Jewish Museum London

Covid-19 – Site operational risk assessment.

October 2020.

Reviewed:

Statement:

The Director, senior management and staff, working together as a team, will strive, at all times, to ensure the appropriate measures are implemented and then taken to reduce the risks from Covid-19 for our staff, volunteers and visitors to the Jewish Museum London.

To do this we will implement a number of procedures at the museum to reduce the risk of infection spread, demonstrate to our customers and staff that we offer an environment that is safe for all and will help ensure confidence in the museum.

By following the UK government guidelines with respect to:

* Maintaining social distancing by reducing contact between the employed staff and reducing contact between staff and visitors as much as is practical.
* Implementing procedures and protocols where social contact cannot be avoided by ensuring appropriate measures/barriers are introduced to reduce the risk of infection.
* Ensuring that cleaning and sanitising is carried out on a regular basis throughout the day, and that the highest of standards of cleanliness is maintained in all areas of the museum
* Ensuring, where appropriate, adequate and effective PPE is made available for staff use.
* By ensuring adequate facilities and materials for effective hand washing and hand sanitising are made available for staff and guest use, in all areas of the Jewish Museum site.
* Ensuring adequate supplies of efficient sanitising chemicals are made available for use throughout the site.
* By ensuring the latest up to date information/guidance on Covid-19 from the UK Government is made readily available to all staff and visitors in the form of information posters around the site, regular correspondence with staff and visitors, regular updates of the Covid-19 information specific to the Jewish Museum on our website, regular staff meetings, and regular staff training.
* By ensuring that in our business, customer and staff safety will always take priority over profit.
* By ensuring the most recent Track and Trace information and data collection tools (QR code and posters) are in place, and available for use by all visitors to the museum.

Covid-19 is a respiratory illness that is spread primarily by droplets of saliva or discharge from the nose/mouth when an infected person coughs or sneezes. These droplets can land on surfaces around the person, the disease is then transmitted to other persons that come into contact with the contaminated surface and then touch their own mouth, eyes or nose.

The food standards agency (UK) has indicated that Covid-19 is not a food borne disease and that there is no evidence that the virus is transmitted by food.

Copies of records of all Covid-19 policies, risk assessments, procedures, training records, guidance documents, copies of guest information letters, copies of information posters or notices displayed at the site, cleaning logs for public areas will be placed in a new ‘Covid-19 control file’ held by the Operations and Finance Officer ready for any future inspection by the local authorities or during any routine safety inspection arranged in the future.

The risk assessment below sets out the potential hazards that may impact on the spread of Covid-19, the precautions that are required to control the hazards and the actions that will be taken/introduced at the Jewish Museum to reduce the risk of infection spread for staff and museum visitors.

Risk rating:

8-10 = High risk of infection spread if not controlled/managed.

4-7 = Medium risk of infection spread if not controlled/managed.

1-3 = Low risk of infection spread if not controlled/managed.

