<b>Ensure the Fire Safety Risk Assessment and routine fire safety checks are up to date</b> , e.g. fire exit doors are clear, not sticking, fire extinguishers serviced, emergency lighting system and alarm systems are working.	7 <sup>th</sup> July 2020 Debbie Thomas

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No.	Task	Complete
11.	<b>Provide hand wash facilities and paper towels:</b> hand dryers are not recommended for use at the present time as they could disperse droplets containing the virus into the air and should be taped off.	Daily Check Debbie Thomas
12.	<b>Consider 'Engaged/Vacant' signage</b> at the entrance to male and female toilets to limit the number of people within these areas at any one time and similar signage at other 'pinch points'	7 <sup>th</sup> July 2020 Fitted Dick Waylen
13.	<b>Provide signage:</b> Display certificate that the premises comply with COVID-19 secure guidelines at entrances. The PHE posters encouraging good hygiene 'Catch It, Bin It, Kill It' should be displayed.	7 <sup>th</sup> July 2020 Fitted Debbie Thomas
14.	<b>Social distancing arrangements</b> in corridors and at entrances and exits: use tape to mark out 2m distance outside and inside the entrance, and outside fire exists, to encourage people to wait their turn to enter and exit the Museum	7 <sup>th</sup> July 2020 Installed James Gulleford
15.	<b>Prepare special hire and conditions and instruct booking secretary</b> as to any changes in the Museum's hire policy during re-opening, e.g. which bookings can be accepted, and to provide hirers with a copy of the COVID-19 secure poster.	7 <sup>th</sup> July 2020 Hire Agreement changed to reflect Debbie Thomas
16.	<b>Marketing and Communications:</b> ensure the web-site has up to date information, including special conditions of hire. Advertise availability, as appropriate. Ensure answerphone message is up to date	7 <sup>th</sup> July 2020 Complete Debbie Thomas
17.	<b>Books</b> – add signage to request visitors do not touch and if wish to purchase, please see Reception.	7 <sup>th</sup> July 2020 Complete Debbie Thomas
18.	<b>Track &amp; Trace</b> – develop system to gain information required for this Government programme and such systems to be maintained on a daily basis	7 <sup>th</sup> July 2020 System complete. Visitors sign in – info retained for 21 days Debbie Thomas
19.	<b>Update First Aid trainers:</b> provide refresher training to take account of COVID-19 requirements	7 <sup>th</sup> July 2020 Mark Weale

Approved:

  
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 Mark Weale – Trustee

Witnessed:

  
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 Debbie Thomas – Museum Manager

Date:

7<sup>th</sup> July 2020