**Museum Site Visit Template Checklist**

Guidance Note

The following template checklist is in response to the current UK lockdown during the Covid-19 outbreak. It is designed to aid museum staff and volunteers who wish to undertake regular site visits at their museum for collections care and security purposes.

The document is a guide to help individuals to prioritise their time, manage risk and ensure effective recording and handover documentation.

**How to use the template:**

The template comes pre-populated with suggestions of checks to undertake in the areas of: security, fire, water, environmental hazards and collections care. Underneath each heading are some generic checks that will apply to most organisations on a regular basis. Review these to ensure they fit with your organisation and make any appropriate edits. There is also the opportunity to add checks that are needed for your museum. For the collections section you will need to undertake a desk-based risk assessment prior to any site visit to populate which areas of the collection should be checked as a priority.

You can print and fill in the checklist by hand, and then convert this and any associated images onto a digital format such as the word template to be saved and shared with your museum team where appropriate.

If anything is indicated as needing further action, then you can use this template as the basis of creating an action plan.

**What to do in advance of a site visit:**

Before undertaking a site visit spend time reviewing the checklist and adapting it to your individual museum’s needs. Consider the following:

* Understand your position concerning your insurance. You should contact your insurer and update your policy in line with the current situation.
* Undertake a desk-based risk assessment of the main threats to your collection to help you to prioritise your time. Are there particular items in your collection that are at the most risk due to the material they are made of? For templates to help you do this [visit the Collections Trust website.](https://collectionstrust.org.uk/resource/assess-and-manage-risk-in-collections-care/)
* Ensure you have a lone working policy
* Create an internal communications plan. Where is this information going to be stored which is widely accessible? Agree what level of detail is required and make a plan to share this across the wider museum team such as maintenance and security staff where applicable.
* Review the checklist itself. Does it need further checks specific to your museum? Are some checks only needed once and others more regularly?
* Bear in mind how long you will have in the museum. If only a short time, have your prioritised the main elements relevant to you?

The checklist is aimed as a guide to support museum staff and volunteers. However, we recommend always checking up-to-date government advice before undertaking a site visit, and discussing any issues or concerns with your museum’s governing body.

Museum Site Visit Template Checklist:

**Individual Undertaking Assessment:**

**Date of Assessment:**

**Before undertaking a site visit ensure the following:**

* + Do you need to go? [Click here](https://www.gov.uk/coronavirus) to check up-to-date government advice about essential working. Remember you can not undertake this work if furloughed.
  + Do you have permission to go from your governing body?
  + Do you have the right personal protective equipment to undertake the visit?
  + Do you have a lone working procedure in place? Who is notified of your visit to ensure your safety?
  + Do you have adequate recording equipment with you such as pen and paper, fully charged phone, torch etc? Do you need any tools such as screwdrivers, scales etc?
  + Have you adapted the below checklist accordingly to prioritise areas based on your specific museum and time on site?

Start your visit by checking the perimeter of your building/ buildings; this will help you to gather information you need to complete the checklist below. Things to look out for include: any signs of damage/ criminal activity; blocked drains or gutters; the condition of collections stored outside; combustible materials left lying around.

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| **Security** | | | | |
| *If you suspect someone unauthorised is in the building or you spot signs of damage such as broken windows or doors, leave immediately, lock the museum and wait in a safe place while you call the police. The below checks are recommended for each visit. For a more thorough security checklist, see* [*Museums and Galleries Scotland.*](https://www.museumsgalleriesscotland.org.uk/media/1932/mgs-museum-security-checklist-for-lockdown.pdf) | | | | |
| **What are the hazards?** | **Best practice** | **Checks undertaken Y/N** | **Comments from current visit** | **Further action needed Y/N** |
| General security | Do a visual check of the perimeter and outside of the building – is everything as it should be? |  |  |  |
| General security | Are keys to the building stored securely? You might want to also consider where all the keys are to the site and make a note of this. |  |  |  |
| General security | Are CCTV and other security systems working? |  |  |  |
| Collections theft | Are all display cabinets and storage areas locked? |  |  |  |
| *Other security hazards* | *Use this space to list any other potential security hazards specific to your organisation which need to be checked* |  |  |  |