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| --- | --- | --- | --- | --- | --- |
| Hazards | Risk rating | Who may be harmed? | Precautions to control risks | Actions required to reduce risks | Responsibility |
| Social distancing difficult or not possible. | 9 | Staff & visitors | Review all areas of the site to ensure social distancing is possible.  Areas where social distancing is not possible or very difficult to maintain should be closed to the public or staff.  Reduce capacity in areas where social distancing is difficult under normal conditions. | Staff rest areas will need to be managed to reduce the number of staff in the area at any one time so that social distancing may be observed. Staff break times throughout the site will need to be staggered to reduce the numbers of staff wishing to use the areas at any one time. **If this cannot be achieved staff rest areas will need to be removed from use.**  Kibbitz Room will be repurposed for a research. Café area will be a staff only area for lunch breaks.  Toilet areas should not be closed. To help achieve staff and visitors comply with the social distancing protocols, signage should be displayed on the door to the toilet facilities indicating that ‘visitors/staff need to observe the 2 metre social distancing rule and if this is not possible they should come back later or use another toilet facility on the site’ with directions to other toilet facilities on site.  Staff only to use Education Space and 4th floor toilet where possible- lower the risk of contamination by public group visits  In toilet areas procedures to ensure the gap between the, in use, urinals/hand wash basins allow users to observe the 2-metre social rule will need to be introduced. Some urinals/hand wash basins may need to be taken out of use, floor markings at 2 metre distances may need to be introduced into the toilet areas. |  |
| Social distancing not adhered to by staff. | 9 | Staff & visitors | Staff must be trained to follow the social distancing guidelines in place and keep 2 metres away from any person in the site that is not living in the same household.  *The “one metre plus” rule will be in place in England where it is not possible for people to stay two metres apart.*  *This rule dictates that people from different households should keep one metre apart whilst taking additional precautions to reduce the risk of virus transmission. This includes the wearing of face coverings/masks, avoiding standing or sitting face to face, and practising good hand hygiene by using hand sanitiser and frequently washings hand thoroughly.* | Staff across the museum will be split into two teams. Only one team in the museum at one time. Any mixing of teams will need to be reported to management.  Teams will be given desk allocations and office allocations by management- social distancing will be observed and no hot desking will be allowed.  Staff training sessions that will form part of the back to work induction training completed before the site re-opens will include information on the 2 metre social distancing guidelines.  Monitoring of staff by Senior staff and management to ensure that staff follow the social distancing protocols will be required.  Where more than one person is required to complete any job, members of the same team should be used to complete the job. If this is not possible the job will need to be re-evaluated to allow the job to be undertaken by one person.  Any staff member that is knowingly not observing the social distancing protocols should be spoken to by the Senior staff or manager. If the warning goes unheeded an official warning or disciplinary measure may need to be considered. |  |
| Social distancing not adhered to by visitors. | 9 | Staff & visitors | Visitors must be reminded to follow the current (1 meter plus) social distancing guidelines as much as possible during their visit. | Posters should be displayed at the entrance to the site and throughout the site requesting visitors to follow the social distancing guidelines. All posters throughout the site should display the same message.  For March 2021- posters for a one-way system should be on brand and could include collections I.e. torah pointers pointing the one-way system  Visitors noted not to be observing the guidelines will need to be challenged by a member of the site management team and requested to follow the guidelines.  Any guest that is noted to continually flout the guidelines may need to be asked to leave the premises by the duty manager if they do not conform. |  |
| Contamination on touch points throughout site. | 9 | Staff & visitors | Frequent touch points around the site public areas that will need regular cleaning/sanitising throughout the day are to be identified. A list of frequent touch points is to be produced. – Door handles, handrails, lift buttons, card payment machines and toilet facilities.  Frequent touch points in the galleries that will require detailed cleaning/sanitising before the rooms are used by visitors are to be identified. A list of frequent touch points in the conference rooms is to be produced. – Door/window handles phones, computer stations, video equipment, blotters, and writing materials. | Before entering the museum all adults over the age of 18 will be temperature checked by security on arrival. If any temperature is over the limit (37.8C or greater) they will not be permitted access to the museum.  Cleaning/sanitising log of frequent touch points in public areas is to be produced so that regular cleaning/sanitising can take place (log to be signed off by person that completes the cleaning/sanitising). Use of a suitable chemical sanitiser to clean/sanitise all identified touch points in areas is required. Costumes and fabric items will be taken out of the galleries and stored in the offices to prevent risk of contamination.  Cleaning logs will be checked by duty managers. Learning team will have checklists to complete after delivering lessons and virtual classrooms.  Card payment machines are to be sanitised before and after each use.  Consider making the Museum shop and cafe ‘Cashless’ to remove the risk of staff handling contaminated money.  Cleaning/sanitising log for galleries and public spaces such as the auditorium, that outlines all touch points, is to be produced so that detailed cleaning/sanitising of all main touch points within any of the galleries used can take place (log to be signed off by person that completes the cleaning/sanitising).  Staff should use the available chemical sanitiser to clean/sanitise all identified touch points in the Auditorium before the room is used. All writing equipment normally made available will need to be removed.  Any pens/pencils made available for learning purposes must be thoroughly sanitised after use. |  |
