



Museum of London

Risk assessment advice for school visits during COVID-19

The following information will help you prepare a risk assessment for your school's visit to the Museum of London or Museum of London Docklands during the COVID-19 pandemic, reflecting the changes we have made and additional measures we have taken to ensure the safety of all our visitors and our staff.

Booking a visit

All visits to the museum **must** be pre-booked for a specific timeslot, in order to help us manage the number of people in the museum at any one time.

We are currently able to offer self-led visits as follows:

- Groups of under 20 secondary school, sixth form or college students, or home education groups, may book a visit between Wednesday and Friday.
- Larger groups and primary school groups will be considered on a case-by-case basis.
- On arrival at the museum the class should split into groups of up to six students and follow the museum's one-way system.
- There will be no access to the lunchroom or cloakroom.
- Groups are encouraged to wash their hands on arrival and before departure.
- Toilets are available at the beginning and end of the one-way system.
- Please make a note of the staff to pupil ratios listed below. We expect your school to maintain these ratios at this time.

Please complete the [self-directed booking request form](#) and a member of our Box Office team will contact you to discuss your requirements.

COVID-specific measures

- Tickets for self-led groups must be printed out or displayed on a phone and will be scanned on entry and exit. This will allow us to support the Government's NHS Test and Trace scheme.
- All visitors and museum staff are required to wear face coverings in the museum, unless exempt.
- Visitors are asked to maintain 2m social distancing from staff and visitors not in their household or bubble.
- There is a one-way route to guide visitors through the galleries.
- Hand sanitiser stations are situated around the galleries at regular intervals. Staff and visitors will be reminded to wash their hands or use the hand sanitiser regularly.
- We have temporarily removed, adapted or replaced our touch interactives in the galleries. Some of our interactive touch screens have been adapted with Infrared technology so they can be used touch-free. Some galleries and exhibits where social distancing measures are not possible have been temporarily closed.
- We will operate a managed queuing system for our regularly-cleaned toilet facilities. Disposable paper towels will be provided in all toilets. There will be additional bins for public waste disposal.
- Public, shared items such as seating will be cleaned regularly.

Planning visits

We strongly recommend that you make a planning visit before you bring your group so that you can assess potential hazards for yourself, both in our buildings and on your journey to us. If you would like to make a planning visit, please book a free ticket online.

Our galleries, exhibitions and public areas

All the museum's public areas have been designed and are maintained to ensure that they are safe for schools and other visitors. These spaces are continuously checked on a daily basis to remove or minimise hazards. During COVID-19, this includes a heightened cleaning regime for toilets and all public areas. Certain exhibits remain closed, including the Anglo Saxon house and Pleasure Gardens.

Our people

All our staff have undergone a basic disclosure (police check). Everyone is familiar with and complies with our Safeguarding Children and Adults at Risk Policy and Procedure. Museum staff will maintain 2m distance from school pupils and staff at all times.

Fire and evacuation

We have fully tested evacuation procedures in place in case of fire or other emergencies. In the case of an evacuation, school groups will be escorted to a muster point by our staff who will work with teachers to ensure that all pupils are present and safe. Our buildings are fitted with alarm systems and emergency exits are clearly marked.

First aid

We have members of staff who are trained in providing first aid. Please inform our gallery staff (in pink shirts) immediately if anyone in your group requires assistance due to illness or injury.

Insurance

We have public liability insurance providing cover up to £10 million through Allianz Insurance plc.

Health and safety

We have a written health and safety policy and all staff receive health and safety training.

Lost pupils

Please inform our gallery staff immediately if any pupils become separated from the group and you are unable to find them. We have established procedures in place to deal with these situations efficiently.

Supervision

Please note that teachers and accompanying adults are responsible for the health and safety of their group and should remain with pupils at all times while in our buildings and during any emergency evacuations.

We require the following staff to pupil ratios:

- Foundation stage – 1:3
- Key stage 1 – 1:6
- Key stage 2 – 1:6
- Key stage 3 – 1:10
- Key stage 4 – 1:15
- Post-16 AS/A2 – 1:15
- SEND – 1:5.

Further advice

If you need more information to help you prepare your risk assessment, or would like to meet a member of the schools team when you make a planning visit, please email learning@museumoflondon.org.uk.

We hope you have a safe and enjoyable visit to us.