

Generic risk assessment – Coronavirus (COVID-19)

Museum Workshops in School

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Owner		details	<i>n/a</i>

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Governance Committee		Date approved	
Review date	<i>As required</i>		

Strategic Alignment
<i>n/a</i>

Consultation process	<i>Museums Learning Staff</i>	
Stakeholders	Contacts identified for each service	
	<i>Museums and Schools</i>	
Distribution	<i>Museums staff and Schools (as required)</i>	

Change record

Date		Author	
Change made			

Risk Assessment

Assessors Name: Lu McNair	Date/Time of Assessment 22.4.2021 3pm
Review Date: August 2021 or when new guidelines are issued	
RA Reference:	
Location of activity: North Lanarkshire Museums	

Evaluating risk

	Likelihood				
	1 Remote	2 Unlikely	3 Possible	4 Likely	5 Certain
1 Trivial	1	2	3	4	5
2 Minor	2	4	6	8	10
3 Lost time	3	6	9	12	15
4 Major	4	8	12	16	20
5 Fatal	5	10	15	20	25

Severity

Activity Details
Organised school groups visiting museums

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
Exposure to coronavirus while delivering and participating in museum workshops	Council employees Pupils and school staff	<ul style="list-style-type: none"> Social distancing measures will be implemented as far as possible. Group numbers reduced in line with school guidelines. All employees will wash/sanitise their hands before workshops. Where rooms to be used can be ventilated via windows and doors, this will be done. 	12	<p>Only one staff member will work with any one work.</p> <p>Workshop space to be ventilated and cleaned between workshops</p> <p>Use of PPE – staff and pupils wash their hands before and after workshop.</p> <p>Safe distancing to be used whilst moving through the museum – impact on other visitors must be a minimum</p>	4

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<ul style="list-style-type: none"> Staff will be provided with cleaning materials to allow high contact surfaces etc. to be cleaned at intervals through the day. Pupils will be reminded to maintain distance from the staff member delivering the workshop. Employees reminded to refrain from hand shaking and general close personal greetings Promote Health Protection Scotland guidance on action to be taken by employees if they have, or suspect they have, symptoms associated with coronavirus. Employees reminded of those groups considered to be at increased risk in the event of contracting coronavirus. Employees encouraged to raise concerns with their line manager. Workshop materials sanitised before and after workshops 		<p>Staff to avoid social greetings that include close contact</p> <p>Staff suspecting or showing symptoms of Corona virus must follow guidance provided by Health Protection Scotland -</p> <p>Staff or passengers who belong to a high risk group with regard to Corona Virus must raise their concerns with their line manager.</p> <p>Contact surfaces to be cleaned thoroughly before and at the end of every day. Appropriate cleaning materials provided.</p>	

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<ul style="list-style-type: none"> Procedures in place for rooms be thoroughly cleaned between shifts. 			

Summary of Action Required

Action Required	Responsible Person	Timescale for Completion	Date Completed
Workshop materials cleaned properly before and after workshops	All staff delivering workshops	Until guidance changes	Ongoing
Good Covid safety practices will be used throughout	All staff delivering workshops	Until guidance changes	Ongoing
All staff delivering workshops must ensure cleaning is carried out before and after lunch spaces are used.	All staff delivering workshops	Until guidance changes	Ongoing
All staff delivering workshops must ensure cleaning is carried out before and after workshops.	All staff delivering workshops	Until guidance changes	Ongoing
Ensure cleaning materials are available (staff using learning rooms to report when new materials will be required)	Supervisor/Officer	Until guidance changes	Ongoing
Staff using public transport should maintain social distancing and hand hygiene using sanitiser provided.	All staff delivering workshops other modes of transport.	Until guidance changes	Ongoing
Schools must risk assess their own groups before travel	School	Prior to visit	Prior to visit

The contents of this risk assessment are an accurate reflection of the activities being undertaken and appropriate control measures to be implemented or maintained to ensure the activity can be undertaken whilst protecting the health safety and welfare of employees and anyone else who could be affected. The content of the risk assessment will be made known to employees, controls implemented and monitored and a review carried out either annually or when a change to circumstances dictates.

Date: 23.04.2021

Further information

Health Protection Scotland <https://www.hps.scot.nhs.uk/>

Health and Safety Executive <https://www.hse.gov.uk/>

Health and Safety Executive, Managing risks and risk assessment at work https://www.hse.gov.uk/simple-health-safety/risk/index.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=risk&utm_content=home-page-info