**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 museumFront 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 countsGroup leader to supervise children at all timesSchool to allocate a meeting point  |
| Fire and Electrical fault (throughout museum) | All:FireElectrocution | AlarmsFire extinguishersBreak glass buttonsDaily checks carried out by museum staffYearly checks carried out by STC | All groups must sign in at receptionOn arrival, group leaders to enquire about fire evacuation pointsDo not use faulty looking interactive displays / equipment |
| Automatic door at entrance | AllFingers may get trappedCollision (if electrics fail) | Daily checks carried out by museum staff | Group leader to supervise children at all timesSchool to allocate first aider |
| Main lift | AllTrapped in the doorsTrapped in the lift | ‘Doors closing’ warningAlarm in the liftMaximum capacity weight identified (2500kg / 32 persons) | Group leader to supervise children at all timesSchool to allocate first aider |
| Access lift (in shop) | AllFingers trapped in doorsTrapped in lift | Maximum capacity weight identified (36 stones) ‘Doors closing’ warning | Adults to operate the liftChildren to be supervised at all times |
| Throughout museum:Stairways / stepsUneven ground –cobbles in street.Hard surfacesInteractives | AllTrips / slips / falls / collisionsTrapped limbs and fingersChildren may get lost / wander off  | Daily checks carried out by museum staffFixed absorbent mat next to the entrance‘Mind your head’ notice on bunk bed displayShatter proof glass used where possibleMost doors can kept open by strong magnetDoors and walls are colour contrastingCCTV in operation | Do not runDo not use faulty looking interactive displaysAdvise children to use handrailsChildren to bring cold drinks in warmer monthsGroup leader to supervise children at all timesOne 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 collisionsTrapped fingers / hands |  | Group leader to supervise children at all timesDo not runSchool to allocate first aiderAccident Report Forms  |
| Toilets | All:Risk of touching contaminated surfaces risk spread of covid 19 among staff and school groupSlips / falls on spillages | Toilets cleaned and inspected regularly by museum staffHand sanitizer available | Children to be accompanied by an adult.Please inform a member of staff if the toilet facilities are in an unsatisfactory conditionChildren 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 / fallsAllergiesScalds | Spillages to be identified and cleared up quicklyWet floor’ sign will be displayedCafé staff aware of food contents | Please inform a member of staff of any spillagesVisitors are not to go behind the café counterGroup leaders to be aware of allergies and treatmentsChildren to be supervised at all times |
| Creature Corner | AllAnxiety around snakes, spiders and / or lizards | Museum staff can be found in most galleries | Anxious visitors to be warned of the displaysChildren 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 visitorsUse of craft tools and materials e.g. (scissors and glue)Slips / fallsCleaning products and hot waterHandling artefacts  | Limited number of people in the room at any one time to ensure social distancingHand 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 towellingDaily checks carried out by museum staffSpillages to be cleaned up quickly‘Wet floor’ sign will be displayedSink/ soap/paper towels availableCleaning products and sink area is stored away / out of children’s reachGroups are directed on how to handle objects safely | Children to wash / sanitize hands after handling artefacts, craft tools and suppliesChildren to be supervised at all timesChildren 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 visitorsWindows: fallingTrapping handsCollisionsKitchen: scalds / slips | Sanitizer gel for cleaning hands on every tableWindows can only be partially openedHeavy furniture can be collapsed and floor space used | Children and adults to sanitize hands before leaving meeting roomAdults only to open windowsChildren to be supervised at all timesVisitors are not to enter the kitchen areaSchool 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