| Lack of communication between management and staff.  Lack of communication between staff and staff. | 7 | Staff | Daily management briefings.  Regular staff briefings to be held in departments following management briefings.  Encourage staff to identify and report any problems or concerns asap.  Staff training day to be implemented with any change in government regulations or museum policy. | Daily management/HOD meetings on public open days that will include any updates or observations that may affect the management of Covid -19 in the workplace will need to be held, meeting notes should be taken and filed for future reference.  Staff use of hazard report record available in the health and safety file should be encouraged, if staffs note a Covid-19 problem or hazard whilst working it should be written onto the available record and be passed to the relevant manager/HOD for action/discussion.  All COVID-19 Documents saved in the file should be scanned and saved appropriately on the G Drive. |  |
| Lack of communication between staff and visitors | 7 | Staff & visitors | Guest information outlining the procedures to reduce the risk of infection transmission that is in place at the site to be placed on Jewish Museum website.  Information posters to be displayed at the entrance to the site and prominently throughout the site. | Posters should be displayed at the entrance to the site and throughout the site requesting visitors to follow the social distancing guidelines and the government ‘Catch it – Bin it – kill it’ guide.  All information notices, posters information sheets are to be laminated for ease and efficiency of cleaning.  Wash Hands signs will be put up in every toilet area and hand sanitising stations will be stationed around the museum. |  |
| Lack of staff training | 8 | Staff | Staff training on back to work procedures that has been introduced is to be rolled out to all staff as part of the return to work induction process before the site is re-opened to the public. | General infection control, social distancing, and training on the new back to work procedures for the Jewish Museum is to form part of the training. All staff are to attend the training.  All training must be recorded with records being filed within a company Covid-19 control file that is to be produced to hold all relevant Covid-19 information.  Staff to be informed of any changes that need to be made following any updates to the Covid-19 guidelines. |  |
| Inadequate supplies of hand wash soap and alcohol-based hand sanitiser made available to staff and visitors | 9 | Staff & visitors | Adequate supplies of hand wash soap and alcohol-based hand sanitiser must be made available.  Only alcohol-based hand sanitiser to be purchased for use by staff and visitors within the site. | A par stock of suitable hand wash soap, alcohol-based hand sanitisers, suitable chemical sanitiser for cleaning and sanitising will need to be produced to ensure adequate supplies are always available for use.  A designated secure store to be arranged for supplies.  Duty manager opening checks – recorded - (start of shift checks) of all hand wash sink areas and hand sanitiser stations throughout all areas of the site (including all staff areas) to ensure adequate supplies of soap and sanitiser are available need to be implemented.  Hand sanitising stations to be set up at the museum entrance on each floor of the museum and in key public areas around the site. Hand sanitisers must contain at least 60% alcohol.  Hand sanitising stations should contain – alcohol-based hand sanitiser dispensers, tissues, foot operate bin for safe disposal of used tissues, a poster indicating ‘Catch it – Bin it – Kill it’ information produced by the UK government should be displayed at each hand sanitising station.  Adequate supplies of hand wash soap – in dispensers – are to be made available in all toilet areas. Automatic dispensers should be used if/when supplies of the automatic dispensers become available for purchase. |  |
| Insufficient staff hand washing/sanitising by staff. | 9 | Staff & visitors | Staff training on how to wash hand effectively to be used as part of the return to work induction process and on a regular basis.  Use of YouTube videos as part of training process.  Monitoring of staff hand washing to ensure effectiveness of hand washing – additional training as required for individual staff.  Ensure adequate soap and sanitiser is available in all areas of the site. | Duty manager opening checks of all hand wash sink areas and hand sanitiser stations to ensure adequate supplies of soap and sanitiser are available are to be implemented and recorded.  No tea towels allowed in the kitchen areas. Paper towels only.  Container jars will be provided for shared food/ beverage items such as tea bags. |  |
