

DOVER MUSEUM

RISK ASSESSMENT – ART & ARTEFACT WORKSHOPS FOR SCHOOLS KS1 & 2

Description of Hazard	Possible Risk of Hazard	Controls	Probability	Additional measures Required
COVID Schools Activities	Risk of cross infection	<ul style="list-style-type: none">• Only one school to visit per day. Museum closed to public for the duration of the visit.• All Museum staff and adult members of school including pupils at KS3 and above to wear masks unless exempt.• Schools to be offered sessions based on their 'bubble' classes to remain in these for all sessions.• Workshop leaders and staff to wear masks at all time when in proximity to children and to observe handwashing and safe distancing recommendations• Hand sanitiser is provided throughout the museum and teachers, helpers and museum staff to encourage pupils to use it.	Low	
COVID Moving between rooms where activities taking place	Risk of cross infection	Groups to be moved by Museum staff to ensure that they are directed through one way system if there is a chance of encountering groups not in their year/class bubble.	Low	

		Surfaces touched during activities to be cleaned between groups.		
Moving between rooms where activities taking place	Risk of tripping, slipping, falling	Children to move around between activities sensibly in pairs. Children told not to run. 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 Art Activity	Risk of cross infection with Workshop leader's demonstration	Workshop leader to demonstrate using overhead visualiser at front of group. Children to work from instruction sheets. Clay for pupils to be pre-prepared by workshop leader wearing disposable gloves. Clay to be distributed and handled only by child.	Low	
COVID Art Activity	Risk of cross infection from tools and instruction sheets	Where possible, single use tools to be supplied. All equipment and sheets to be sanitised and 'rested' for 72 hours before reuse.	Low	
Art Activity	Risk of injury whilst undertaking art activities	Pupils are told to behave in a sensible manner. All equipment used is supervised and any necessary training is given prior to use. All equipment is child safe. Children remain under control of teacher and accompanying helpers at all times.	Low	Art session will be stopped if any child seen behaving in a manner likely to cause injury to themselves or another. First Aid Kit kept at museum. Trained first aiders amongst museum staff.

COVID Artefact Handling	Risk of contamination from handling objects	Workshop leader to assess which objects may be handled and which will need to be demonstrated only by leader. Objects consider too fragile for cleaning will be displayed and handled by workshop leader using an overhead visualiser to display item. Any items handled by group to be 'rested' for 72 hours and sanitised if possible. Workshop leader to use disposable gloves when touching handled items.	Low	
Artefact Handling	Cuts or bruised toes	Pupils are told to pass the artefacts around carefully and be careful when handling them. Artefacts are only passed around when pupils sitting sensibly. Children remain under control of teacher and accompanying helpers at all times.	Low	Artefacts will not be passed to anyone not behaving properly. Any child not behaving in an appropriate manner will be asked to go and sit with the teacher. Artefacts regularly checked to make sure they are safe.
Artefact Handling	Contamination	Objects are clean and kept stored in locked cabinets. Pupils told not to put their fingers in their mouths after handling objects.	Low	Teachers are responsible for making sure pupils wash their hands after a workshop.
COVID Bronze Age Boat Gallery Talk	Risk of cross infection	Talk to be conducted in a well ventilated area of the gallery. Staff member to ensure that recommended distance is kept while	Low	

		delivering talk to group. Staff mask can only to be removed during the talk but staff should speak into microphone and not raise voice to be heard. Group to remain seated during talk. Any microphones/equipment used during talk to be cleaned before next use.		
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