**Arbeia Roman Fort: School Visits 2021**

**Hazard Identification with Covid transmission mitigation measures. Updated 15 September 2021**

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 Arbeia, South Shields Roman Fort to enquire about possible building work taking place or hazards in temporary exhibitions.

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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.  School groups will be limited to one class per day.  When visiting the museum, children will be divided into smaller groups (max 6) including at least one school staff member.  Only adults should use the shop at this time- souvenirs for children can be bought in advance by contacting Arbeia Reception. | All visitors over 11 years of age should wear a face covering on entering the museum (unless exempt)  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 one-way systems and social distancing measures.  Adults should have children divided into groups and only the group scheduled to go into the museum will be allowed to enter. The other group/s will use the outdoor entrance to gain access to the site.  Adults should advise children not to touch items in the shop on entering the museum. |
| Contact with general public | **Risk of spreading covid 19 among staff, school group and other visitors** | Tours of the Fort site will be facilitated, ensuring distances are maintained between school groups and members of the general public.  All visitors are required to wear face coverings inside the museum buildings and to adhere to social distancing measures and one-way systems. | Adults should keep to the timetable and allocated areas for each activity.  Adults and children should adhere to one-way system. |
| Storage of coats and bags | Potential for crowding- risk spread of covid 19 among staff and school group | Personal belonging will be stored in the School House classroom.  Surfaces will be thoroughly cleaned before and after each school session. | Children should place their coat and bag on one chair and use the same chair at lunch time. |
| Use of toilets | Risk of touching contaminated surfaces risk spread of covid 19 among staff and school group | School group will use toilets on either side of the museum building. These toilets are open to the general public.    The toilets will be cleaned thoroughly before and after each school group visits.  Checks will be made every hour.  Soap and hand sanitiser will be provided.  Groups should use a one in one out system. | Adults should ensure crowding does not occur outside toilets and keep children to a one in one out system.  Adults should advise children to use soap and wash their hands thoroughly for at least 20 seconds after using the toilets. |
| Use of indoor areas for lunch | Risk of touching contaminated surfaces risk spread of covid 19 among staff and school group | Chairs, tables, floors, doors will be cleaned in the eating area before and after each school session. | Adults should ensure children wash their hands thoroughly for at least 20 seconds before eating.  Children should remain in the same place during lunch. |
| Site Tour | Risk of touching contaminated surfaces, close contact risk spread of covid 19 among staff and school group and visitors | Facilitators will maintain a 2m distance from the group.  Facilitators will wash hands thoroughly before and after each session.  Handling objects will be given to the teacher to use with children during and after the tour. Object will be cleaned where possible or quarantined for 72 hours between groups.  Groups should adhere to social distancing measures. | Adults and children should use the hand sanitiser provided.  Groups should adhere to social distancing measures.  Children to be reminded to avoid touching eyes, nose or mouth with unclean hands. |
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| School house learning room activities | Risk of touching contaminated surfaces, close contact risk spread of covid 19 among staff and school group and visitors | Limit of 15 children maximum in classroom  Workshop limited to 30 minutes  Only one school a day  Facilitators will maintain a 2m distance from the group.  Facilitators will wear a mask  Facilitators will wash hands thoroughly before and after each session.  Room will be ventilated by leaving doors open during sessions  Handling objects will be given to the teacher to use with children during and after the tour. Object will be cleaned where possible or quarantined for 72 hours between groups.  Groups should adhere to social distancing measures. | Adults and children should use the hand sanitiser provided.  Groups should adhere to social distancing measures.  Adults and children are encouraged to wear masks  Children should not leave their places and walk around the room  Children to be reminded to avoid touching eyes, nose or mouth with unclean hands. |