| Insufficient hand washing/sanitising by visitors | 9 | Staff & visitors | Hand sanitising stations to be set up at the site entrance and in key public areas for the site. | Hand sanitising stations should contain – alcohol-based hand sanitiser dispensers, tissues, foot operate bin for safe disposal of used tissues.  Regular checks of sanitising stations throughout the day to include ensuring adequate supplies of sanitiser and tissues are available for use and if the bin needs to be emptied need to be implemented and recorded on the cleaning log.  Adequate supplies of hand wash soap – in dispensers – are to be made available in all toilet areas.  Regular checks of the site toilets to ensure adequate supply of hand wash soap and paper towels are available need to be implemented and recorded on the cleaning log.  If hand towels are to be used, they should only be used in conjunction with suitable paper towel dispenser equipment. |  |
| Lack of suitable PPE for staff | 9 | Staff &visitors | Adequate supplies of PPE must be made available for staff use where PPE is appropriate and is required to reduce the risk of infection - Non-surgical mask and disposable gloves.  Masks do not reduce the risk for the wearer but will reduce the risk of infection spread from the wearer.  Visors- though not as effective- will be offered to public-facing staff | Guidelines on staff wearing masks/gloves need to be produced and should include:   * Housekeeping staff. (Evo Clean) * Duty managers and all staff when interacting with other staff or visitors. * Education staff (use visors)   If the wearing of masks/gloves increases a member of staff’s confidence and reduces stress in the workplace suitable masks/gloves should be made available to staff working in any area of the site.  Masks are not mandatory in the office spaces but are strongly recommended |  |
| Lack of PPE for visitors. | 7 | Staff & visitors | Note:  A supply of masks and disposable gloves should be made available for visitors to purchase | We will require /contractors/ adult groups (any visitor over the age of 12) and encourage teachers to wear masks whilst in the museum.  This will be communicated to all visitors prior to their arrival on site and we will offer spare disposable masks. |  |
| Lack of suitable cleaning chemicals available in all areas. | 9 | Staff & visitors | Adequate supplies of suitable chemical sanitiser need to be made available for staff use in all areas, for staff completing the touch point cleaning around the site. | A par stock of suitable chemical sanitiser for cleaning and sanitising will need to be produced to ensure adequate supplies are always available for use.  Designated secure store to be arranged for supplies in line with the museum’s COSHH guidelines |  |
| Infrequency or inadequacy of cleaning and sanitising on site. | 9 | Staff & visitors | Regular monitoring of staff cleaning by management and Senior staff. | Cleaning logs to be produced for all public areas.  Spot checks of areas and cleaning log records to be completed by the duty manager daily to ensure standards are met and records are being completed.  All cleaning logs must be signed by the person that completes the cleaning in the specific area. Completed logs will need to be filed for future inspection. |  |
| First aid protocols not followed. | 10 | Staff & visitors | All first aid trained staff are to be re-trained on the safe administering of first aid services to staff and guest. | Training to include the latest HSE guidance that has been made available – see below...  Appropriate PPE to be made available for first aid trained staff including face masks (surgical grade, surgical disposable gloves and face shield). This PPE should be marked with the staff members name and be issued to all staff that would be expected to complete any first aid calls whilst at work upon the return to work. Suitable storage facilities for this PPE must be made available.  Disposable masks will be put in every first aid box for ease when administering first aid.  If any first aid trained member of staff does not feel confident to complete a first aid call out the person should not be requested to complete a call out.  Visitors should be requested to self-administer plasters etc for any minor injuries without the interaction of the site first aid trained staff if this is appropriate. First aid supplies – plasters etc - can be passed to visitors from the first aid boxes in this case. |  |
| Management of contractors inadequate. | 8 | Staff & contractors | Regular monitoring of contractor needs to be undertaken by duty managers or Senior staff or the person that has arranged for the work at the site to be completed. | Regular monitoring of contractors needs to be undertaken by duty managers or Senior staff or the person that has arranged for the work at the site to be completed.  Contractors will be instructed to attend the site during quiet periods to reduce the risk of infection spread. Contractors will be asked to visit the site when schools are not in unless emergency work is being carried out.  Contractors will be expected to fill out and return a Request to Access the Museum form to comply with track and trace.  Contractors will be expected to supply their own adequate PPE when attending the site and ensure the PPE is worn at all times.  Contractors will be expected to check in with the duty manager upon arrival so that PPE can be checked, and any other instructions/checks can be completed.  Contractors will be expected to comply with the current social distancing protocols at all times. |  |
| Inclusion of potentially vulnerable staff into workplace. | 10 | Staff | Any staff member that has been declared as ‘at risk’ must inform the manager so that appropriate measures can be taken on a case by case basis. | Any staff deemed to be vulnerable will not be allowed to work until given medical clearance.  Pregnant ladies should request advice from their midwife before returning to work.  Each case will be decided on a case by case basis in conjunction with the manager. |  |
