



## Milestones Museum: COVID-19 Hazard Information for Schools

From *Guidance for full opening: schools – Section 1: Public health advice to minimise coronavirus (COVID-19) risks*. Published 7 August 2020.

Available at: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

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 for the autumn term 2020, 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](mailto:milestones.schools@hampshireculturaltrust.org.uk).

Updated: 17 September 2020 by Helen Sinnamon, Schools Manager

Review date: 7 October 2020

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		
Prevention	What the school must do	What the museum is doing
<b>1 Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who</b>	<ul style="list-style-type: none"> <li>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</li> <li>Ensure anyone developing these symptoms during the visit is immediately sent home</li> </ul>	<ul style="list-style-type: none"> <li>Staff instructed to remain at home if displaying any symptoms</li> <li>Anyone displaying clear symptoms whilst on the premises will be asked to leave immediately</li> <li>Any potentially contaminated surfaces will be sanitised immediately</li> </ul>

<p><b>have someone in their household who does, does not attend</b></p>	<ul style="list-style-type: none"> <li>• Inform museum staff immediately if anyone develops these symptoms while at the museum</li> <li>• 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</li> <li>• 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</li> </ul>	
<p><b>2 Clean hands thoroughly more often than usual</b></p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Supervise and support the children in handwashing and use of sanitiser stations</li> </ul>	<ul style="list-style-type: none"> <li>• Hand washing facilities and hand sanitiser stations readily available throughout the museum building</li> <li>• Staff encouraged to regularly wash or sanitise hands</li> </ul>
<p><b>3 Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it, approach</b></p>	<ul style="list-style-type: none"> <li>• Ensure that this routine is followed by all pupils, staff and other adults when in the museum</li> <li>• Ensure that they bring with them enough tissues to support pupils and staff to follow this routine</li> <li>• Supervise and support the children in this routine</li> <li>• All visitors are required to wear face coverings at all times in the museum (except those exempt under government guidance)</li> </ul>	<ul style="list-style-type: none"> <li>• Bins provided throughout the museum building and emptied regularly</li> <li>• Staff to wear face coverings (mask and/or face shield) whenever interacting with visitors away from points with Perspex screens (except those exempt under government guidance)</li> </ul>
<p><b>4 Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products such as detergents and bleach</b></p>	<ul style="list-style-type: none"> <li>• Inform a member of museum staff immediately if a frequently touched surface requires cleaning to reduce risk of COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to wear disposable gloves when carrying out tasks where touching multiple objects/surfaces is required e.g. cleaning</li> <li>• Frequent cleaning rota for high traffic areas, in order to sanitise all frequently touched surfaces at least once every 2 hours</li> <li>• All toilets included in cleaning rota</li> <li>• Upper Education Room and toilets on level -1 (Upper Education Room) for exclusive school use only and not open to public</li> <li>• Ground floor (public) toilets available to public on request only</li> </ul>

		<ul style="list-style-type: none"> <li>• Queuing system implemented for public toilets on level - 2, with signage to promote physical distancing measures and good hygiene practices</li> <li>• Frequently touched locations included on cleaning rota e.g. buttons, banisters, door handles etc.</li> <li>• Upper Education Room cleaned after each school visit</li> <li>• Top floor (entrance, café and shop) professionally cleaned each week using 10 day viral protection sanitiser</li> <li>• Remove or barrier off any collection objects that are unsuitable for regular cleaning</li> </ul>
<p><b>5 Minimise contact between individuals and maintain social distancing wherever possible</b></p>	<ul style="list-style-type: none"> <li>• Bring only one ‘bubble’ to visit the museum on any one day</li> <li>• All visitors are required to wear face coverings at all times in the museum (except those exempt under government guidance)</li> <li>• 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"> <li>○ encouraging social distancing where possible</li> <li>○ not touch museum staff where possible</li> <li>○ keeping their school group separate from other visitors and staff where possible</li> </ul> </li> <li>• Supervise and support all members of the group to adhere to museum guidelines including the one-way system and distancing signage</li> <li>• Book a visit with a minimum of 3 weeks’ notice</li> </ul>	<ul style="list-style-type: none"> <li>• Visitor capacity limited to 360 (including schools), managed by timed tickets</li> <li>• School capacity limited to: <ul style="list-style-type: none"> <li>○ One school ‘bubble’ per day</li> <li>○ Maximum of 2 classes of 32 students each per day</li> </ul> </li> <li>• Arrival times staggered – visitors 10.00am, schools 10.30am</li> <li>• Signage to inform visitors of measures being taken and expected behaviour</li> <li>• Safe outdoor space available for school to wait to enter the building, if required</li> <li>• Automatic doors for entry prevent contact with door</li> <li>• School groups to be met on arrival and have workshop led by the same member of museum staff to minimise contacts</li> <li>• Lunch room layout comprising forward-facing, socially-distanced seating for up to 32 students</li> <li>• One-way system implemented around the exhibition space in order to prevent cross-traffic / overcrowding</li> <li>• Museum staff instructed to practise physical distancing wherever possible</li> <li>• Perspex screens installed at all counters where staff experience high volume of interaction</li> </ul>

