**South Shields Museum & Art Gallery Hazard Identification with Covid transmission mitigation measures.**

Last updated 10/09/21

Please note:

* This is **not** a risk assessment. As stated in the Department of Education's 'Safe Keeping' publication, “the group leader should carry out a risk assessment”
* In the case of an emergency please contact a member of staff
* Tyne & Wear Archives & Museums highly recommends that group leaders conduct preliminary visits
* Group leaders should take the behaviour and ability of their group into consideration when compiling a risk assessment.
* It is the responsibility of the group leader to monitor the behaviour and safety of their group
* This Hazard Identification highlights the everyday risks that groups may incur. Please telephone South Shields Museum & Art Gallery on 0191 456 8740 to enquire about possible building work taking place or hazards in temporary exhibitions.

**Please note: columns 1 to 3 identify the Hazards, risks and controls put in place by the museums, column 4 highlights areas where schools should implement their own measures outside the control of the museum service.**

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| **Hazard identification** | **Risk and to whom** | **Existing control measures set up by Tyne & Wear Archives & Museums** | **Further action to be taken by the school / group leader (add own comments)** |
| Entering the Museum | Potential contact with staff or visitors-risk of spread of covid 19 risk to staff and school group | Front of house staff will be behind a screen. Learning staff will wear a mask (when moving around the museum) and will maintain a distance of 2 m.  Staff will ensure Reception area is clear of visitors before school group is brought into the museum  Front of house staff will be behind a screen. Learning staff will have wear a mask (when moving around the museum) and will maintain a distance of 2 m.  Staff will ensure Reception area is clear of visitors before school group is brought into the museum.  School groups will be limited to one class per day.  Children may be divided into 2 smaller groups (max 15) and at least one staff member to participate in activities where necessary depending on the size of the room and the activity undertaken. | Adults and children (unless exempt), should wear a face covering in the museum in accordance to the current national and local authority guidance.  One member of staff should enter museum Reception first to register group before bringing the children into the museum.  Children or adults displaying symptoms of Covid 19 should not enter the museum.  Adults should encourage implementation of our current Local Authority and National Govt. COVID-19 safety advice and practices with children. Please be aware that this may change and contact the museum for latest status.  If a member of the class or teacher is self-isolating with covid symptoms the visit should be rearranged.  Adults and children should follow any one-way systems and social distancing measures.  Adults should have children divided into 2 smaller groups (max 15) with at least one adult per group prior to entering the museum.  Adults should advise children not to touch items in the shop on entering the museum.  Adults and children should sanitize hands. |
| Contact with general public | **Risk of spreading covid 19 among staff, school group and other visitors** | All visitors are encouraged to wear face coverings and to adhere to social distancing measures and any one-way systems that may be in place.  Monitoring of numbers of visitors to prevent overcrowding.  The lift to the upper floor can be used by supervised groups of school children as prescribed by the school guidance. | Adults should keep to the timetable and allocated areas for each activity.  Adults and children should adhere to any one-way systems that may be in place.  School groups should social distance themselves from general visitors whilst visiting the museum.  Adults and children are encouraged to use hand sanitizer after using museum facilities. |
| Gallery workshops | **Risk of spreading covid 19 among staff, school group and other visitors** | Children may be divided into smaller groups (max 15) and at least one staff member to participate in activities where necessary.  Hand sanitiser stations will be available within the galleries.  Facilitators will maintain a 2m distance from the group.  Facilitators will wash hands thoroughly before and after each session.  Door handles and higher risk surfaces will be cleaned before and after each group of 15 children uses the gallery.  Handling objects will be cleaned where possible or quarantined for 72 hours between groups. Children will be advised to sanitise hands before and after handling objects.  Children will be reminded to avoid touching eyes, nose or mouth with unclean hands.  Touch based interactives where possible have been removed from the gallery. Where not possible hand sanitising stations are available. | Adults and children should use the hand sanitiser provided.  Adults and children (unless exempt), should wear a face covering in the museum in accordance to the current national and local authority guidance.  Groups should adhere to social distancing measures. |
| Busy areas inside museum | Children wandering off / getting lost | Staff wearing uniforms and name badges o be identifiable for assistance.  Signage in museum | School responsible for head counts  Group leader to supervise children at all times  School to allocate a meeting point |
