

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

Health and Safety Information from October 2022

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 Beane 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 Beane 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 be considerate of other visitors.
- 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 artefacts...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 Beane 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
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	See measures required from schools.	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 and communicate any mobility issues within the group. Museum/library staff have been trained in evacuation procedures in the event of fire alarm or other emergency and will direct evacuation.	During a facilitated workshop: Keep children calm and follow instructions from staff to evacuate the building. When unaccompanied by museum staff / for example during lunch: Be responsible for evacuating your group via the nearest fire escape,	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. Artefacts 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
Contact with individuals who are unwell or have coronavirus (COVID19) symptoms,	The museums ensure that anyone on the team developing coronavirus symptoms during the visit is immediately sent home. Anyone displaying clear symptoms will not be admitted into the building.	To ensure that no one visiting the museums with the group has been diagnosed with COVID19 or is displaying any symptoms. 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.	Low
Access and egress from the building in relation to Coronavirus	All access to the building will be done via the Best Lane entrance or High Street entrance. 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.	On arrival at The Beaney please report to the Visitor Information Centre. To remain in designated spaces unless accompanied by museum staff. To help maintain social distancing between the group, library users, and staff.	Medium
Social distancing protocols and infection control for the Coronavirus	Where possible museum staff will socially distance from groups, maintaining a distance in accordance to government guidelines.	Reinforce social distancing between the group and museum staff / others on site. If visiting with children or individuals that need to socially distance from each other, organisers are required to inform the museum prior to the visit so that activities can be coordinated accordingly.	Medium
Cleaning / Hygiene / Face covering protocols and infection control for the Coronavirus	Staff delivering workshops or tours may 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 Museum staff will sanitise their hands regularly. Resources that are suitable for regular cleaning will be cleaned before and after the visit. Additional sanitiser stations will be available throughout the building including entrance and exit points. Midday cleans are carried out around the building and in toilets. Additional cleaning of hard surfaces, railings, door handles will be carried out hourly by the Caretaker etc. additional cleaning is also carried out by visitor services staff throughout the day.	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. 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. 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.	Medium

	Air circulation: Each gallery has a supply and extract of fresh air.		
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