		<ul style="list-style-type: none"> <li>• Staff to wear face coverings (mask and/or face shield) whenever interacting with visitors away from points with Perspex screens (except those exempt under government guidance)</li> <li>• Signage / floor markers at relevant points throughout venue to promote physical distancing</li> <li>• Enclosed spaces only to remain open if physical distancing can realistically be achieved</li> <li>• Where distancing can be achieved, clear signage informs visitors of maximum capacity for each space</li> <li>• Staff levels to be kept at minimum levels required to safely operate</li> <li>• Specific staff assigned to each venue and mixing between teams reduced wherever possible</li> <li>• Online training module and trust guidance distributed to all staff</li> </ul>
<p><b>Other considerations</b></p>	<ul style="list-style-type: none"> <li>• 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)</li> <li>• Schools must bring to the museum only essentials such as lunch and coats</li> </ul>	<ul style="list-style-type: none"> <li>• Museum resources for workshops will be shared only within the school's 'bubble' on one day</li> <li>• Museum resources for workshops will be cleaned and/or rotated to allow them to be left unused and out of reach for a period of 72 hours between uses by different schools / 'bubbles'</li> <li>• Milestones Museum (as part of Hampshire Cultural Trust) is certified COVID-secure by the Health and Safety Executive (<a href="https://www.hse.gov.uk/coronavirus/working-safely/covid-secure.htm">https://www.hse.gov.uk/coronavirus/working-safely/covid-secure.htm</a>)</li> <li>• 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 Government and public health guidance, have carried out a COVID-19 risk assessment and that we have the required processes in place (<a href="https://www.visitbritain.org/were-good-go-industry-standard-all-sectors-tourism-industry">https://www.visitbritain.org/were-good-go-industry-standard-all-sectors-tourism-industry</a>)</li> </ul>

<b>6 Where necessary, wear appropriate personal protective equipment (PPE)</b>	<ul style="list-style-type: none"> <li>If PPE is required, schools must bring their own</li> </ul>	N/A
<b>Response to any infection</b>	<b>What the school must do</b>	<b>What the museum is doing</b>
<b>7 Engage with the NHS Test and Trace process</b>	<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>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</li> <li>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</li> </ul>
<b>8 Manage confirmed cases of coronavirus (COVID-19) amongst the school community</b>	N/A	N/A
<b>9 Contain any outbreak by following local health protection team advice</b>	<ul style="list-style-type: none"> <li>In the event of the school being unable to visit the museum as planned due to COVID-19 (e.g. due to an outbreak, local lockdown or school closure following government or local health protection team advice), the school must inform the museum immediately to postpone or cancel the visit at no cost to the school</li> </ul>	<ul style="list-style-type: none"> <li>The museum will follow local health protection team advice</li> <li>In the event of the museum closing due to COVID-19 (e.g. through an outbreak, changes in government guidance or local lockdown), the school will be informed, and upcoming school visits postponed or cancelled at no cost to the school</li> </ul>
<b>Alternative provision</b>	<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>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</li> </ul>