

Risk Assessment Template

Activity Description:

The Herbert - General gallery visits by learning groups - All galleries, LS1,2 & 3 , Studio & Medieval Undercroft

Assessment Conducted By: Lisa Ford

Location: The Herbert

Date: March 2021

		Severity				
		1	2	3	4	5
Likelihood	1					
	2					
	3					
	4					
	5					

COVID-19 Measure (overview)

- Capacity has been reduced to two classes onsite per day (maximum of 34 children per class). Both classes must be from the same year group bubble.
- When two classes are onsite at the same time, one will take part in a facilitated workshop, and the other will complete self-led time around the museum. It is encouraged that you divide this group into smaller groups, to allow for easier social distancing with the general public as you move around the museum. Alternatively, you can combine your trip with a second facilitated visit to Coventry Transport Museum, at a reduced rate. They will then swap over after a short break/lunch time.
- Adult supervisory ratio is 1 adult to every 10 children. A minimum of 3 adults must attend per class.
- Self-led visits are no longer possible to avoid too many children onsite at any one time (self-led time around the galleries will be timetabled in as part of facilitated visits).
- Museum staff will maintain social distancing from the class at all times, in line with government guidelines.
- All museum touchpoints and workshop resources will be disinfected by museum staff after use.
- Museum Learning Officer will wear a face shield during the delivery of workshops.
- All adults and Secondary school children must wear a face mask while inside the museum.

Hazards	Who & How Might People Be Harmed?	Existing Control Measures in Place	Current Risk			Additional Control Measures	Residual Risk After additional control measures		
			S	L	RRN		S	L	RRN
COVID-19									
Spread of germs – shared use of	All participants	Shared resources will be significantly reduced in onsite	5	2	7	When two groups are visiting on the same day they must be from the same	3	1	4

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resources		museum workshops. Art workshops will now supply each child with their own dedicated kit of tools and materials so no cross contamination is possible. History workshops may at times involve passing historical/replica objects from one person to another, but these will be disinfected between uses with anti-bacterial wipes and the use of anti-bacterial gel on hands before and after passing of objects.				year group bubble. When only on group is booked onsite, no other group will be booked for that same day, to allow time for deep cleaning of all resources between groups.			
Spread of germs – touch points	All participants	All touch points (door handles, chairs, tables, toilets, sinks, etc) will be disinfected before and after each workshop/lunchbreak by museum staff.	3	3	6	Participants will also be encouraged to use anti-bacterial gel upon entering and leaving workshops/lunch/gallery spaces.	2	2	4
Spread of germs – proximity to others	All participants	Capacity for visiting schools groups has been reduced to just two classes per day (up to 34 pupils per group maximum). All children must be from the same school bubble. Museum staff will keep a 2 metre distance from pupils at all times.	4	3	7	Museum staff will wear a face shield whilst delivering workshops. All adult and secondary school visitors must wear a face mask whilst inside the museum building. It is at the discretion of the visiting school if younger children wear facial masks.	2	2	4
Spread of germs – gift shop	All participants	Our museum shop will not be open, whilst the museum is closed to the public. Please avoid	2	2	4	We can arrange school pre-booked goody bags to be made available for you. Please allow a 72 hour notice period for ordering these so we can	1	1	2

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		touching items unnecessarily.				allow them to sit in quarantine for three days before distributing. These can be paid for in advance, or via invoice to the school. No payments can be taken onsite while the museum is closed to the public.			
GENERAL HAZARDS									
Automatic doors / access	All participants- doors open slowly – easy to walk into	Signage on doors	2	3	6	Improve opening of doors - check frequently by duty manager	2	2	4
Walking around the Museum - Trip hazards, including uneven floors, rope barriers, wet floors & exhibits.	All participants- trips & slips. Risk banging/ walking into, tripping – low hanging leaflet holders specifically to young children	Clear walkway areas and access to interactive areas without barriers Front of house regular checks of display area Signage for wet floors	2	3	6				
Stairs & lifts	All participants – falls, trapped fingers	Lifts regularly maintained. All stairs have handrails. Visitors encouraged to walk not run and keep fingers away from lift doors.	3	2	6				

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Fire	All participants – risk of being trapped in a fire	HAGM fire evacuation procedures in place. Regular drills Clear exit points maintained and pathways kept clear	5	1	5				
Lift up displays	All participants - heavy, could result in dropping, straining, sharp edges – could result in cuts	Most have had edges filed, foam etc. added to lift up displays to limit trapping of fingers. Regular checks by front of house team	2	1	2				
Open display objects –	All participants - if become broken, particularly clay objects, could result in cuts) Clothing / helmet to try on – could become stuck, certain items heavy and could result in injury if dropped	Regular checks for any damage to handling objects / interactive displays Front of house staff regular checks School supervisory staff to monitor their children	2	1	2	Removal / change of any damaged objects	2	1	2
Spring loaded interactives e.g. misericord	All participants - could fall, may find heavy, could result in trapped fingers if dropped	Many have slow release mechanisms, or have foam covered in areas of risk	2	2	4				

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Reachable displays non interactive -	All participants - risk of misuse and catching of hands / fingers) some examples include – handloom, dentist chair, lathe, entrance barrier in modern section	Most have please do not touch signs and include a barrier or plinth area to limit access. School supervisory staff to monitor their children Staff in galleries to be vigilant to unauthorised handling.	2	2	4				
Plug sockets floor and wall –	All participants - trip hazard if not down properly, electrocution if misused	Where appropriate, plug covers used Regular checks that covers are in place	3	2	6	If required attach tape over sockets FOH to check galleries regularly	2	1	2
Wires/leads – from headphones, oral history handsets, magnifying glasses etc.	All participants - trip hazard	Staff in galleries to monitor School supervisory staff to monitor their children	2	3	6				
Air conditioning units in galleries - (infrequent)	All participants	Wires to be tucked away F.O.H. monitoring	2	1	2				
Leaflets storage	All participants-(loose stored leaflets could fall onto floor and become a trip	Monitoring and general tidying of area Leaflets displayed in stands/boxes F.O.H. monitoring	2	3	6				

