

Risk assessment – COVID-19

Company name: Museum of Richmond Outreach

Date of risk assessment: 08/10/2020

Risk Assessment – Outreach (workshops in schools)						
What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Contact between staff and children during the visit.	Museum staff may unintentionally spread/contract COVID-19 through proximity to others inside the School during the visit.	<p>Museum staff will stay 1-2m away from staff and children during the visit.</p> <p>Museum staff member will wear a face covering (visor) for the whole school visit.</p> <p>Museum staff member will ask during the booking stage to use a large space that is well ventilated for the session, such as a school hall.</p>	<p>Museum staff members maintain social distancing whilst working in the school.</p> <p>Staff and children in the school to be reminded to socially distance from Museum staff member.</p> <p>Staff will give instructions to the children in the introduction that she will not be able to come too close to help during the session.</p>	<p>Museum staff</p> <p>School staff</p> <p>School children</p>	Prior and during visit	
Contact between staff and children during object drop off.	Museum staff may unintentionally spread/contract COVID-19 through proximity to others inside the school during the drop off of museum objects before a session.	<p>Museum staff will stay 1-2m away from staff and children during the visit.</p> <p>Museum staff member will wear a face covering (visor) for the whole school visit.</p> <p>Museum staff member will coordinate with the school staff to find a safe time or space with less children, such as after school to drop off object boxes.</p>	<p>Museum staff members maintain social distancing whilst in the school.</p> <p>School staff to maintain social distancing with museum staff member.</p> <p>School to organize suitable time and location for object drop off and to guide staff through the school to the drop off location if needed.</p>	<p>Museum staff</p> <p>School staff</p>	Prior and during drop off visit.	
Contact with surfaces of Museum objects and craft material	Museum staff, school staff and children may unintentionally spread/contract COVID-19 through contact with objects during the session.	<p>Objects and craft material will have been quarantined (not touched) for 72 hours before being brought to the school.</p> <p>Museum staff will sanitize hands before and during the workshop.</p> <p>Museum staff will bring 3 hand sanitizers for the children to use during group work.</p> <p>Children will only share objects within their bubble.</p>	<p>Children to be encouraged to wash hands before session and to use hand sanitizer during the session.</p>	<p>Museum staff</p> <p>School staff</p> <p>School children</p>	Prior and during visit	

		Children work in three groups with an adult supervising to remind about hand sanitizing and making sure objects are not put near mouths.				
Museum staff using toilet	Museum staff may unintentionally spread/contract COVID-19 through using staff toilet	<p>Museum staff member will sanitise hands before and after using a staff toilet.</p> <p>Museum staff will wash hands with soap for 20 seconds after using the facilities.</p> <p>If provided Museum staff will wipe handles with anti-bacterial wipes</p>	<p>School to provide a safe public toilet for Museum staff member to access before or after session.</p> <p>School to ensure soap is available in the bathroom.</p>	<p>Museum staff</p> <p>School staff</p>	During visit	

The Museum of Richmond is located on the second floor of the Old Town Hall on Whittaker Avenue in Richmond. The Old Town Hall is run by London Borough of Richmond upon Thames Council and therefore all access space in the building is controlled by the Council. The Museum only has responsibility and control over the area that the Museum occupies, therefore a school will need to complete their own Covid-19 risk assessment for an external visit.

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14