



### **Museum of East Dorset: COVID-19 Hazard Information for Schools**

From Guidance for full opening, available at: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

This hazard information is COVID-19 specific, for visits from schools, alternative provision and other learning organisations. It is in addition to the Museum of East Dorset's COVID-19 risk assessment, the standard Museum of East Dorset's operational risk assessment and the specific risk assessments and hazard information for schools which still apply. The measures are subject to change according to government guidance, and the lead organiser of the visit will be informed of any changes. Schools are required to carry out their own risk assessment based on this information. Any questions or requests for further information can be directed to the Learning Officer at [learning@museumofeastdorset.co.uk](mailto:learning@museumofeastdorset.co.uk)

Preventive and protective measures will be monitored and reviewed regularly, to ensure the measures are working, and to take action to address any shortfalls.

Prevention	What the school or booking organisation must do	What the museum is doing
<b>Guidance for schools</b>		
<p><b>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend.</b></p>	<ul style="list-style-type: none"> <li>• Ensure that pupils, staff and other adults do not visit the museum if they have coronavirus (COVID-19) symptoms or have tested positive in the last 10 days.</li> <li>• Inform museum staff immediately if anyone develops these symptoms whilst at the museum.</li> <li>• Ensure anyone developing these symptoms during the visit is immediately sent home.</li> <li>• If anyone is awaiting collection, they must wait outside the museum, ensuring they are kept 2 metres away from other people. Children must have appropriate adult supervision.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff and learning volunteers are instructed to stay at home if they are displaying any coronavirus (COVID-19) symptoms.</li> <li>• Anyone displaying clear symptoms whilst on the premises will be asked to leave immediately.</li> <li>• Any contaminated areas or surfaces will be sanitised immediately.</li> </ul>
<p><b>2. Clean hands thoroughly more often than usual.</b></p>	<ul style="list-style-type: none"> <li>• Ensure that pupils clean their hands regularly whilst at the museum, including when they arrive at the front entrance, in the learning room and before and after lunch.</li> <li>• Supervise and support the children in handwashing and use of the sanitiser stations.</li> </ul>	<ul style="list-style-type: none"> <li>• Hand washing and sanitiser stations readily available throughout the museum.</li> <li>• Staff encouraged to regularly wash or sanitise hands.</li> </ul>
<p><b>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</b></p>	<ul style="list-style-type: none"> <li>• Ensure that this routine is followed by all pupils, staff and other adults when in the museum.</li> <li>• Ensure that they bring with them enough tissues to support students and staff to follow this routine.</li> <li>• Supervise and support the children in this routine.</li> <li>• Guidelines on face coverings, as they apply at the time of the visit, to be followed.</li> <li>• The school is responsible for the provision of face coverings or PPE for their pupils and accompanying adults and are responsible for the disposal of these if necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Bins provided and emptied regularly.</li> <li>• Guidelines on face coverings, as they apply at the time of the visit to be followed.</li> </ul>

<p><b>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products such as detergents and bleach.</b></p>	<ul style="list-style-type: none"> <li>• Inform a member of museum staff immediately if a surface requires cleaning to reduce the risk of transferring COVID-19.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to follow Museum of East Dorset's general and COVID-19 risk assessments, and specific cleaning and safety procedures.</li> <li>• Regular scheduled cleaning for high traffic areas, in order to sanitise frequently touched surfaces eg. handrails, surfaces, door handles, etc.</li> <li>• Toilets to be cleaned regularly during the visit and deep cleaned after the group departs.</li> <li>• The learning room and furniture to be deep cleaned after the group departs.</li> </ul>
<p><b>5. Minimise contact between individuals and maintain social distancing wherever possible.</b></p>	<ul style="list-style-type: none"> <li>• Bring one class 'bubble' to visit the museum and enjoy exclusive use of the museum for the duration of the visit.</li> <li>• Guidelines on face coverings, as they apply at the time of the visit to be followed.</li> <li>• Act to minimise the contact between pupils, staff and other adults and museum staff as appropriate to the age of the children and supervise and support them to do so. This includes: Encouraging social distancing where possible; To not touch museum staff where possible; To keep the school group separate from other staff and volunteers where possible.</li> </ul>	<ul style="list-style-type: none"> <li>• School capacity limited to one class 'bubble' on any one day.</li> <li>• School visits only to take place on a Wednesday when the museum will be closed to the public for the time the group is using the museum.</li> <li>• Workshop and lunchtime layout of tables to be negotiated with the group leader to ensure social distancing in the space available.</li> </ul>