| Use of shared equipment | 9 | Staff | The use of shared equipment should be avoided if possible.  If shared equipment is used the shared equipment must be cleaned and sanitised before and after use. | Staff training on the use and cleaning/sanitising of shared equipment needs form part of the return to work training in place.  A ‘clean/sanitise – use – clean/sanitise – store’ policy will be introduced in all areas where the use of shared equipment cannot be avoided.  Signage reminding staff of a shared resource will be put up in the offices as a reminder to sanitise the equipment before and after use  Adequate sanitising chemicals to be made available for cleaning sanitising to be effective.  Staff will be expected to take responsibility for the cleaning and sanitising of their specific workstations and areas at the start of each shift. |  |
| Use of shared workspaces – hot desks. | 9 | Staff | The use of shared desk spaces/workstations should be avoided if possible.  To reduce the need to desk share staff should be requested to work from home if this is feasible.  All persons working at a desk/workstation should employ a clear desk policy at the end of each day so that adequate cleaning and sanitising of the desk and equipment can be completed. | Staff to be responsible for cleaning/sanitising their own desks, paying particular attention to the main touch points – keyboard, phones etc - at the end of the day and before they start work each day.  Checklists on sanitising and wiping down all shared items will be implemented in the Education space and in the Auditorium. The duty manager will collect and sign off at the end of each day.  Sanitising wipes, suitable sanitising chemical and paper towels to be made available in all office area to use when cleaning/sanitising takes place. |  |
| Use of shared company vehicles | 9 | Staff | Staff sharing company vehicles should be avoided. | Individual travel plans will need to be made by staff when travelling on company business. |  |
| Use of shared entrances/areas | 7 | Staff & visitors | Designated staff entrances to the site need to be implemented.  Staff movement around the site should be restricted as much as is practical to reduce the risk of virus spread.  Designated guest entrances to the site need to be implemented. | Separate entrances for staff and visitors are required to reduce the risk of overcrowding where possible. As this is not possible, staff will use the rear stairwells rather than the main museum stair case where possible.  A staff Covid-19 signing in sheet should be implemented (in conjunction with the staff fire safety signing in/out sheet) at the site. The record should be held at the staff entrance to the site.  Before staff enter the museum, they will fill out a Request to Access the Museum form. In the form they should sign the record to confirm that they have not been in contact with any person that has any Covid-19 symptoms and do not themselves have any symptoms of Covid-19.  Everyone entering the museum will be encouraged to sign in with the NHS Track and Trace app.  Entrance is to have hand sanitising station.  Staff start finish times should be staggered to reduce the amount of staff on site at any time and reduce the footfall in any staff areas as much as possible. Learning teams can leave after finishing delivery sessions.  Restricted access to food production areas needs to be implemented.  The café will remain closed but coffee will be offered to teachers at the start of each day.  Staff contact with visitors should be restricted if possible.  Guest entrance is to have hand sanitising station for visitors to use when entering the site.  Where face to face contact is necessary, staff should wear suitable PPE or be protected by a suitable screen – shop service screen to be fitted once shop opens.  In shared office areas desks should be placed so that staff are sitting on different desk clumps. If desks are placed next to each other or face to face suitable screens will need to be fitted to the desk. |  |
| Use of shared crockery cutlery by staff. | 8 | Staff & visitors | Disposable cutlery/cups/plates etc should be made available for staff use. | Staff will bring their own mug and use their own cutlery which should be cleaned immediately and stored on their desk. |  |
| Staff inform company they are ill | 9 | Staff & visitors | If a staff member develops symptoms compatible with CV-19 then they will be sent home to isolate for 14 days.  Work area that staff may have come into contact with will be deep cleaned and sanitised and all resources clean and sanitised or discarded.  The site manager will need to contact Public health for advice; any advice given will be followed. | Members of that household must also self-isolate for the recommended number of days as per government guidance.. The team will be isolated from the museum for the recommended number of days as per government guidance..  If a member of the staff’s household shows symptoms, they will isolate for the recommended number of days as per government guidance and the team will be isolated from the museum for the recommended number of days as per government guidance.  If a school contacts us as part of track and trace the team that delivered the lesson will be isolated from the museum for the recommended number of days as per government guidance.  Staff member will need to arrange tests as soon as practical to test those isolating.  If the test proves positive, all members of staff within the specific work group that have had full contact with the confirmed case staff member will be sent home to self-isolate for the recommended number of days as per government guidance.  Staff will be asked to complete a return to work questionnaire to ensure that they no longer have symptoms |  |
| Contamination from delivery packaging. | 8 | Staff | Although deemed as low risk deliveries (food or materials) need to be managed to reduce the risk of virus spread. | Staff dealing with any delivery must wash their hands thoroughly after dealing with any delivery.  Food items should be removed from delivery packaging and be decanted into sanitised containers before being placed into fridge or store-rooms. |  |

