

# Segedunum Schools Visit 2021

## Hazard Identification. Updated 30 September 2020

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 Segedunum Roman Fort & Museum (0191) 236 9347 to enquire about possible building work taking place or hazards in temporary exhibitions.

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	<p>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.</p> <p>Staff will ensure Reception area is clear of visitors before school group is brought into the museum.</p>	<p>All visitors over 11 years of age should wear a face covering on entering the museum (unless exempt).</p> <p>One member of staff should enter museum Reception first to register group before bringing the children into the museum.</p> <p>Children or adults displaying symptoms of Covid-19 should not enter the museum.</p> <p>Adults should encourage implementation of our current Local Authority and National Government Covid-19 safety advice and practices with children. Please be aware that this may change and contact the museum for latest status.</p> <p>If a member of the class or teacher is self-isolating with Covid symptoms, the visit</p>

		<p>School groups will be limited to one class per day.</p> <p>Children will be divided into two smaller groups (max 15) and at least one staff member to participate in activities.</p> <p>Only adults should use the shop at this time. Souvenirs for children can be bought in advance by contacting Segedunum Reception.</p>	<p>should be rearranged.</p> <p>Adults and children should follow one-way systems and social distancing measures.</p> <p>Adults should divide children into two smaller groups (max 15) with at least one adult per group prior to entering the museum.</p> <p>Adults should advise children not to touch items in the shop on entering the museum.</p>
Contact with general public	Risk of spreading Covid-19 among staff, school group and other visitors	<p>Floor 3, containing the schools Lunch space, toilets and activity room and the Viewing Tower will be closed to the general public.</p> <p>The Roman Gallery will be booked for the school's sole use for the duration of their workshops.</p> <p>Tours of the Fort site will be facilitated, ensuring distances are maintained between school groups</p>	<p>Adults should keep to the timetable and allocated areas for each activity.</p> <p>Adults and children should adhere to one-way system.</p>

		<p>and members of the general public.</p> <p>All visitors are required to wear face coverings and to adhere to social distancing measures and one-way systems.</p> <p>Stairs will only be used by school groups and will remain closed to the general public. Banisters will be cleaned regularly and before and after each school visit.</p> <p>The lift to upper floors will be closed to the general public but can be used by supervised groups of school children as prescribed by the school guidance.</p>	
Storage of coats and bags	Potential for crowding- risk spread of Covid-19 among staff and school group	<p>Cloakrooms will not be used. Children will place coats and bags on a chair in the café area. This chair will be used by the same child at lunch time.</p> <p>Surfaces will be thoroughly cleaned in the café area before and after each school session.</p>	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 adjacent to café area and activity room. These toilets are closed to the general public.	Adults should ensure crowding does not occur outside toilets and keep children to a one in one out system.

		<p>The toilets will be cleaned thoroughly before and after each school group visits.</p> <p>Checks will be made every hour.</p> <p>Soap and hand sanitiser will be provided.</p> <p>Groups should use a one in one out system.</p>	<p>Adults should advise children to use soap and wash their hands thoroughly for at least 20 seconds after using the toilets.</p>
Use of cafe area for lunch	Risk of touching contaminated surfaces risk spread of Covid- 19 among staff and school group	<p>Chairs, tables, floors, doors will be cleaned in the café area before and after each school session.</p> <p>This area will remain closed to the general public.</p> <p>Children and adults should wash their hands thoroughly before eating.</p> <p>Soap and hand sanitiser will be provided.</p>	<p>Adults should ensure children wash their hands thoroughly for at least 20 seconds before eating.</p> <p>Children should remain in the same seat during lunch.</p>
Gallery workshop	Risk of touching contaminated surfaces, close contact risk spread of Covid-19 among staff and school group and visitors	<p>Class will be divided so there will be a max of 15 children per facilitated group in the gallery at one time.</p> <p>Hand sanitiser stations will be available within the galleries.</p>	<p>Adults and children should use the hand sanitiser provided.</p> <p>Adults and children (unless exempt), should wear a face covering in the museum in accordance to the current</p>

		<p>Facilitators will maintain a 2m distance from the group.</p> <p>Facilitators will wash hands thoroughly before and after each session.</p> <p>Door handles and higher risk surfaces will be cleaned before and after each group of 15 children uses the gallery.</p> <p>Handling objects will be used one object per child and will be cleaned where possible or quarantined for 72 hours between groups.</p> <p>Groups should adhere to social distancing measures.</p> <p>Children will be reminded to avoid touching eyes, nose or mouth with unclean hands.</p> <p>Touch based interactives where possible have been removed from the gallery. Where not possible hand sanitising stations are available.</p>	<p>national and local authority guidance.</p> <p>Groups should adhere to social distancing measures.</p>
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<p>Activity Room workshop</p>	<p>Risk of touching contaminated surfaces, close contact risk spread of Covid-19 among staff and school group and visitors</p>	<p>Signage and markers will indicate safe social distancing</p> <p>Windows will be kept open during the workshops to improve ventilation.</p> <p>Groups will be kept to 15 children max.</p> <p>Facilitator will maintain a 2m distance from the group</p> <p>Handling objects will be used one object per child and will be cleaned or quarantined for 72 hours between groups.</p> <p>Wooden shields and spears if used, will be used one per child per workshop and will be cleaned between each workshop.</p> <p>Hand sanitiser, soap and paper towels will be available.</p> <p>Children will be advised to use hand sanitiser before handling objects and to wash hands thoroughly with soap after the session.</p>	<p>Adults should remind children to maintain 2m distance from facilitator.</p> <p>Adults and children should wash hands thoroughly before and after the session.</p> <p>Adults and children should use hand sanitiser before handling objects.</p>
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