| Fire and Electrical fault (throughout museum) | All:  Fire  Electrocution | Alarms  Fire extinguishers  Break glass buttons  Daily checks carried out by museum staff  Yearly checks carried out by STC | All groups must sign in at reception  On arrival, group leaders to enquire about fire evacuation points  Do not use faulty looking interactive displays / equipment |
| Automatic door at entrance | All  Fingers may get trapped  Collision (if electrics fail) | Daily checks carried out by museum staff | Group leader to supervise children at all times  School to allocate first aider |
| Main lift | All  Trapped in the doors  Trapped in the lift | ‘Doors closing’ warning  Alarm in the lift  Maximum capacity weight identified (2500kg / 32 persons) | Group leader to supervise children at all times  School to allocate first aider |
| Access lift (in shop) | All  Fingers trapped in doors  Trapped in lift | Maximum capacity weight identified (36 stones) ‘Doors closing’ warning | Adults to operate the lift  Children to be supervised at all times |
| Throughout museum:  Stairways / steps  Uneven ground –cobbles in street.  Hard surfaces  Interactives | All  Trips / slips / falls / collisions  Trapped limbs and fingers  Children may get lost / wander off | Daily checks carried out by museum staff  Fixed absorbent mat next to the entrance  ‘Mind your head’ notice on bunk bed display  Shatter proof glass used where possible  Most doors can kept open by strong magnet  Doors and walls are colour contrasting  CCTV in operation | Do not run  Do not use faulty looking interactive displays  Advise children to use handrails  Children to bring cold drinks in warmer months  Group leader to supervise children at all times  One child at a time to use the Muffin the Mule display  Please inform a member of staff if anything is broken.  School to allocate first aider |
| Doorways / displays (throughout museum) | All:  Slips, trips, falls and collisions  Trapped fingers / hands |  | Group leader to supervise children at all times  Do not run  School to allocate first aider  Accident Report Forms |
| Toilets | All:  Risk of touching contaminated surfaces risk spread of covid 19 among staff and school group  Slips / falls on spillages | Toilets cleaned and inspected regularly by museum staff  Hand sanitizer available | Children to be accompanied by an adult.  Please inform a member of staff if the toilet facilities are in an unsatisfactory condition  Children and Adults to wash hands and or use hand sanitizer before leaving the toilets. |
| Shop | All:  Collisions | Number of children limited | School to allocate first aider |
| Café | All:  Spillages: slips / falls  Allergies  Scalds | Spillages to be identified and cleared up quickly  Wet floor’ sign will be displayed  Café staff aware of food contents | Please inform a member of staff of any spillages  Visitors are not to go behind the café counter  Group leaders to be aware of allergies and treatments  Children to be supervised at all times |
| Creature Corner | All  Anxiety around snakes, spiders and / or lizards | Museum staff can be found in most galleries | Anxious visitors to be warned of the displays  Children to be supervised at all times |
| Learning Room | All:  Risk of touching contaminated surfaces, close contact risk spread of covid 19 among staff and school group and visitors  Use of craft tools and materials e.g. (scissors and glue)  Slips / falls  Cleaning products and hot water  Handling artefacts | Limited number of people in the room at any one time to ensure social distancing  Hand sanitiser stations    Facilitators will maintain a 2m distance from the group.  Facilitators will wash hands thoroughly before and after each session.  Door handles and higher risk surfaces will be cleaned before and after each group of children uses the space.    Handling objects/ craft tools and materials e.g. (scissors and glue) will be cleaned where possible or quarantined for 72 hours between groups. Children will be advised to sanitise hands before and after handling objects.  Groups should adhere to social distancing measures.  Children will be reminded to avoid touching eyes, nose or mouth with unclean hands.  The learning room will be cleaned thoroughly before and after each school group.  Higher risk surfaces will be cleaned before and after each workshop.  Sink for washing hands equipped with soap, and paper towelling  Daily checks carried out by museum staff  Spillages to be cleaned up quickly  ‘Wet floor’ sign will be displayed  Sink/ soap/paper towels available  Cleaning products and sink area is stored away / out of children’s reach  Groups are directed on how to handle objects safely | Children to wash / sanitize hands after handling artefacts, craft tools and supplies  Children to be supervised at all times  Children to adhere to social distancing  School to allocate first aider |
| Meeting Room (sometimes used as a lunch space) | Risk of touching contaminated surfaces, close contact risk spread of covid 19 among staff and school group and visitors  Windows: falling  Trapping hands  Collisions  Kitchen: scalds / slips | Sanitizer gel for cleaning hands on every table  Windows can only be partially opened  Heavy furniture can be collapsed and floor space used | Children and adults to sanitize hands before leaving meeting room  Adults only to open windows  Children to be supervised at all times  Visitors are not to enter the kitchen area  School to allocate first aider |

**Please note:**

* Children are to be supervised and controlled by group leaders at all times
* Please report all accidents to a member of staff who will complete an Accident Report Form