



River & Rowing Museum: COVID-19 Hazard Information for Schools

From *Guidance for full opening: schools – Section 1: Public health advice to minimise coronavirus (COVID-19) risks*. Updated 2 December 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, and is in addition to the River & Rowing Museum Control of COVID-19 Venue Operation Risk Assessment (available on request) and the 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 the River & Rowing Museum 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: edbookings@rrm.co.uk

The River & Rowing 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 (<https://www.visitbritain.org/were-good-go-industry-standard-all-sectors-tourism-industry>).

Updated: 2 December 2020 by Helen Cook, Head of Learning

Review date: 2 January 2021

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		
Preventing spread of Covid 19	Action for the school	Action for the Museum
1. Minimise contact with individuals who are unwell by ensuring that no one attends the visit if they, or anyone in their household, have Covid-19	<ul style="list-style-type: none"> Ensure that students, staff and other adults do not visit the Museum if they have Covid-19 	<ul style="list-style-type: none"> Visitor-facing communication (including on website pre-visit and onsite external signage)

<p>symptoms (temperature, fever, new cough, loss of taste or smell)</p>	<p>symptoms or have tested positive in the last 10 days</p> <ul style="list-style-type: none"> • Inform the Museum staff immediately if anyone develops Covid-19 symptoms during the visit • Ensure anyone developing these symptoms during the visit is immediately sent home • If they cannot leave immediately they will be isolated in the Henley Room in the Museum • Children must have appropriate adult supervision during isolation 	<p>encourages visitors to save their visit for another day if they are feeling unwell</p> <ul style="list-style-type: none"> • Staff instructed to stay at home if they, or anyone in their household, display any symptoms of Covid-19 • Any staff who develop symptoms while on site are instructed to leave immediately. Where that is not possible they will be isolated in the Henley Room • Any potential contaminated surfaces will be sanitised immediately and areas will be deep cleaned in accordance with the guidance
<p>2. Manage visitor numbers and flow</p>	<ul style="list-style-type: none"> • Bring only one 'bubble' to visit the Museum on any one day • Supervise and support all members of the group to follow Museum guidance including the one way system and social distancing signage 	<ul style="list-style-type: none"> • Only one school visit at a time – no crossover between schools • Maximum daily capacity of 180 visitors including school visitors • All tickets pre-booked for designated timeslots • One way linear route through building with signage markers and posters to indicate social distancing requirements for visitors and staff. Volunteers and staff on site to assist visitors with way finding • Stairs will be used rather than lift to prevent people from being in close proximity • Lift available for those with disabilities and access needs • RRM staff to accompany school visitors during gallery visits • Where feasible school visits can take place when Museum closed to general public
<p>3. Minimise contact between individuals</p>	<ul style="list-style-type: none"> • All adult visitors are required to wear face coverings at all times in the Museum (except those exempt under government guidance) 	<ul style="list-style-type: none"> • School workshops take place in the Learning Centre with no access for the general public

	<ul style="list-style-type: none"> • Act to minimise the contact between students, 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 touching Museum staff where possible ○ Keeping their school group separate from other visitors and staff where possible • Supervise and support all members of the group to follow Museum guidance including the one way system and social distancing signage 	<ul style="list-style-type: none"> • Staff instructed to practise physical distancing wherever possible • Perspex screens installed at counters where staff experience a high volume of interaction • Staff wearing face covering (visor and/or mask) whenever interacting with visitors away from points with Perspex screens • All adult visitors are required to wear face coverings at all times in the Museum (except those exempt under government guidance)
<p>4. Follow good hygiene guidelines</p>	<ul style="list-style-type: none"> • Ensure students clean their hands regularly during the visit including on arrival, when they return to the Learning Centre and before and after lunch • Supervise and support the children in hand washing and use of sanitiser stations • Ensure that ‘catch it, bin it, kill it’ approach for good respiratory hygiene is used by students, staff and additional adults during the visit. • Ensure they bring enough tissues to follow this approach • Supervise and support students to follow this approach • All adult visitors are required to wear face coverings at all times in the Museum (except those exempt under government guidance) 	<ul style="list-style-type: none"> • Hand sanitiser stations located at Learning Centre entrance and outside each classroom • Hand washing facilities available in toilets and both classrooms • Hand sanitiser stations at entry points to the galleries • Staff and visitors reminded to wash or sanitise hands regularly with prominent signage • Bins provided throughout the Learning Centre • Staff to wear face coverings (visor and/or mask) when interacting with visitors away from points with Perspex screens (except those exempt under government guidance) • Rooms to be ventilated
<p>5. Regular cleaning to reduce transmission using standard products such as detergents</p>	<ul style="list-style-type: none"> • Inform a member of RRM staff immediately if a frequently touched surface requires cleaning to reduce the risk of Covid-19 	<ul style="list-style-type: none"> • Regular checks and cleans made throughout day to sanitise frequently touched surfaces eg buttons, banisters, door handles etc

		<ul style="list-style-type: none"> • Ensure cleaning materials available at all time – report to technicians if low • Staff to wear disposable gloves when carrying out cleaning tasks • Toilets and classrooms cleaned after each school visit • Only school group has access to toilets in the Learning Centre. • Only one school visit at a time – no crossover between schools • Gallery interactives and touch points are either removed or regular cleaning regime in place with checklist • Gallery collections have barriers in place and/or ‘please don’t touch’ signage
5. Manage use of equipment and resources	<ul style="list-style-type: none"> • Schools must bring their own pencils that are then taken back to school • Schools must bring to the Museum only essentials such as lunches and coats 	<ul style="list-style-type: none"> • Museum resources for workshops will be shared only within the school’s ‘bubble’ on one day • Museum resources for workshops will be cleaned and/or left unused and out of reach for period of 72 hours between uses by different schools/‘bubbles’ • Water dispensing machine not in use in the Learning Centre
Responding to a case of Covid-19	Action for the school	Action for the Museum
6. Complying with Government Advice on Testing and Tracing	<ul style="list-style-type: none"> • If any member of the school group on the visit shows symptoms of Coronavirus within 48 hours of the visit, the school must inform the Museum immediately. • If any member of the school group on the visit tests positive for Covid-19 and visited the 	<ul style="list-style-type: none"> • Contact details taken for all visitors to the Museum site and kept securely in line with government guidelines • Records to be kept of those who are isolating or who develop symptoms at work

	<p>Museum whilst they were infectious, the school must inform the Museum immediately.</p>	<ul style="list-style-type: none"> • If any member of RRM staff who was working directly with the school group shows symptoms of Coronavirus within 48 hours of the visit, the Museum will inform the school immediately. • If any member of RRM staff who was working directly with the school group tests positive for Covid-19 and was infectious whilst the school visit took place, the Museum will inform the school immediately. • All staff and volunteers to follow the relevant protocol for booking a Covid-19 test and any subsequent tracing and isolation that should follow • If advised that a member of staff, volunteer or public has developed Covid 19 and were recently on the premises, the Museum will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions, cleans or precautions that must be taken
<p>7. Containing cases by following local health protection team advice</p>	<ul style="list-style-type: none"> • In the event of the school being unable to visit the Museum as planned due to Covid-19 (eg 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 	<ul style="list-style-type: none"> • In the event of the Museum closing due to Covid-19 (eg due to an outbreak, local lockdown or change in government guidance) the school will be informed and upcoming visits postponed or cancelled at no cost to the school • The museum will follow local health protection team advice