



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:

- School, sixth form, college and home education groups may book a visit between Wednesday and Friday.
- On arrival at the museum the class should split into groups of no more than six people, including students and accompanying adults, and follow the museum's one-way system.
- There will be no access to the lunchroom or cloakroom.
- Groups are encouraged to use hand sanitiser on arrival and before departure. If preferred, there are also opportunities for your group to wash their hands.
- 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 all times.

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 accompanying adults and students over the age of 16 must comply

with the NHS Test and Trace guidelines.

- All visitors and museum staff are required to wear face coverings in the museum, unless exempt. This includes all students over the age of 11 years old, visiting teachers and accompanying adults.
- 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.
- 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.

NHS Test and Trace information for secondary school groups bringing students over the age of 16

As per Government COVID-19 guidelines, we are required by law to collect contact details for all visitors over the age of 16, and to pass these on to NHS Test and Trace if required.

- Please inform everyone over the age of 16 in your group that upon arrival they will need to either scan into the venue using the NHS Test and Trace app on their personal device, or if they are not able to use the NHS Test and Trace app, they will need to provide their name and the school phone number to a member of staff.
- To make your entry into the museum as quick and smooth as possible, you are able to provide contact details for those over the age of 16 in advance of your visit.
- These details will be kept securely for 21 days and only shared with NHS Test and Trace if requested.
- Details will need to be sent no later than 24 hours in advance of your visit (or by 3pm Friday if visiting on Monday).
- As the lead booker, you must ensure that you have gained consent from the relevant person/s to supply the personal details to the museum.
- Anyone required to provide their contact details who does not wish to provide details in advance will need to either scan the NHS Test and Trace QR Code on arrival, or

provide contact details before entering the museum.

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 Saxon house.

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.

Our staff do not need to provide us with proof of being vaccinated, however, we encourage our staff to take up the vaccine when they are eligible under the national programme, noting that for some staff they may not be able to eg due to severe allergies or due to pregnancy unless they have a high risk of getting COVID-19.

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.