

Eden Camp Educational Groups COVID-19 Risk Assessment

EDEN CAMP MODERN HISTORY THEME MUSEUM, MALTON NORTH YORKSHIRE, YO17 6RT – 01653 697777

This Risk Assessment has been specifically produced to cover the measures that we have put in place relating to the COVID 19 virus. It should be used in conjunction with our general Educational Group Visit Risk Assessment.

Educational Group visit leader/co-ordinator : Whilst we have made significant changes to our museum and endeavoured to minimise the likelihood of any visitor contracting or passing on the COVID-19 virus, the safety and welfare of students visiting Eden Camp as part of an educational visit ultimately lies with the Educational Group Organiser/Leader (EGO/L). To allow the EGO/L to plan their visit, so that they can produce their own Risk Assessment that takes into account their own pupils' specific needs and requirements, we do offer a free pre-visit to all EGO/Ls booking an educational visit. This can be arranged by contacting our Admin office on 01653 697777 or e-mailing admin@edencamp.co.uk

Movement around the Museum: There is a defined route around the museum and each exhibition hut utilises a one-way system. Extensive signage indicates and highlights the one-way system. Walkways have been marked with 'Kilroy' distancing reminders to ensure social distancing guidelines are adhered to.

Pupil Numbers: Eden Camp can comfortably accommodate up to 500 school children on a normal day of operation, but whilst COVID-19 restrictions are in place, we are limiting numbers by 50%, reducing our capacity on site to 250.

Face Masks and Coverings: While face masks/coverings are mandatory in museums, children under the age of 11 and children and adults with certain disabilities are exempt from the rule. However, dependant on your own school or education authority's policy, you may wish your pupils to wear face masks/coverings whilst inside our exhibition huts and other buildings. (Visitors are not required to wear masks in the outdoor areas of the museum).

Whilst we are encouraging school groups to visit in the morning, leaving afternoons free for general visitors to look round the museum, on some days we may have adult general visitors on site in the morning. Whilst it is compulsory for all able bodied adults to wear face masks/coverings within museum buildings, as children under the age of 11 do not have to wear masks, we ask EGO/Ls to emphasise to their staff/colleagues the importance of ensuring that their pupils behave considerately to other visitors, which includes preventing pupils from shouting or screaming whilst inside which has been identified as increasing the risk of transmission from aerosol and droplets.

Suitability: Eden Camp is considered suitable for visitors of all ages and abilities.

Key to Assessment Table

Low = highly unlikely/ harm level low Medium = Unlikely/ harm level medium High = likely/harm level high

<u>HAZARD</u>	<u>POTENTIAL RISK</u>	<u>CONTROL MEASURES</u>	<u>RE-ASSESSED RISK</u>
1) Residual traces of virus being on site from before when lockdown was implemented.	Medium/High	Staff & Visitors: A deep clean of the entire site using approved cleaning agents was undertaken before we re-opened to the public on the 6 th July. We continue to undertake enhanced cleaning of our site, paying special attention to areas identified as being high contact : door handles and locks, counter tops and tables, keyboards, toilet seats and flushes, chairs and armrests, switches, water taps etc.	Low

