

Milestones Museum: COVID-19 Hazard Information for Schools

From Department for Education's *Schools COVID-19 operational guidance*. Published 2 July 2020, updated 14 Dec 2021.

Available at: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>. This guidance applies to mainstream (including independent) schools and alternative provision – separate guidance is available for early years, further education colleges and for special schools

This hazard information is for schools visits and COVID-19 from January 2022, as an addition to site-specific Control of COVID-19 Venue Operation Risk Assessment (available on our website at: <https://www.milestonesmuseum.org.uk/your-visit>), standard risk assessment and hazard information for schools which still apply. The measures are subject to change according to government guidance, and updates will be posted on our website. Schools are required to carry out their own risk assessment based on this information. Any questions or requests for further information can be directed to: milestones.schools@hampshireculturaltrust.org.uk.

Updated: 22 December 2021 by Helen Sinnamon, Learning Manager

Review date: 1 March 2022

Preventive and protective measures will be monitored and reviewed regularly, to ensure the measures are working, and to take action to address any shortfalls.

Guidance for Schools		
Control measures	What the school must do	What the museum is doing
1 Ensure good hygiene for everyone	<ul style="list-style-type: none"> Ensure that pupils clean their hands regularly while at the museum, including when they arrive, when they return to the Education Room, and before and after lunch Supervise and support the children in handwashing and use of sanitiser stations and tissues for 'catch it, bin it, kill it' Ensure that these routines are followed by all pupils, staff and other adults when in the museum 	<ul style="list-style-type: none"> Lateral flow tests available for all staff to conduct tests on a regular basis Hand washing facilities and hand sanitiser stations readily available throughout the museum building Staff encouraged to regularly wash or sanitise hands Staff to wear face coverings (mask and/or face shield) whenever interacting with visitors away from points with

	<ul style="list-style-type: none"> • All visitors are required to wear face coverings at all times in the museum (except those exempt under government guidance e.g. Year 6 and below) • If PPE is required, schools must bring their own • Act to minimise the contact between children, staff and other adults and museum staff as appropriate to the age of the children, and supervise and support them to do so. This includes: <ul style="list-style-type: none"> ○ encouraging social distancing where possible ○ not touch museum staff where possible ○ keeping their school group separate from other visitors and staff where possible 	<p>Perspex screens (except those exempt under government guidance)</p> <ul style="list-style-type: none"> • Automatic doors for entry prevent contact with door • Signage to inform visitors of measures being taken and expected behaviour • Museum staff instructed to practise physical distancing wherever possible • Perspex screens installed at all counters where staff experience high volume of interaction • Online training module and trust guidance distributed to all staff • Signage at relevant points throughout venue to promote physical distancing
2 Maintain appropriate cleaning regimes	<ul style="list-style-type: none"> • Inform a member of museum staff immediately if a frequently touched surface requires cleaning to reduce risk of COVID-19 	<ul style="list-style-type: none"> • Bins provided throughout the museum building and emptied regularly • Staff to wear disposable gloves when carrying out tasks where touching multiple objects/surfaces is required e.g. cleaning • Increased frequency for cleaning high traffic areas, in order to sanitise all frequently touched surfaces • All toilets included in cleaning rota • Upper Education Room and toilets on level -1 (Upper Education Room) for exclusive school use only and not open to public • Frequently touched locations included on cleaning rota e.g. buttons, banisters, door handles etc. • Any potentially contaminated surfaces will be sanitised immediately
3 Keep occupied spaces well ventilated	<ul style="list-style-type: none"> • Supervise and support all members of the group to adhere to museum guidelines including distancing signage • Book a visit with a minimum of 3 weeks' notice 	<ul style="list-style-type: none"> • Milestones Museum is a large, well ventilated space with both natural ventilation and mechanical ventilation , including in the Education lunch rooms, whose operation meets the current guidance

		<ul style="list-style-type: none"> • Safe outdoor space available for school to wait to enter the building, if required • Visitor capacity limited to 500 (including schools) at any one time, managed by timed tickets
4 Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19	<ul style="list-style-type: none"> • Ensure that pupils, staff and other adults do not visit the museum if they have coronavirus (COVID-19) symptoms or have tested positive in the last 10 days • Ensure anyone developing these symptoms during the visit is immediately sent home • Inform museum staff immediately if anyone develops these symptoms while at the museum • If anyone is awaiting collection, they must wait outside the museum (which is sheltered), 2 metres away from other people. Children must have appropriate adult supervision • If the affected person needs to go to the bathroom while waiting to be collected, a member of museum staff must be asked and will direct them to the facility to be used • If any member of a school group tests positive for COVID-19 and visited the museum whilst they were infectious, the school must inform the museum immediately • In the event of the school being unable to visit the museum as planned due to government guidance on COVID-19, the school must inform the museum immediately to postpone or cancel the visit at no cost to the school 	<ul style="list-style-type: none"> • Lateral flow tests available for all staff to conduct tests on a regular basis • The museum will engage with the NHS Test and Trace process – school contact details will be passed to the NHS Test and Trace team if requested • If a member of museum staff tests positive for COVID-19, schools who have visited the museum in the period that the person was infectious will be informed immediately • The museum will follow local health protection team advice • In the event of the museum being unable to host the booked school visit due to government guidance on COVID-19, the school will be informed, and upcoming school visits changed, postponed or cancelled at no cost to the school • Staff instructed to refer to current government guidance displaying any symptoms or classified as ‘clinically extremely vulnerable’ • Anyone displaying clear symptoms whilst on the premises will be asked to leave immediately
Other considerations	<ul style="list-style-type: none"> • If a school wishes to use pencils, pens, clipboards, worksheets etc. they must bring their own items that are then taken back to school (NB. The led workshops do not require the use of these resources) • Schools must bring to the museum only essentials such as lunch and coats 	<ul style="list-style-type: none"> • Milestones Museum (as part of Hampshire Cultural Trust) is certified COVID-secure by the Health and Safety Executive (https://www.hse.gov.uk/coronavirus/working-safely/covid-secure.htm) • Milestones Museum holds the ‘We’re Good to Go’ certification from Visit Britain, an industry standard which demonstrates that we are adhering to the respective

		<p>Government and public health guidance, have carried out a COVID-19 risk assessment and that we have the required processes in place</p> <p>https://www.visitbritain.org/were-good-go-industry-standard-all-sectors-tourism-industry)</p>
Alternative provision	<ul style="list-style-type: none"> • School groups in alternative provision settings who have additional or different requirements must contact the museum in advance of the visit to discuss these requirements 	<ul style="list-style-type: none"> • The museum welcomes all alternative education providers and will liaise with them to discuss reasonable adjustments in line with protective measures, while following public health advice to minimise the risks of COVID-19 transmission