

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 Canterbury Roman Museum 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 Canterbury Roman Museum 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 – School/group visit to Canterbury Roman Museum

(Please add details as required to your own risk assessment for the visit)

Potential hazard and Effects	Controls in place	Additional measures required from schools	Risk rating
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Danger from traffic	Coaches advised to use designated drop off point at Canterbury Bus/Coach Station. Map of route available from http://mediafiles2.thedms.co.uk/publication/tk-cant/canterbury.pdf	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	There is only one entrance/exit to the museum, which is supervised by a member of staff	NB. The pedestrianised area around the museum can be very crowded. Group leaders should supervise children at all times and keep a regular head count. Groups are advised to stay close together, with leaders at front and back of group. Children must be supervised by adults at the recommended ratios.	Low
Trip/slip hazard	Route around museum kept clear and free from trip /slip hazards. If the floor is wet, or there is essential work taking place, these areas will be cordoned off.	Inform children told not to run around the museum	Low
Toilets	An accessible toilet is shared with members of the public. We advise that toilet visits are supervised by teachers.	Group leaders to include male and females for mixed sex groups.	Low
First Aid	There are up to date first aid kits in all museums. Staff will call for medical assistance if required.	Teachers are responsible for giving first aid for their own group while on museum premises.	Low
Emergency evacuation	All school parties must register at the reception desk on arrival. The museum has a current fire certificate and staff have been trained in evacuation procedures in the event of fire alarm or other emergency, please follow their advice.	Keep children calm and follow instructions from staff to evacuate the building.	Low
Theft of personal items	Groups advised to keep valuable items with them at all times. Coats/bags can be left at owner's risk in cloakroom area.	Inform children to keep valuables with them at all times, and not to bring valuable items.	Low
Museum artifacts	All high value artifacts are cased. A member of the museum team will highlight correct handling procedures for items in hands-on area. Artifacts used in hands-on sessions are clean and safe to use	Inform children to treat artifacts with respect, and to listen to advice from museum staff. Artifacts used in hands-on sessions have no sharp edges, except replica brooches which may have a pin fastening on the back.	Low
Craft activities	Where sharp tools and/or safety equipment are required proper instructions in their safe use will be provided by museum staff.	Group leaders to ensure this advice is understood and adhered to by pupils	Low

<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>All access to the building will be via the Butchery Lane entrance.</p>	<p>To follow the one way system as unless instructed otherwise 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 and staff.</p> <p>A member of staff will man the reception desk at the Butchery Lane entrance providing customer covid guidance.</p> <p>Hand sanitiser stations will be located at the entrance and exit; everybody entering the building encouraged to use this.</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 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>The maximum capacity for school groups within the same bubble is 79. Please always ensure at least a 2 meter distance between the group and staff.</p>	<p>Medium</p>

<p>Cleaning / Hygiene / Face covering</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>There is a daily deep clean of the museum that will occur the morning before your group visit. Regular cleaning of hard surfaces, railings, door handles will be carried out daily by the external cleaning company. Additional cleaning may need to be carried out on an ad-hoc basis by all staff or Duty Officers.</p> <p>Air circulation: the museum 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.</p> <p>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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