<u>HAZARD</u>	<u>POTENTIAL RISK</u>	<u>CONTROL MEASURES</u>	<u>RE-ASSESSED RISK</u>
2) Virus being brought onto site	Medium/High	<p>Staff: We remind staff that if using public transport, they need to wear a face mask and social distance. We have also requested that staff do not travel to work in their uniform/work clothes if using public transport. We have also reminded staff that they should not be car sharing if not from the same household or support bubble.</p> <p>All Eden Camp (EC) staff have received a ‘Back to Work’ induction which highlights:</p> <ul style="list-style-type: none"> • What the main symptoms of Covid-19 are. • The need for them to stay away from work if they or anyone in their household or support bubble show symptoms of or are diagnosed as having COVID-19. • The importance of using PPE and the correct way to wear and dispose of it. • The importance of regular hand washing/sanitising. What social distancing means and how they will adhere to the current guidelines. • The importance of ensuring their workstation or area is kept clean and is regularly sanitised. • They know where the quarantine area is on site and how to summon a designated COVID-19 staff First Aider. • Know what to do if a visitor informs them that they or another visitor is suspected of having COVID-19. <p>We have emphasised to our staff that if they or anyone in their household or support bubble show signs of having contracted the virus, they should stay away from work.</p> <p>Visitors: We are using our social media platforms (Website, Facebook, Twitter etc) to emphasise to visitors that they should not visit if they or anyone in their household or support bubble are showing signs of COVID-19. We will direct them to https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>This message is also emphasised and re-iterated within the Terms and Conditions that each visitor will receive when purchasing admission tickets online.</p> <p>Our Admissions staff have been instructed to be extra vigilant at looking out for and identifying symptoms of COVID-19 when admitting visitors onto site.</p>	Low

<u>HAZARD</u>	<u>POTENTIAL RISK</u>	<u>CONTROL MEASURES</u>	<u>RE-ASSESSED RISK</u>
<p>3) Reduce the risk of anyone who may come onto site with COVID-19 passing it on to anyone else.</p>	<p>Medium</p>	<p>STAFF: EC Staff rotas have been adjusted to allow for social distancing and reduce the number of contacts made with essential or/and shared pieces of equipment.</p> <p>Arrival and departure times have also been staggered to avoid crowding into and out of the workplace.</p> <p>By adhering to social distancing guidelines: 1 metre + rules to be enforced.</p> <p>If staff must work together or alongside each other for more than 15 mins and cannot maintain a 2m distance they must wear PPE (masks and gloves). Staff have also been instructed that they should amend their body orientation so that they are not directly facing each other for prolonged periods, or if they need to pass by each other and are unable to maintain a 1 metre gap and are not wearing a face mask.</p> <p>Where equipment is shared, it is sanitised between uses or gloves will be worn and then discarded before other equipment is touched or handled.</p> <p>Staff have been provided with appropriate PPE (facemasks and gloves).</p> <p>Protective screens have been installed on all till and visitor information points. They will be cleaned 4 times a day.</p> <p>Doors and windows in work areas will be kept open to increase ventilation.</p> <p>Staff have been requested to keep talks and discussions with visitors to a minimum.</p> <p>Any member of staff reporting or showing COVID-19 symptoms will be sent home immediately. Any other member of staff who has been in close contact with the person for a prolonged period (more than 15 mins) will also be sent home (into quarantine) and their workstation will be thoroughly cleaned.</p>	<p>Low</p>

		<p>VISITORS: We have limited the number of visitors on site. Visitors are required to pre-book (groups) or purchase their admission tickets via our online ticketing system so that we can control daily numbers.</p> <p>Vehicle owners will be asked to leave a space between themselves and any other vehicle around them.</p> <p>The importance of social distancing will be emphasised through the use of additional signage, floor markings etc.</p> <p>The importance of hand hygiene will be emphasised through the use of additional signage in toilets and at hand sanitising stations.</p> <p>Whilst a tour round the museum has always incorporated a ‘one way’ system, additional information, signage, and floor markings have been utilised and installed to remind visitors to follow the one-way system.</p> <p>School groups should divide into small groups and start their tour at different huts around site. Recommended starting points are at Hut 1, Hut 7, Hut 10, Hut 11, Hut 20, Hut 24. Groups can also concentrate on looking round the vehicles and aircraft at the entrance to our site when they first arrive before making their way to Hut 1 etc.</p> <p>The following high touch/contact areas have been identified within the museum and have been either removed, isolated or barriered off. These exhibits and areas are:</p> <p>Hut 2 – Ration Quiz Board Removed</p> <p>Hut 3 – Internal swing doors fastened open.</p> <p>Alarm press buttons and periscope have been covered with hi viz hazard tape.</p> <p>Hut 4 – Toilet door has been sealed with hi viz hazard tape.</p>	
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