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| **Fire** | | | | |
| *Do you need to undertake some of the below checks once, or on an ongoing basis? Think about all fire detection systems and equipment on your site. If this is undertaken by another member of staff, such as a maintenance team – are they recording their actions?* | | | | |
| **What are the Hazards?** | **Best practice** | **Checks undertaken Y/N** | **Comments from current visit** | **Further action needed Y/N** |
| Electrical safety | Check sockets are not overloaded |  |  |  |
| Fire detection | Check fire alarm systems are tested and working |  |  |  |
| Building fire | Check fire doors are closed |  |  |  |
| Flammable materials | Check any flammable material stored on site is safely kept in fire protective storage |  |  |  |
| *Other fire hazards* | *Use this space to list any other potential fire hazards specific to your organisation which need to be checked* |  |  |  |

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| **Water** | | | | |
| *If you are not using your water, are you able to turn off your stop cock for some time? If there is any adverse weather such as heavy rain, do you need to increase checks for flood prone areas – and in this case can your collection be moved to safeguard it?* | | | | |
| **What are the hazards?** | **Best practice** | **Checks undertaken Y/N** | **Comments from current visit** | **Further action needed Y/N** |
| Water ingress | Visually check gutters and drains for potential blockages. |  |  |  |
| Flood | Check all taps are turned off and dehumidifiers emptied where appropriate. |  |  |  |
| Water ingress | Check open chimneys for localised flooding |  |  |  |
| *Other water hazards* | *Use this space to list any other potential water hazards specific to your organisation which need to be checked* |  |  |  |

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| **Environmental** | | | | |
| *What work in this area can you undertake remotely? Do you have an environmental management system you can access remotely? Do you have data for previous years pest traps to compare current activity too? Think about your specific building and collection needs when assessing the below.* | | | | |
| **What are the hazards?** | **Best practice** | **Checks undertaken Y/N** | **Comments from current visit** | **Further action needed Y/N** |
| Air conditioning | Do some rooms need ventilation? If so, can you create air flow by opening internal doors for the duration of your visit? |  |  |  |
| Cold | Check buildings for mould infestations. Record images of mould growth including a scale. |  |  |  |
| Extreme temperatures | If not possible remotely – record RH and temp |  |  |  |
| Pest damage | Monitor and change pest traps and ensure collection items showing pest damage are quarantined. Check for signs of rodents also. |  |  |  |
| Light damage | Cover all collection items vulnerable to light damage. Ensure blinds and shutters are down/shut where appropriate. |  |  |  |
| General Housekeeping | Clean up any potential debris -such as around fire places or pests such as cluster flies. Record evidence of any pest species found. |  |  |  |
| General housekeeping | Are objects on open display/ storage covered to protect them from dust? Bins emptied? Fridge emptied, switched off and the door left ajar? |  |  |  |
| *Other environmental hazards* | *List any other potential environmental hazards to check, specific to your organisation* |  |  |  |

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| **Collections specific checks** | | | | |
| *Undertake a desk-based risk assessment of the main threats to your collection to help you to prioritise your time. Are there particular items in your collection that are at the most risk due to the material they are made of? For templates to help you do this* [*visit the Collections Trust website.*](https://collectionstrust.org.uk/resource/assess-and-manage-risk-in-collections-care/) *Once you have done this, fill in the form below with your identified high risk items.* | | | | |
| **What are the hazards?** | **Best practice** | **Checks undertaken Y/N** | **Comments from current visit** | **Further action needed Y/N** |
| *Example - Collection X* | *Check the textile collections for signs of pest damage - undertake a visual check and take a photo for record* |  |  |  |
| *Example – Item Y* | *Check remaining collection items in the cellar for mould growth - undertake a visual check and take a photo for record* |  |  |  |
| Loan items | Check your loan items and record any comments. |  |  |  |
| *Other collections specific checks* | *Use this space to list any other potential collections checks specific to your organisation which need to be undertaken* |  |  |  |

On leaving the museum:

* Take a moment to look at your checklist. Have you checked everywhere you need to and taken necessary photos and notes?
* Have you shut all windows and doors, closed blinds and shutters?
* Are all the lights off and power turned off where appropriate?
* Have you locked all doors and set all necessary alarms?
* Have you let someone know you’ve left the building according to your lone working policy?

**After your visit: Ensure this report and any related images are saved and shared with your wider team. Make a note of any additional actions and create an action plan before your next visit.**