General comments:

As much as is practical doors and windows of the site should be opened to promote good ventilation.

Internal doors should be wedged open to reduce touch points – this **does not include fire doors.**

In the event of an emergency evacuation social distancing protocols may need to be ignored to enable a swift and safe evacuation from the premises. A safe evacuation will always take precedent in an emergency.

Key Reminders for First Aiders during COVID-19 outbreak:

In the current climate with the prevalence of the COVID-19 pandemic, it is important to remember some of the key skills as a first aider please ensure that you apply them when managing a first aid incident:

Be aware of the risks to yourself & others:

* When approaching the casualty there is always the risk of cross contamination; especially when you get close to the casualty to assess them.
* Ensure you use appropriate PPE: face shield, gloves and mask;
* Be aware of how COVID-19 is understood to spread.

Keep Safe:

* Make sure you wash your hands or use alcohol gel; before and after treatment – always wear gloves.
* Do not cough or sneeze over the casualty
* Ask bystanders/family to maintain a 2-metre distance;
* In some cases, it may be feasible to give ‘hands off’ first aid advice; if this is appropriate & either casualty or family member/carer is able to clean the wound and apply plaster or bandage, a first aider can supervise this;
* Dispose of used PPE, dressings and wipes in a safe manner

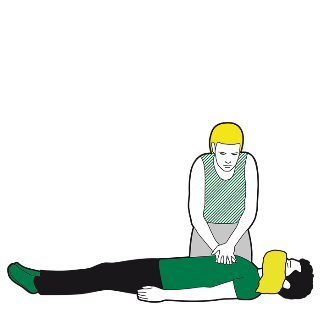
Remember Your Own Needs:

* Make sure you take time to talk to someone about any concerns you may have about administrating first aid. The museum has Mental Health First Aiders available for a chat.

Administering CPR:

Because of the heightened awareness of the possibility that the victim may have COVID-19, Resuscitation Council UK offers this advice:

* When identifying cardiac arrest, we normally look for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient’s mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives
* Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999.
* If there is a perceived risk of infection, rescuers should place a cloth/towel over the victim's mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast.



* Early use of a defibrillator significantly increases the person’s chances of survival and does not increase risk of infection.
* If the rescuer has access to personal protective equipment (PPE) (e.g. face mask, disposable gloves, eye protection), these should be worn.
* After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser if they have any concerns.

Source: www.resus.org.uk

Awareness of How COVID-19 is Spread

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 metres or less) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Respiratory secretions (droplets) containing the virus are likely to be the most important means of transmission; these are produced when an infected person coughs or sneezes.

There are 2 routes people could become infected:

1. Secretions can be directly transferred into the mouths or noses of people who are nearby (within 2m) or possibly could be inhaled into the lungs.
2. It is possible that someone may become infected by touching a person, a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as shaking hands or touching door knobs then touching own face).

