

Health & Safety Risk Assessment

Activity / Event: Hollytrees Education	Location: Hollytrees Museum	Date: 21/12/2020
Assessor Name: Alyson Mortiboys/Sam Gray	Assessor Signature:	Assessment Ref:

What are the hazards?	Who may be harmed and how?	What are you already doing to control this risk?	What further action is necessary to control this risk (if any)?	Action by who?	Action by when?	Done
Contracting Covid-19 from contact with persons.	Visiting school groups and their helpers, museum staff, VIC staff	<p>In addition to existing measures which make the building Covid-19 Secure:</p> <p>Access for pre-booked school groups only, museum will be closed to the public.</p> <p>If more than one group attends on the same day, they must be from the same school year group/bubble.</p> <p>Access for school groups will be via the garden room exterior door to avoid entering through staff access areas.</p> <p>Ensure schools bring sufficient helpers to monitor and assist children. VS</p>	<p>Anyone with access issues will be admitted through the main VIC entrance and have use of the lift. This will need to be arranged at the time of booking.</p> <p>Apply minimum adult per child requirement and direct schools at time of booking.</p>	Business Support	Ongoing – to be reviewed as guidelines change.	

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		<p>cannot assist with monitoring.</p> <p>To ensure good air flow the Garden Room exterior door will remain open throughout the session, with a barrier across the doorway.</p> <p>To ensure good air flow in the activity room the windows will remain open throughout the session.</p> <p>In the Garden Room, tape will mark the floor to indicate areas for children to sit and museum staff to stand ensuring they remain 2m apart where possible. Adult helpers will be responsible for ensuring children do not pass into the museum staff area at any time.</p>				

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		<p>The activity in the running the home section to be simplified so museum staff do not need to leave the Garden Room.</p> <p>All school visitors and museum staff must wear a suitable face covering for the duration of the session (unless exempt), in line with current government guidelines.</p> <p>The rooms to the dollhouse to be handed to adult helpers to avoid close contact between children and museum staff. Rooms to be wiped down after use.</p>				
Contracting Covid-19 from contact with surfaces.	Visiting school groups and their helpers, museum staff, VIC staff	Schools will need to provide hand sanitizer to all pupils and will be encouraged to				

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		<p>use it regularly throughout the visit.</p> <p>No costume provided for children; children will be encouraged to wear their own.</p> <p>Reduce current provision of 6 activity boxes to 4 boxes, with remaining items to made of wipe clean materials.</p> <p>Museum staff to wear gloves while passing dollhouse rooms to adult helpers.</p> <p>Museum staff setting up resources in advance of sessions to sanitize hands prior to handling resources and wear a face covering in line with current guidelines.</p>	<p>School to be made aware at time of booking that no costume will be available for children to use on site.</p> <p>School to be made aware at time of booking that the number of gallery boxes will be reduced.</p>	<p>Business Support</p> <p>Business Support</p>	<p>Ongoing – to be reviewed as guidelines change.</p>	

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		<p>Museum staff will not share costume and costumes will be stored in individual dress bags to prevent fabrics mixing.</p> <p>Museum staff will re-write all instructions for activities to make them clear for adult helpers.</p> <p>Signage will be placed in all boxes to remind adult helpers that activities are self-led and museum staff will not move between activities.</p> <p>Museum staff will clean the activity rooms and other touchable surfaces such as handrails and toilets as soon as the school have left.</p>	<p>List of cleaning duties to be produced and shared with trained staff delivering sessions.</p>	<p>Visitor Services</p> <p>Visitor Services</p> <p>Duty Officers</p>	<p>Prior to the first school booking after re-opening.</p> <p>Prior to the first school booking after re-opening.</p>	



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Any other comments: