

# RISK ASSESSMENT



**RISK ASSESSMENT NAME:** Covid-19 Hazard Information for Schools

**DEPARTMENT:** Stockport Museums

**ASSESSORS NAME:** LR, CD, CE & GB (Museums Services)

**DATE:** 11 September 2020

This Risk assessment is for school visits to Stockport Museums during the COVID-19 pandemic. It will apply until further notice. This Risk Assessment is in addition to site/session specific Control of Covid- Risk assessments and our standard Risk Assessment for school visits to our site which still apply. The measures are subject to change according to ongoing updates to government guidance. Schools Visiting Stockport Museums are required to carry out their own risk assessment based on this information. Any questions or requests for further information should be directed to: [bramall.hall@stockport.gov.uk](mailto:bramall.hall@stockport.gov.uk) or call 0161 474 4449.

**Current government guidance consulted:**

<https://www.nationalmuseums.org.uk/coronavirus-update/nmdc-good-practice-guidelines-opening-museums/>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

<https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing>

What are the hazards?	Who might be harmed and how?	Current Control Measures?	Further Measures in place	Action by whom?	Action by When	Complete
<i>Contracting Corona Virus</i>	Pupils, school staff and helpers, council staff, contractors, visiting public	<ul style="list-style-type: none"> <li>Ensure that pupils, school and museums staff and other adults (e.g. parent helpers) do not visit the museum if they are showing symptoms of COVID-19 or live with someone that have tested positive for the virus as per government guidelines.</li> <li>To minimise contact with infected individuals we will ensure that staff with symptoms remain at home.</li> <li>Anyone developing COVID-19 symptoms; temperature, cough, loss of taste and smell, whilst at the museum must inform a member of staff and be asked to leave for home immediately.</li> <li>Following PHE guidelines in the event of a COVID-19 Outbreak.</li> </ul>	<ul style="list-style-type: none"> <li>Make sure any individual that falls ill is isolated in an allocated room or outdoors until they can be safely collected from site.</li> <li>Any potentially contaminated surfaces will be sanitised or quarantined immediately.</li> <li>Follow up to find out if the unwell individual is diagnosed with COVID-19 and implement any health and safety measures accordingly.</li> <li>New COVID-19 cancellation policy advising that museum /school can cancel/postpone visit at short notice without incurring any charge.</li> </ul>			
<i>Containing a COVID-19 Outbreak</i>	Pupils, school staff and helpers, council staff, contractors, visiting public	<ul style="list-style-type: none"> <li>In the event of a school being unable to visit the museum as planned due to a COVID -19 outbreak (e.g. due to a local lock down or schools closure following local public health advice, the schools must inform the museum immediately to postpone and cancel the visit – there is no cost to the school.</li> <li>In the event that the museum has to close down due to COVID-19 (e.g.</li> </ul>	<ul style="list-style-type: none"> <li>Stockport Museums will follow PHE and local health protection team advice at all times.</li> </ul>			

		through an outbreak, changes in government guidance or local lock down, the school will be informed immediately, and the upcoming visit will be postponed or cancelled at no cost to the school.				
Hand Hygiene	Pupils, school staff and helpers, council staff.	<ul style="list-style-type: none"> <li>Teachers/ Museum staff asked to ensure that pupils and staff clean their hands regularly while at the museum, including when they arrive, before and after lunch.</li> <li>Teachers asked to supervise and support pupil in handwashing and using the hand sanitising stations.</li> <li>Hand washing facilities and hand sanitiser available at key points throughout the museum buildings.</li> <li>Hygiene signage in place in key areas.</li> <li>Schools asked to carry their own supply of hand sanitiser.</li> </ul>				
Respiratory Hygiene	Pupils, school staff and helpers, council staff	<ul style="list-style-type: none"> <li>All visitors are required to wear a face covering inside the museum buildings at all times unless exempt under government guidelines <b>e.g. medical condition or children under the age of 11</b>).</li> <li>Museum staff will be delivering all sessions in face shields or a face covering unless exempt.</li> <li>Visitors and staff are encouraged to follow good respiratory hygiene guidelines using the catch it, bin it, kill it</li> </ul>	<ul style="list-style-type: none"> <li>Bins provided on site to support this approach.</li> <li>Schools must supply their own required PPE such as face coverings.</li> </ul>			

