



Braintree Museum Risk Assessment- COVID-19

Children remain the responsibility of the School staff at all times.

Braintree District Museum Trust has a Child Safeguarding Policy (2019). All Museum staff providing activities for children are DBS checked.

Prevention

Preventive Measure	Control Measures - Museum	Control Measures - School
Minimise risk of contact with individuals who develop COVID-19 symptoms	<p>Staff instructed to remain at home if displaying any symptoms of COVID-19.</p> <p>Staff working in a 'buddy system' to minimise contact with other colleagues.</p> <p>Anyone displaying clear symptoms whilst on the premises will be asked to leave immediately.</p> <p>Any potentially contaminated surfaces will be sanitised immediately. A deep clean will also be organised.</p> <p>All interactives within the Museum's Main Gallery that cannot be provided with hand sanitizer have been removed or blocked off to avoid contamination.</p> <p>To ensure social distancing is maintained between School groups and members of the general public, the Museum forecourt cannot be used by classes/'bubbles' during breaks or lunchtime.</p>	<p>Ensure that pupils, staff and other adults do not visit the Museum if they have symptoms of COVID-19 or have tested positive in the last 14 days.</p> <p>Ensure anyone that develops COVID-19 symptoms is immediately sent home.</p> <p>Inform staff immediately if anyone develops symptoms during a Museum visit.</p> <p>If anyone is awaiting collection, they must wait outside the Museum and stay at least 2m away from others. Children must have appropriate adult supervision whilst waiting to be collected.</p> <p>If an infected person needs to use the toilet whilst waiting to be collected, Schools must inform a member of staff who will direct them to the facility to be used.</p>
Enhanced cleaning regime	<p>The Museum has an enhanced cleaning regime in place. There is regular cleaning within high traffic areas of the Museum.</p>	<p>Please inform a member of staff immediately if a frequently touched area requires cleaning to reduce the risk of spread of COVID-19.</p>



Preventive Measure	Control Measures - Museum	Control Measures - School
	<p>Cleaning staff wear masks and clean hands when sanitising frequently touched surfaces.</p>	
<p>Ensure regular handwashing</p>	<p>Hand washing facilities and sanitiser points available throughout the Museum building.</p> <p>Museum staff encouraged to regularly wash or sanitise hands.</p>	<p>Ensure that pupils, teachers and adults regularly wash/sanitise their hands during their visit. This includes when they arrive, after education sessions as well as before and after lunch.</p> <p>Teachers and adults to supervise and support pupils in handwashing and use of sanitiser stations.</p>
<p>Maintain social distancing between individuals</p>	<p>School capacity is limited to one 'bubble' per day (maximum of 35 pupils).</p> <p>Visitor (general public) capacity is limited to 30 people per time slot (10:00am-13:00pm or 13:00pm-16:00pm).</p> <p>There is a separate entrance for Schools to enter and leave the Museum.</p> <p>There is a safe outdoor area (forecourt) for School groups to wait to enter the building.</p> <p>Signage is placed throughout the Museum building informing visitors of measures in place and expected behaviour.</p> <p>Stickers have been placed throughout the Museum's Main Gallery to promote social distancing.</p> <p>The majority of School education sessions will be run in a separate part of the Museum building away from general visitors.</p>	<p>Bring only one 'bubble' during your visit to the Museum.</p> <p>Ensure pupils and adults maintain social distance from others whenever possible. This includes members of Museum staff and the general public.</p> <p>Supervise and support all members of the group to adhere to Museum rules and guidance.</p>



Preventive Measure	Control Measures - Museum	Control Measures - School
	<p>All staff working in a 'buddy system' to minimise contact with other colleagues.</p> <p>Lunch room/hall layout comprising of forward-facing, socially distancing seating for pupils and adults.</p> <p>Museum staff instructed to maintain social distance at all times.</p> <p>Perspex screen installed at shop counter where staff experience high volume of public interaction.</p>	
<p>Ensure good respiratory hygiene ('catch it, bin it, kill it' approach)</p>	<p>Museum staff to wear face coverings (mask and/or face shield) at all times in public areas.</p> <p>Bins provided and emptied regularly.</p>	<p>All visitors to wear face coverings at all times in the Museum (unless they are exempt under government guidance).</p> <p>Support pupils and other adults to ensure this approach is adhered to.</p> <p>Ensure appropriate resources (tissues, hand sanitiser etc) are available to pupils and adults whenever needed.</p>
<p>Use of toilets during visit</p>	<p>The nearest toilets to the Old School Hall (main learning space) are shared with other users.</p> <p>During visits, the Museum will remove two sets of toilets from general use by café and dedicate it to Schools. There will be a separate set of toilets for boys and girls. One of these will be an accessible toilet.</p> <p>All toilets within the Museum are cleaned regularly.</p> <p>Hall toilets are not available for use by general Museum visitors.</p>	<p>School to only use dedicated toilets provided next to hall.</p> <p>School to liaise with Museum in advance if use of an accessible toilet is required during visit.</p>



Preventive Measure	Control Measures - Museum	Control Measures - School
Sharing of resources during education sessions	<p>Museum staff to advise Schools on what resources they should bring in advance of visit.</p> <p>Museum's resources for sessions will only be shared with the School's 'bubble' on that day.</p> <p>Museum to manage the risk regarding the use of resources by pupils.</p> <p>Whenever possible, only Museum staff will hold/present objects within the Museum's collection. Alternate activities will then be provided during sessions to ensure as much interactivity as possible within current guidelines.</p>	If a School wishes to use pencils, clipboards, worksheets etc, they must bring their own items that are then taken back to the School at the end of the visit.

Response to Infection

Response Description	Control Measures - Museum	Control Measures - School
NHS Test and Trace Process	<p>Museum will comply with test and trace process as outlined by the NHS. School contact details will be passed to NHS Test and Trace team if requested.</p> <p>If a member of Museum staff tests positive for COVID-19, Schools who have visited the Museum and had potential contact in the period that the person was infectious will be informed immediately, as per the guidance of Track and Trace.</p>	If a member of a school group tests positive for COVID-19 and visited the Museum whilst they were infectious, the school must inform the Museum immediately.
Contain any outbreak by following local health protection team advice	<p>Museum will follow local Health Protection team advice.</p> <p>In the event of Museum closure due to COVID-19 (outbreak, local lockdown or change in government guidance etc) the School will be informed and affected visits can be</p>	In the event of the School being unable to visit the Museum due to COVID-19 (outbreak, local lockdown or change in government guidance etc), the School must inform the Museum immediately to postpone or cancel the visit at no cost to the School.



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