Appendix A: Staff Teams

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| **Team A** | **Team B** | **Job Level** |
| Frances Jeens (Museum Director) | Director of Finance and Operations | Director |
| Adam Corsini (Collections Engagement Manager) | Lisa Shames (Senior Learning Manager) | Manager |
| Shereen Hunte (Learning Officer) | Helen Atkinson (Operations and Finance Officer) | Officer |
| Rhiannon Parkinson (Operations Officer) | Emma Crew (Engagement Officer) | Officer |
| Eliana Mendelsohn (Learning Assistant) | Bookkeeper (part time from January) | Assistant |

Appendix B: School Risk Assessment Guidelines

The guide risk assessment below sets out the potential risks identified by the museum that are Covid-19 specific and relate to either

* A school visiting the museum or
* A member of the museum staff visiting a school
* An object loan box sent to a school.

The below guidance shows the control measures put in place and those measures that teachers will be responsible for.

This risk assessment guidance sits alongside our existing risk assessment document for schools which can be found in our Teachers Pack.

Please Note this Covid-19 risk assessment will be reviewed monthly and the date of the last review will be clearly noted at the start of the document.

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| **Hazards** | **Risk Rating** | **Who May Be At Risk** | **Control measures in place to reduce risk** | **Responsibility** |
| Coming into contact with others | 9 | Students, Teachers, Museum Staff | The museum is operating a solo-audience policy. This means that when your school is booked to visit the museum you will be the only members of the public in the museum. | Museum Staff |
| Object Handling | 9 | Staff, Students & Teachers | Students will be asked to sanitise their hands as they enter the museum and at regular intervals throughout their visit.  Objects have been separated by workshops into containers. All objects used by a school are then put in isolation for 72 hours. | Museum Learning Staff |
| Food Tasting | 9 | Staff, Students & Teachers | The Museum will not be running certain food tasting activities.  Where possible some will continue but rather than all students participating a few students will be given disposable containers for the food to taste on behalf of the whole class.  Teachers can request that no food tasting is done in the workshop or that teachers do the tasting rather than the students.  Food is prepared only by those with Food Safety Training | Museum Learning Staff |
| Craft Activities | 9 | Staff, Students & Teachers | Craft materials have been separated into groups by workshop. All materials used by a school are then put in isolation for 72 hours. | Museum Learning Staff |
| Gallery Visit | 9 | Staff, Students & Teachers | Hand sanitizer points will be available throughout the museum.  The museum galleries will be deep cleaned at the end of each school visit.  Clipboards and pencils used by the school are then put into isolation for 72 hours after use. | Museum Staff  Museum Learning Staff |
| Social Distancing not adhered to by Staff | 9 | Staff, Students & Teachers | All people in the museum must keep the 1 metre plus rule. It is strongly encouraged to keep the 2 metre rule where possible.  Teaching spaces will be set up in a way that allows for social distancing.  Museum Staff will be wearing PPE either in the form of masks or visors. | Museum Staff |
| Social distancing not adhered to by students or teachers | 9 | Staff, Students & Teachers | All people in the museum must keep the 1 metre plus rule. It is strongly encouraged to keep the 2 metre rule where possible.  Students and teachers will be reminded about social distancing rules at the start of each workshop.  Teaching spaces will be set up in a way that allows for enough space between museum staff and students. | Museum Learning Staff |
| Staff develop symptoms on the day or within one week of visit | 10 | Staff, Students & Teachers | If a staff member develops symptoms associated with CV-19 then they will be sent home to isolate for the recommended number of days as per government guidance.  Museum staff will contact the school as part of the Track & Trace system.  Work area that staff may have come into contact with will be deep cleaned and sanitised and all resources clean and sanitised or discarded.  The site manager will need to contact Public health for advice; any advice given will be followed. | Museum Staff |
| Student or teacher develops symptoms on the day or within one week of visit | 10 | Staff, Students & Teachers | School must contact the museum if teacher or students develop symptoms of Covid-19 within one week of the visit. If the museum has been contacted as part of track and trace the team that delivered the lesson will be isolated from the museum for the recommended number of days as per government guidance. | Teachers |