

Risk assessment for Facilitated and Self Led School Sessions.

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Covid 19 specific risks

What are the hazards?	Who might be harmed and how?	Precautions and control measures
Possibility of handling objects contaminated with Covid 19 (facilitated sessions only)	School staff and children Museum staff <ul style="list-style-type: none"> Contracting Covid 19 	<ul style="list-style-type: none"> Each set of handling objects will be put into quarantine for 72 hours before being used with another group. Everyone should use hand sanitiser before and after handling objects Children will be encouraged to use hand lenses/magnifiers at a comfortable distance rather than holding objects close to the face. Hand lenses/magnifiers will be sanitised between uses.
Spread of Covid 19	School staff and children Museum staff <ul style="list-style-type: none"> Contracting Covid 19 	<ul style="list-style-type: none"> Bookings are made online with no paperwork to sign. Coats and bags to be kept to a minimum and left in the Museum entrance/coat hooks Museum staff to wash/sanitise hands after the end of each session All adults and children over 11 in groups to wear masks while inside the museum as per current government guidance Museum staff will wear a full face visor during the whole session Museum galley and toilets will be cleaned regularly Children encouraged to wash their hands thoroughly, with soap and running water for 20 seconds, after using toilet facilities. Windows will be kept open in the Museum gallery to increase ventilation The Museum is not open bookings to general visitors when school groups are on site, walk in visitors will be told there is a group in and can choose whether to enter Contact with the school group by museum staff will be limited to those personnel required in particular circumstances e.g. the facilitator, first aider, etc. Museum staff have had Covid 19 specific training.

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General Gallery

What are the hazards?	Who might be harmed and how?	Precautions and control measures
The front steps leading to the Museum entrance are steep and have a narrow awkward angle	Visitors and Museum staff. <ul style="list-style-type: none"> Falls 	<ul style="list-style-type: none"> Grip treads have been applied to the edge of the steps. However, group leaders must make their group aware of the hazardous nature of the steps. Groups should proceed in single file into the Museum. Extra care should be taken when the steps are wet. Extra care should be taken when dark outside. There is an internal lift for individuals who can't manage the stairs: Please see the access section of the website for further information.
Steps in Jurassic pond area of the gallery some of which are in a long L-shape.	Visitors and Museum staff. <ul style="list-style-type: none"> Falls 	<ul style="list-style-type: none"> Group leaders need to make their group aware of the steps in this area. This is particularly pertinent when coming out of the Oak Museum Wing as you are immediately presented with the steps as you pass under the stone archway, and in a short distance another flight of steps in an L- shape. All groups briefed not to run. Use of platform lifts will be supervised by a staff member.
Several of the large specimens are on open display and accessible Visitors and Museum staff.	Visitors and Museum staff. <ul style="list-style-type: none"> Individuals climbing/pulling large mounted specimens. Injuries from falls or dislodged pieces of specimens 	<ul style="list-style-type: none"> Group leaders must not let any members of their groups climb or pull at large specimens. Signs to ask people not to touch the specimens.
Glass cases	Visitors and Museum staff. <ul style="list-style-type: none"> Injuries from large areas of glass. Glass could collapse on table cases. Cuts to hands etc. 	<ul style="list-style-type: none"> All the glass cases in the Museum are coated with safety film. However, it is advisable not to lean on the glass case tops as they are not designed to take this kind of pressure, and may collapse. All groups briefed not to lean or climb on glass cabinets.
Drawer knobs	Visitors and Museum staff. <ul style="list-style-type: none"> Injuries from catching clothing on drawer knobs. Injuries from slipping when climbing on draw knobs 	<ul style="list-style-type: none"> All groups briefed not to run Advise group leaders where to find step stools and how to use the correctly All groups briefed not to climb on the cabinets

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General Gallery continued

What are the hazards?	Who might be harmed and how?	Precautions and control measures
Sharp/hard edges of cases	Visitors and Museum staff. <ul style="list-style-type: none"> Contusions and other injuries, from falling against cases 	<ul style="list-style-type: none"> All groups briefed not to run Signage to ask people not to run in the gallery
Fire	Visitors and Museum staff. <ul style="list-style-type: none"> Being trapped in the building 	<ul style="list-style-type: none"> Correct & clear signage. All museum staff are fire warden trained.
Child protection	Museum Staff <ul style="list-style-type: none"> Contact with child or vulnerable adult through activities leads to allegations of abuse Contact with child or vulnerable adult leads to staff becoming suspicious of abuse 	<ul style="list-style-type: none"> All staff are aware of child protection procedures. No staff member to be alone with any children Schools must bring enough adult helpers to adhere local authority guidelines for staff/pupil ratios
Electrical cables, tools, ladders being used in the gallery	Visitors and Museum staff. <ul style="list-style-type: none"> Trips and falls Injuries from equipment being used, such as scalpels, hand tools, & power tools 	<ul style="list-style-type: none"> All personnel (including cleaners and contractors) will be made aware of the dangers of leaving trip hazards in the gallery, such as electrical cables across gangways, tools, equipment etc. Signage will be erected with information about activities in gallery All group leaders will be made aware of any unusual activity in the gallery, and any hazards that may be associated with the works Ladders and work areas will be barricaded off and kept well out of public access

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Facilitated workshops in the Sedgwick Museum gallery

What are the hazards?	Who might be harmed and how?	Precautions and control measures
Sharp or rough edges on rocks / fossils/ mineral handling objects	School staff and children Museum staff <ul style="list-style-type: none"> Cuts or abrasions Crush injury/bruising if dropped 	<ul style="list-style-type: none"> Objects chosen to minimise risk All groups briefed on safe handling of specimens Staff trained in safe handling practise and how to deliver this effectively to users and make them aware of risk as required. Staff aware of first aid procedures should incident occur. No unsupervised use handling of objects Staff control use of objects when necessary
Groups sitting on the floor blocking access to fire escapes and steps	School staff and children Museum staff Other museum visitors <ul style="list-style-type: none"> Trip hazard unable to quickly leave the building during an emergency 	<ul style="list-style-type: none"> Staff to make sure groups are not blocking the stairs to Jurassic Pond Staff to monitor area. Bags and coats to be kept in entrance area making sure fire escape routes are not blocked
Use of equipment and other resources (pencils, paper, magnifiers, dinosaur feet cut outs)	School staff and children Museum staff Other museum visitors <ul style="list-style-type: none"> Slip/trip hazard from equipment left on the floor 	<ul style="list-style-type: none"> Proper use of equipment enforced; hold pencils below shoulder height etc. No unsupervised use of equipment Equipment left on floor should always be picked up All crayons, pencils etc to be child safe products