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	hazard)								
Lost children – child separated from rest of group	Children	HAGM Lost Children procedure. Radio contact between all front of house Museum staff.	2	1	2				
General public	Children – risk from other adults e.g. abduction, abuse	Teachers to remain with their groups at all times. Safeguarding Children & Vulnerable Adults Policy in place, including staff code of conduct. Museum Assistants on patrol in galleries. CCTV throughout the Museum.	5	1	5				
Medical Emergency	All participants - injury or illness	Qualified First Aiders on site. Teachers advised to bring their own first aider. First Aid boxes in easily accessible places. Radio contact between all staff.	3	2	6				
general craft materials and equipment e.g. glue, paints, modelling clay and scissors	All, but particularly children through ingestion/cuts	The use of materials and equipment will be explained to participants before activity commences. Any additional supervision will be determined in advance. The COSHH safety guidelines for	1	2	2				


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		<p>any materials used will be checked in advance. Materials will be child friendly and non-toxic.</p> <p>Participants will be encouraged to wash their hands afterwards.</p> <p>Children to be supervised by their accompanying adults at all times.</p>							
Costumes	Children – reaction to washing powder used to wash costumes	Only Non-biological detergent used to wash dress up costumes. Costumes only worn over top of clothing.	1	1	1	COSTUMES ARE CURRENTLY FOR SHOW AND TELL PURPOSES ONLY DURING THE COVID PANDEMIC.	0	0	0
Handling objects and activity materials (during learning sessions)	All participants – cuts, splinters, impact if dropped, trapped fingers, trips	Learners are given clear instructions on handling objects. Gas Mask has been made safe. Museum Learning staff will be present at all times during handling session. Any loose parts kept in trays and children asked to keep working areas tidy	3	1	3	Handling objects and activity materials checked on a regular basis for any damage or loose parts.	2	1	2
Sculpture play area	All and children - floor covering could result in a trip hazard, corners of shelves could result in bangs on toddlers heads, sponge shapes – trip hazard when	Sponge shapes kept tidy by FOH staff, Corner protectors added to many corners e.g. of benches, Adult supervision F.O.H. monitoring	2	3	6				

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	strewn over gallery floor								
Medieval Undercroft	<p>All participants</p> <p>Trip hazards – steep stairs on way down and small section of steps within the undercroft can be slippery due to damp conditions</p> <p>Uneven floor surface</p> <p>Low level lighting – risk of banging into each other</p> <p>Low Temperature</p>	<p>Verbal warning & precautions introduction including instructing use of handrails and pairing Workshop leader to lead at all times, adult remains at rear of group.</p> <p>Tell children steps opposite entrance are out of bounds. Stop at internal steps and guide children through individually. Limit numbers to 24 max. Close supervision of group. Leave outer door open Numbers limited to 24. Area closed off to prevent others joining, but fire escape accessible. Torch carried by workshop leader.</p> <p>Temperature is cool, time will be limited to no more than 20 mins. Main entrance is the only emergency exit, keep accessible at all times. In case of emergency follow clearly labelled exit signs upon instruction of workshop leader.</p>	3	2	6				

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Learning space 1, 2 and 3 & Studio	All participants -Trapped fingers in entrance doorway. Tripping on bags and coats or equipment Electric sockets	Verbal warning that door is heavy – adult to hold open until everyone is in the room. Refrain from using students to operate connecting doors i.e. door should not be held open by students to allow classes to pass through. This information should be reiterated during orientation/induction talks. Store items safely away from main activity area. Sockets are covered at all times.	2	3	6				
Toilets -	Children - Children using toilets alongside the general public. Downstairs toilets are single sex.	Unisex toilets available upstairs with individual cubicles School supervisory staff to direct children to upstairs, unisex toilets.	1	1	1				
Lunch Space - (Potential trip hazard from seating, bin, refuse)	All participants	Ensure that area is left clean and tidy	2	3	6				

Submission

I accept that this risk assessment is adequate and appropriate and that this activity will be conducted in accordance with this risk assessment, implementing the control measures outlined above. Changes will be made to the activity, if required, to manage any emerging risks to ensure

safety.		
Assessor Lisa Ford	Signature 	Date 22/03/2021
Line / Event Manager Francis Ranford	Signature	Date 23/03/2021
<p>Indicate others involved in the preparation of this risk assessment.</p> <ul style="list-style-type: none"> • For in-depth aspects of the History Gallery specifically refer to L.RA.2012-2 • For in-depth aspects of the Godiva Gallery specifically refer to L.RA.2012-4 • For in-depth aspects of the Peace and Reconciliation Gallery specifically refer to L.RA.2012-5 • For in-depth aspects of the Art Since 1900 Gallery specifically refer to L.RA.2012-7 • For in-depth aspects of the Sculpture Gallery specifically refer to L.RA.2012-8 • For in-depth aspects of the Old Masters Gallery specifically refer to L.RA.2012-9 • For in-depth aspects of LS1, LS2, LS3 specifically refer to L.RA.2012-A-C <p>For in-depth aspects of History Sessions, Science Sessions or Art Session specifically refer to L.RA.2012-10-14</p>		

Monitor and Review Controls		
Complete during and / or after the activity.	Yes	No
Are the planned control measures sufficient and effective in minimising the level of risk?		
Have there been any changes to the planned control measures?		
Are further control measures required in future?		
Details		

Review completed by - Name	Signature	Date
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