

Group/School/College visits to Canterbury City Council Museums and Galleries

Health and Safety Information from September 2020

1. Health and safety information for teachers

Efforts have been made to identify and minimise risks, and under usual circumstances museum visits are deemed **low risk**, so long as the advice on the risk assessment advice form below, together with your own measures are followed. Appropriate arrangements have been put in place in relation to new Government protocols and infection control for the Coronavirus at The Beaney House of Art and Knowledge and currently visits to the museum are deemed **low risk**.

Please note that this risk assessment includes advice only, and does not replace the need for a separate school/college risk assessment. However the museum is happy for you to use relevant sections of the advice for your own school/college risk assessment for the visit.

Please read the risk assessment advice carefully, especially the additional measures required from schools, and pass on relevant information to pupils/students.

Please complete the form below and e-mail to Learning@canterbury.gov.uk at least one week before your visit.

I confirm I have received risk assessment advice from Canterbury Museums relating to the visit ofSchool to The Beaney Art Museum and Library on..... and have created a school/college risk assessment that covers all my needs.

Name of teacher.....

2. Health and safety information for children/students

It is important that teachers/group leaders inform children of the kind of behaviour expected of them at the museum, both for their own safety, and the benefit of others.

- Maintain social distancing from museum staff and individuals outside the group's social bubble in accordance with Government protocols and infection control for the Coronavirus (2m where possible).
- Do not eat or drink in the museum, unless agreed with a member of museum staff
- Chat, talk, discuss...but please do it quietly!
- Pupils are the responsibility of teachers/group leaders at all times. Don't wander around without adult supervision
- Walk, don't run!

- Don't touch artifacts...unless given permission to do so
- Listen carefully to instructions given by teachers, adult helpers and members of museum staff
- Be respectful to others
- Have fun and enjoy your visit!

Risk Assessment Advice – Group/School/College visit to Beaney Art Museum and Library, Canterbury

(Please make use of any information on this form when completing your group/school/college risk assessment)

| Potential hazard and Effects | Controls in place | Additional measures required from schools | Risk rating |
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| Danger from traffic | The Museum is on the High Street which is usually pedestrianised between 10am and 4pm. However it is used by heavy lorries and other traffic outside these hours. School staff are responsible for the safety of children outside the museum premises | Group leaders to supervise children at all times. Children to walk slowly in pairs and to cross roads only with adult supervision. Children must be supervised by adults at the recommended ratios. | Low |
| Lost children | | Group leaders are responsible for and must supervise children at all times in the museum/library and keep a regular head count. Children must be supervised by adults at the recommended ratios. Groups advised to stay close together, with leaders at front and back of group. | Low |
| Special needs/requirements | The museum is accessible to wheelchairs and is delighted to receive visits from groups with special needs/requirements, but must know specific needs, and numbers of wheelchair users in advance, as these will be limited due to emergency evacuation procedures | The school must inform the museum in advance of any special needs/requirements of individual children, and must bring the correct ratio of adults to children, to care for the specific needs of those children in the museum. | Low |
| Trip/slip hazard | Public areas are kept clear and free from trip/slip hazards. If essential work taking place, these areas will be cordoned off. | Inform children told not to run around the museum, and be mindful of other visitors. | Low |
| Toilets | Museum staff will identify toilets that groups will be able to access during visit. All toilets are disabled access. | Group leaders to supervise toilet visits | Low |
| First aid | There are first aid kits in all museums. Staff will call for medical assistance if required. | Group leaders are responsible for providing and administering first aid for their own group while on museum premises. | Low |
| Emergency evacuation | The group leader must register at the reception desk on arrival, detailing the number of adults and children in the party. Museum/library staff have been trained in evacuation procedures in the event of fire alarm or other emergency and will direct evacuation. | Keep children calm and follow instructions from staff to evacuate the building. | Low |
| Theft of personal items | Groups must keep personal items with them at all times. | Inform children to keep personal items with them at all times, and not to bring valued items unless absolutely necessary. | Low |
| Museum artefacts | Most artefacts are cased - in museum standard display cases with safety glass. Uncased artefacts, and other display/handling materials have been assessed and are non-hazardous in nature. Heavy or unstable artefacts are secured to prevent danger from falling on and injuring visitors A member of the museum team will highlight correct handling procedures for any hands-on activities. Artifacts used for handling will be clean, non hazardous and without sharp edges. Cotton gloves to be worn during any handling sessions | Inform children to treat artefacts with respect, and not to touch uncased artefacts unless given permission to do so, Children to be told to listen carefully to advice, including object handling advice from museum staff. Ensure that the group cleans their hands thoroughly after handling resources and objects. | Low |
| Craft activities | Where tools and/or safety equipment are required, instructions in their safe use will be provided by museum staff. | Group leaders to ensure these instructions are understood and adhered to by pupils. Ensure that the group cleans their hands thoroughly after handling resources and objects. Inform the museum of any particular materials or items that the group will be unable to use. | Low |

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| <p>Contact with individuals who are unwell or have coronavirus (COVID19) symptoms,</p> | <p>The museums ensure that anyone on the team developing coronavirus symptoms during the visit is immediately sent home. Staff are instructed to remain at home if they or anyone in their household displays any COVID19 symptoms. Self-isolators will be contacted two days before their return date to ensure they no longer have symptoms before making themselves available for work</p> <p>Anyone displaying clear symptoms will not be admitted into the building.</p> | <p>To ensure that no one visiting the museums with the group has themselves or is from the same household as someone that has been diagnosed with COVID19 or is displaying any symptoms.</p> <p>To inform museum staff immediately if anyone in the group develops symptoms while at the museum and to coordinate a safe exit from the building.</p> | <p>Low</p> |
| <p>Access and egress from the building in relation to Coronavirus</p> | <p>School groups booking workshops at The Beaney will have exclusive access to the museum galleries during their visit to The Beaney. However the library (housed within the building) will be accessible to a limited number of visitors.</p> <p>At times where schools have booked workshops, Visitor Services Officers will be placed at various locations around the building to ensure that other visitors do not enter the museum galleries, and safely enter and exit the building. Library users will be asked to exit the library through the cafe area and corridor leading to the high street access. The only time where the group may be navigating the same space as the public is on arrival and exiting the building but visitor services staff will be positioned to help coordinate social distancing.</p> <p>All access to the building will be done via the Best Lane entrance. When exiting the building groups will use the High Street access.</p> <p>Hand sanitiser will be located at the entrance and exit with everybody entering the building being asked to use this. Hand sanitiser is also located around the building to help maintain hygiene.</p> | <p>On arrival at The Beaney assemble outside the High Street exit (front of the building). Once assembled please report to museum staff stationed at the High Street exit. A member of museum staff will then greet your group and escort you around the corner to the Best Lane entrance.</p> <p>To follow the one way system as instructed by museum staff.</p> <p>To remain in designated spaces unless accompanied by museum staff.</p> <p>To help maintain social distancing between the group, library users, and staff.</p> | <p>Medium</p> |
| <p>Social distancing protocols and infection control for the Coronavirus</p> | <p>The museum is currently accommodating school groups for workshops within pre-booked time slots during which the group will have exclusive access to the museum galleries and designated facilities.</p> <p>Museum staff are social distancing from each other and are largely working in cohorts.</p> <p>All museum staff will socially distance from groups, maintaining a 2 meter or 1m+ distance in accordance to government guidelines.</p> | <p>Reinforce social distancing between the group and museum staff / others on site.</p> <p>We expect that the majority of visiting groups will do so in social bubbles and that group members will not need to socially distance from each other. However if visiting with children or individuals from different social bubbles organisers are required to inform the museum prior to the visit so that activities can be coordinated accordingly.</p> | <p>Medium</p> |

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| <p>Cleaning / Hygiene / Face covering protocols and infection control for the Coronavirus</p> | <p>Staff delivering workshops or tours will wear protective face coverings in line with government guidelines: In the context of the coronavirus (COVID-19) outbreak, a face covering is something which safely covers the nose and mouth and securely fits round the side of the face</p> <p>All other staff around the museum will also be wearing face coverings.</p> <p>Museum staff will sanitise their hands regularly.</p> <p>Resources that are suitable for regular cleaning will be cleaned before and after the visit. Items unsuitable for cleaning will be quarantined for 72 hours.</p> <p>Additional sanitiser stations will be available throughout the building including entrance and exit points.</p> <p>Midday cleans are carried out around the building and in toilets.</p> <p>Additional cleaning of hard surfaces, railings, door handles will be carried out hourly by the duty officer etc. additional cleaning is also carried out by visitor services staff throughout the day.</p> <p>Air circulation: Each gallery has a supply and extract of fresh air.</p> | <p>Ensure that the group sanitise their hands upon arrival and when departing the museum as well as during the visit as appropriate. Hand sanitising stations are available throughout the building.</p> <p>If museum staff are needed to use assistive equipment such as a hearing link the equipment will need to be sanitised with antiviral wipe when transferring the device between users.</p> <p>From 8 August members of the public in England visiting theatres and 'museums, galleries, aquariums, indoor zoos or visitor farms, or other indoor tourist, heritage or cultural sites' are required to wear a face covering by law. Children under the age of 11 are excluded. Adults accompanying the group are asked to wear face coverings whilst in the building unless exempt due to health reasons or the need to communicate and support members of the group.</p> | <p>Medium</p> |
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