	<ul style="list-style-type: none"> <li>• Supervise and support all members of the group to adhere to the museum guidelines including the one-way system and distancing signage.</li> </ul>	<ul style="list-style-type: none"> <li>• One-way system and signage implemented around the museum in order to prevent cross traffic and overcrowding and facilitate social distancing.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Guidelines on face coverings, as they apply at the time of the visit to be followed.</li> <li>• The school is responsible for the provision of face coverings or PPE for their pupils and accompanying adults and are responsible for the disposal of these if necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Guidelines on face coverings, as they apply at the time of the visit to be followed.</li> <li>• Museum staff and volunteers instructed to practice physical distancing wherever possible.</li> <li>• School groups to wait outside the building (weather permitting) and be met on arrival by the same member of staff or learning volunteer/s who will deliver the taught workshop sessions and tours (if not self-directed). Tours of the museum to be no more than 8 pupils per group in one room/area at a time. Monitoring and verbal reminders to maintain social distancing in the learning room and museum.</li> <li>• A maximum of 2 people are permitted to use the lift at any one time.</li> <li>• Museum learning volunteer numbers to be capped to ensure social distancing can be maintained.</li> <li>• Museum learning volunteers to be given a copy of this sheet and trained in COVID-19 safety and precautions during school visits.</li> </ul>
<p><b>Other considerations</b></p>	<ul style="list-style-type: none"> <li>• The visiting school to provide pencils, pens, worksheets, and any other equipment required as specified in the booking procedure and listed on the booking form agreed between the museum learning manager and school group leader.</li> </ul>	<ul style="list-style-type: none"> <li>• Museum resources will be laminated and wipeable. The resources for workshops will be shared only within the school's 'bubble' on one day.</li> </ul>

	<ul style="list-style-type: none"> <li>• Schools must bring to the museum only essentials such as coats, lunch boxes and drinking bottles.</li> </ul>	<ul style="list-style-type: none"> <li>• Museum resources for workshops will be cleaned and/or rotated to allow them to be left for a period of 72 hours quarantine between uses by different groups.</li> </ul>
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<p><b>6. Where necessary, wear appropriate personal protective equipment (PPE).</b></p>	<ul style="list-style-type: none"> <li>• If PPE is required, schools must bring and dispose of their own.</li> </ul>	
<p><b>Response to any infection</b></p>	<p><b>What the school or booking organisation must do</b></p>	<p><b>What the museum is doing</b></p>
<p><b>7. Engage with the NHS Test and Trace process.</b></p>	<ul style="list-style-type: none"> <li>• If any member of a school group tests positive for COVID-19 and visited the museum whilst they were infectious, the school must inform the museum immediately.</li> </ul>	<ul style="list-style-type: none"> <li>• The museum will engage with the NHS Test and Trace process – school contact details will be passed to the NHS Test and Trace team if requested.</li> <li>• If a member of the museum staff or volunteer tests positive for COVID-19, schools who have visited the museum in the period that the person was infectious will be informed immediately.</li> </ul>
<p><b>8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.</b></p>	<p>N/A</p>	<p>N/A</p>
<p><b>9. Contain any outbreak by following local health protection team advice.</b></p>	<ul style="list-style-type: none"> <li>• In the event of the school being unable to visit the museum as planned due to COVID-19 (eg. due to an outbreak, local lockdown or school closure following government or local health protection team advice), the school must inform the museum immediately to cancel or postpone the visit at no cost to the school.</li> </ul>	<ul style="list-style-type: none"> <li>• The museum will follow local health protection team advice.</li> <li>• In the event of the museum closing due to COVID-19 (eg. through an outbreak, changes in government guidance or local lockdown), the school will be informed, and upcoming school visits postponed or cancelled at no cost to the school. In some circumstances, alternative remote delivery can be arranged.</li> </ul>
<p><b>Alternative provision.</b></p>	<ul style="list-style-type: none"> <li>• School groups in alternative provision settings who have additional or different requirements must contact the museum in advance of the visit to discuss these requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• The museum welcomes all alternative education providers and will liaise with them to discuss reasonable adjustments in line with protective measures, whilst following public health advice to minimise the risks of COVID-19 transmission.</li> </ul>