		<p>approach.</p> <ul style="list-style-type: none"> <li>Schools are encouraged to bring enough tissue to follow this routine.</li> </ul>				
Social Distancing	Pupils, school staff and helpers, council staff	<ul style="list-style-type: none"> <li>Schools can only bring one 'bubble' to visit the museum on any one day, restricted to 30 pupils + teaching staff and helpers.</li> <li>There will be no other visiting public in the museums for the duration of the school visit.</li> <li>There is a one-way system in place through the museum.</li> <li>There are floor markers or signs throughout the museum to promote social distancing.</li> <li>Museum and School Staff will be asked to act to minimise the contact between children and staff as appropriate to the age of the children. They will be asked to supervise and support as follows: <ul style="list-style-type: none"> <li>-Encourage social distancing where possible</li> <li>-Not to touch museum staff</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Signage to inform visitors of expected behaviours</li> <li>School groups to be met on arrival and have their session led by the same member of staff to minimise contact.</li> <li>Museum staff instructed to practice physical distancing wherever possible.</li> <li>Staff levels to be kept at minimum levels to safely operate.</li> <li>Specific staff assigned to each venue to reduce mixing between teams wherever possible.</li> <li>Online mandatory training for all staff on the councils COVID-safe return to the office.</li> </ul>			
High Contact Areas & Education session props.	Pupils, school staff and helpers, council staff, contractors, visiting public	<ul style="list-style-type: none"> <li>To reduce the risk of infection, a robust cleaning schedule of contact points and activity areas has been implemented</li> <li>Common touchpoint (e.g. door handles, push pads, light switches, taps should be disinfected regularly.</li> <li>Hand Sanitising gel available at key points in the building.</li> </ul>	<ul style="list-style-type: none"> <li>New system in places for the collection and storage of equipment for quarantine. Museums and school staff to be briefed.</li> </ul>			

		<ul style="list-style-type: none"> <li>Disinfectant wipes available at high contact points.</li> <li>Floors cleaned between different school groups visiting.</li> <li>Equipment, Objects &amp; Costumes used within any school session are disinfected or quarantined for 72h before/after use.</li> <li>Museum resources will be shared only within the school 'bubble' on one day then disinfected/quarantined for 72 hours before they are reused by another group.</li> <li>All museum sessions begin with an introduction to health and safety procedures appropriate to the age of the pupils.</li> </ul>	<ul style="list-style-type: none"> <li>Staff will wear protective gloves when handling workshop equipment for pupils.</li> </ul>			
Toilets	Pupils, school staff and helpers, council staff, contractors, visiting public	<ul style="list-style-type: none"> <li>To reduce the risk of infection, a robust cleaning schedule of contact points and toilet facilities has been implemented.</li> </ul>	<ul style="list-style-type: none"> <li>Antiseptic soap and handwashing facilities available and disposable hand towels</li> <li>Hygiene signage in place in toilet areas.</li> <li>Social distancing sign in place.</li> </ul>			
Cleaning – Infection Control	Pupils, school staff and helpers, council staff, contractors, visiting public	<ul style="list-style-type: none"> <li>To reduce the risk of infection, a robust cleaning schedule of contact points, activity areas and toilet facilities has been implemented.</li> <li>Classrooms cleaned after each school visit.</li> </ul>				

		<ul style="list-style-type: none"> <li>Schools are asked to remove any rubbish as a result of packed lunches from site up on leaving. Bin liners provided for this purpose.</li> <li>Schools asked to disinfect surfaces in the lunch room before and after use. Disinfectant wipes provided</li> <li>Schools must bring to the museums only essentials i.e. coats and packed lunches.</li> </ul>				
Food & Beverages Hygiene	Pupils, school staff and helpers, council staff,	<ul style="list-style-type: none"> <li>Food can only be consumed in areas specified by the museum service.</li> <li>Schools must bring to the museums only essentials i.e. packed lunches and drinks.</li> <li>Areas / tables / surface where food is consumed to be sanitised by school staff. Disinfectant wipes etc. provided.</li> <li>Any rubbish generated from packed lunches must be removed from site by the visiting schools. Bin liners provided.</li> </ul>				
First Aid  Risk of cross infection	Pupils, school staff and helpers, council staff, contractors, visiting public	<ul style="list-style-type: none"> <li>First Aid Boxes with are available at all Stockport Museum sites.</li> <li>Visiting Schools must bring a qualified first aider on any visit to Stockport Museums.</li> </ul>				

You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

REVIEW DATE	OFFICER REVIEWING
Initially bi-monthly as government guidelines are updated.	LR,CD, CE & GB