



Museum of London

Risk assessment advice for 'at your school' sessions during COVID-19

The following information outlines the steps we've taken to prepare for our 'at your school' sessions during COVID-19, as well as the steps we would like you to take to ensure the session runs as safely as possible.

Preparing your learning spaces

- Please provide a learning space large enough to facilitate social distancing.
- Please ensure that your learning space is prepared before the start of the session and all common surfaces are cleaned.
- Please ensure there are no obstacles, trip hazards or trailing wires.
- Please enable ventilation as much as possible through open windows and doors.

Before the session

- Please allocate a place for our facilitator to stand at the front of the room.
- Please arrange pupils in a suitable configuration to ensure 2m social distancing can be maintained at all times between pupils/school staff and the facilitator.
- Please provide a space for our facilitator to change into costume (a staff toilet will be sufficient).

Our staff

- Our facilitator will wear a face covering on arrival and when moving round communal spaces.
- They will wash their hands or sanitise on arrival.
- They will follow school one-way systems and adhere to any other COVID-secure policies as necessary.
- They will only remove their face covering for delivery.
- All our facilitators will comply with our Safeguarding Children and Adults at Risk policy and procedure.

- We encourage our facilitators to take up the vaccine when they are eligible under the national programme. However, we are unable to enforce this.
- If your school requests for our facilitator to take a lateral flow test prior to their session at your school, we will make this a requirement.

Our session plans

- Our scripts and session plans have been adapted to remove singing, shouting, chanting and gasping to minimise risk of aerosol transmission.
- Most sessions will use only digital resources (film, PowerPoint) instead of objects or worksheets, to minimise handling risk.
- Where objects or other resources are to be used, these will be cleaned thoroughly between sessions. Where this is not possible, a 72-hour quarantine procedure will be followed both before and after the session.

During the session

- Our facilitator will maintain a 2m distance from pupils and school staff at all times and not move around the room.
- Digital resources can be operated by our facilitator with sanitised hands, or be operated by school staff.
- Where objects or other shared resources are used, pupils must wash or sanitise their hands before and after use.
- The teacher must remain in the room at all times, and our facilitator must not be left alone with pupils.

After the session

We would appreciate your feedback to help us develop our 'at your school' sessions and will send a short online survey for you to complete.

Further advice

If you need more information to help you prepare your risk assessment, or would like to advise us of additional measures you would like us to take, please email learning@museumoflondon.org.uk and a member of our schools team will be happy to help.

We hope you enjoy your session.