

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 a number of 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. Whilst specific legislation on maintaining social distance has now been withdrawn by the English Government, we are still asking all visitors to respect other visitors personal space and show courtesy to others by clearly indicating if you/they wish to pass other visitors in the more confined areas of our museum.

Pupil Numbers: Eden Camp can comfortably accommodate up to 500 school children on a normal day of operation, as long as groups stagger their tours around the museum. One of the easiest ways to achieve this is by splitting larger groups down into smaller groups and starting the tour at different places. Good starting places for Primary School groups are Hut 1, Hut 7 : the Street at War, Hut 10 : which covers the history of Eden Camp, the Prisoners that were held here and the relationships they formed with the local community, Hut 11 : which covers the events of World War One and its relevance to explaining why World War Two happened, Hut 20 : which covers the Bevin Boys, Air Raid Precautions and other voluntary organisations, Hut 24 ; the museum within a museum 1939-1940.

Face Masks and Coverings: There is now no legal requirement to wear a face covering in enclosed public spaces. However, we are still encouraging visitors to wear masks if they find themselves in congested areas of the museum and/or will be undertaking sustained and close conversation with others outside of their social bubble (i.e. members of staff and volunteers) Children under the age of 11 and children and adults with certain disabilities have always been exempt from the face mask 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.

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. During the height of the pandemic, it was identified that the COVID virus was spread more readily when individuals sang, raised their voices or shouted. (increased transmission from aerosol and droplets) We would, therefore, 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 buildings and enclosed spaces.

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 previous days visitors	Low/Medium	Staff & Visitors: Enhanced cleaning schedules using approved cleaning agents have been implemented, 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	<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. Staff undertake regular Lateral Flow Tests.</p> <p>All Eden Camp (EC) staff have received a COVID awareness 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 and undertake a test.</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>	Low

		<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>	
<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>Whilst no longer legally enforceable, we continue to remind staff to be aware of social distance recommendations.</p> <p>Where staff are required to work together or alongside each other for more than 15 mins and cannot maintain a 2m distance (e.g. in our Catering department) they will continue to wear PPE (masks and gloves).</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 where no other form of ventilation is available 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>Low</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>VISITORS:</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. We have invested in a brand new toilet block during Lockdown with much of the equipment (taps, soap dispensers, toilet flushes, hand driers etc) now being contactless.</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>Hut 6 – Live performances of the Eden Camp Puppet show have had to be suspended. The live show has been replaced by a video which plays the show on a continuous loop.</p> <p>Hut 8 – Swing doors into and out of munitions factory scene have been fastened open.</p> <p>Hut 21 – Swing doors fastened back.</p>	
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