

DOVER MUSEUM

RISK ASSESSMENT – GENERAL VISIT FOR SCHOOLS & COVID PRECAUTIONS

Description of Hazard	Possible Risk of Hazard	Controls	Probability	Additional measures Required
Stairs between floors of Museum	Risk of tripping, slipping, falling	Children should be supervised and told to be sensible on stairs. Children remain under control of teacher and accompanying helpers at all times.	Low	First Aid Kit kept at museum. Trained first aiders amongst museum staff.
COVID: Stairs between floors of Museum	contact risk from handrails and other surfaces in public areas	Children to use hand sanitising stations when entering museum Handrails to be regularly cleaned during visit	Low	
General transmission risks in public areas.	Respiratory and contact risks.	All museum staff to wear face coverings. Teachers, helpers and pupils will be expected to wear face covering while inside the museum. Hand sanitiser if made available throughout the museum and staff instructed to frequently wash or sanitise their hands. Teachers/helpers must encourage pupils to sanitise their hands. Museum staff take a lateral flow test twice a week. Where there is a positive tests staff will self-isolate and go for a confirmatory PCR test.	Low	

		Self-isolation will end on receipt of a negative PCR test or after 10 days		
Use of Interactives	Risk of injury when using interactives in galleries	All interactives have been assessed to identify any potential risk to all patrons and any necessary control measures put into place. Instructions are based on the documented risk assessment and provided on the interactive or verbally as necessary. Children remain under the supervision of a teacher and accompanying helpers at all times. Pupils must use interactives in small groups under supervision of a teacher or accompanying helper. Pupils must follow instructions for using interactives.	Low	First Aid Kit kept at museum. Trained first aiders amongst museum staff.
COVID Use of interactive	Contact risk from interactives	All interactives have been assessed as to the potential for the transmission of the coronavirus. Where the risk of transmission cannot be suitably controlled the interactive has been removed or switched off. High frequency contact points are regularly cleaned. Hand sanitiser to be available near interactives. Other interactives will be removed or immobilised	Low	

Toilets	Pupils share facilities with the general public	Pupils should not go to toilets without an accompanying adult from the school group.	Low	If museum staff see children going to toilets on their own they should send them back to their school group to get an adult to accompany them.
COVID Toilets	Risk from using facilities shared with general public/Cinema Patrons	General public will not be admitted to the museum through booking system if schools have booked activity date in advance. The museum toilets closed to general public at all times. Schools will have set times when toilets will be available, which are agreed with cinema staff. Cinema patrons requiring toilets during school allocated times will be asked to wait or use disabled toilet if this is not possible. Toilet areas will be cleaned before school agreed times	Low	In emergency, pupils requiring toilets outside of allocated times will be offered use of disabled facilities if these are not already occupied.
Getting trapped in lift	Risk of getting stuck in the lift	Children must not use the lift unless accompanying an adult and another child who has to use the life e.g. in a wheelchair.	Low	If museum staff see children near to lifts without an adult accompanying them they should send them back to their group.
COVID Lift usage	Risk of cross contamination in confined space	Children should not use the lift unless unable to manage stairs. A maximum of 4 people to use the lift at any one time, one of which must be a teacher/helper	Low	

Fire Evacuation procedures	Risk of becoming trapped by fire/smoke where fire evacuation procedures are not known.	<p>The museum fire evacuation procedures and fire risk assessment are provided to the school prior to the visit.</p> <p>Fire evacuation procedures are explained verbally on site.</p> <p>Children to be supervised at all times by a teacher or helper.</p> <p>Schools are asked if there are any pupils that should there be an evacuation would need specific assistance when on floors other than the ground floor. These requirements are then discussed with and agreed in advance.</p>		
Fire Evacuation procedures – COVID considerations	Risk of transmitting the virus	<p>During an emergency the immediate risk to life overrides any COVID secure measures put into place such as one-way systems, particularly where they will impact on the safe evacuation of building occupants.</p> <p>At the assembly point social distancing should still be maintained where possible.</p>	Low	