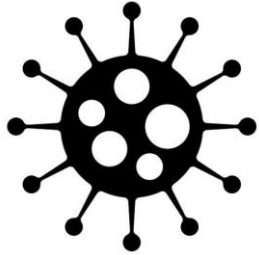


Brooklands Museum Trust Limited
COVID-19 Risk Assessment
Version 2.0

Activity Name:	School Visits to Brooklands Museum
Date of Activity:	Ongoing
Member of staff carrying out assessment:	Laura Barclay, Learning & Engagement Officer
Date of assessment:	21.09.2021
Assessment review frequency:	Termly
Assessment review date:	January 2022
Person approving assessment:	Alex Patterson, Heritage & Engagement Director
Date of approval:	23.09.2021

General COVID-19 Health & Safety Measures



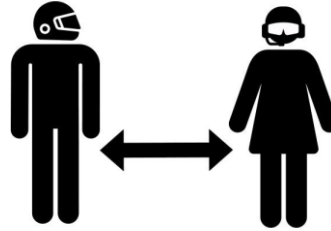
Feeling unwell

Please stay home if you or anyone in your group is feeling unwell.



Hygiene

Hand sanitiser provided throughout the Museum.
Enhanced cleaning of lunchrooms and toilets.



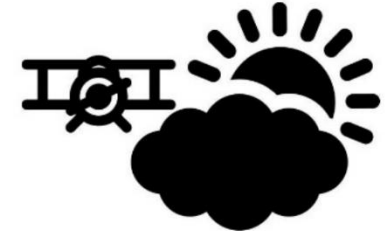
Practise Social Distancing

One-way systems, floor markings and social distancing reminders throughout the Museum.



Face Coverings

Staff, volunteers, and visitors are encouraged to wear a face covering indoors.



Outdoor Spaces

Outdoors will be utilised as much as possible during guided tours and activities.

A summary of key hazards is supplied in a pre-visit email to the visiting school by Brooklands Museum. Teachers are to read the information carefully and brief adult supervisors before their visit.

Hazard identified	Affecting who?	Existing control measures	Additional control measures	Risk level	Who will implement controls?
Teacher, adult supervisors, and children showing symptoms of COVID-19	Children Teachers Adult supervisors Brooklands Museum staff and volunteers	Schools must ensure that if a student, member of staff or accompanying adult are feeling unwell, have a high temperature (over 38 degrees), persistent cough or shortness of breath, they do not visit the Museum.	Those showing symptoms of COVID-19 will not be admitted on-site. This is to maintain the safety of our staff, volunteers, and visitors. Lateral flow testing kits are made available to Brooklands Museum staff and Workshop Facilitators, where appropriate.	Low	Teachers Adult supervisors Brooklands Museum staff and volunteers

Hazard identified	Affecting who?	Existing control measures	Additional control measures	Risk level	Who will implement controls?
Use of shared spaces leading to possible transmission of COVID-19	Children Teachers Adult supervisors Brooklands Museum staff and volunteers	<p><u>Hygiene</u></p> <p>Enhanced cleaning of high-contact areas (such as railings, door handles) using disinfectant wipes by Brooklands Museum staff member or volunteer. Where possible, doors will be left open to reduce need to touch surfaces.</p> <p>Lunchrooms and workshop rooms are thoroughly cleaned post-visit and not used again until the next group visit. During term-time, lunchrooms and workshop rooms are reserved for school groups only.</p> <p>Hand sanitiser bottles available in lunchrooms for children and adult supervisors to use.</p> <p><u>Face Coverings</u></p> <p>Use of face coverings for those aged over 11 encouraged, particularly in indoor areas (unless exempt).</p> <p><u>Social distancing</u></p> <p>Brooklands Museum staff, volunteers, teachers and adult supervisors are to encourage social distancing.</p> <p><u>Ventilation</u></p> <p>Wherever possible, windows and doors will be left open to increase ventilation and fresh air flow.</p>	<p>Visiting teachers and adult supervisors are responsible for keeping children in their consistent groups (or 'bubbles').</p> <p>Continued monitoring to identify if measures need improving.</p>	Medium	<p>Teachers</p> <p>Adult supervisors</p> <p>Brooklands Museum staff and volunteers</p>

		Ventilation fans and vents in operation in upstairs Activity Rooms 3 and 4.			
--	--	---	--	--	--

Hazard identified	Affecting who?	Existing control measures	Additional control measures	Risk level	Who will implement controls?
Shared toilet facilities and inability to adequately socially distance, leading to possible transmission of COVID-19	Children Teachers Adult supervisors Brooklands Museum staff and volunteers	<p><u>Hygiene</u> Enhanced cleaning and replenishment of toilets at regular intervals throughout the day.</p> <p><u>Overcrowding</u> Teachers and adult supervisors are advised to take only small groups of children to use the Clubhouse toilets at any one time, to reduce the risk of crowding in corridors.</p>	Continued monitoring to identify if measures need improving.	Medium	Teachers Adult supervisors Brooklands Museum staff and volunteers

Hazard identified	Affecting who?	Existing control measures	Additional control measures	Risk level	Who will implement controls?
Touching shared surfaces and exhibition interactives in the Aircraft Factory	Children Teachers Adult supervisors Brooklands Museum staff and volunteers	<p><u>Hygiene</u></p> <p>High contact areas to be wiped down periodically throughout the day.</p> <p>Hand sanitiser to be available for visitor use.</p> <p>Hands,face, space (blue signage) to be visible to encourage complaint behaviour.</p>	Continued monitoring to identify if measures need improving.	Medium	Brooklands Museum staff and volunteers

Hazard identified	Affecting who?	Existing control measures	Additional control measures	Risk level	Who will implement controls?
Lack of ventilation during the Concorde Walkthrough	Children Teachers Adult supervisors Brooklands Museum staff and volunteers	<p><u>Ventilation</u></p> <p>One-way systems through aircraft.</p> <p>Doors will be open at either end, to help maintain airflow whilst inside.</p> <p>Entry timing will be staggered, with no more than 15 children in each group.</p>	Continued monitoring to identify if measures need improving.	Medium	Brooklands Museum staff and volunteers

Hazard identified	Affecting who?	Existing control measures	Additional control measures	Risk level	Who will implement controls?
<p>Inability to adequately socially distance during guided tours and workshops, leading to possible transmission of COVID-19</p>	<p>Children Teachers Adult supervisors Brooklands Museum staff and volunteers</p>	<p><u>Hygiene</u> High contact areas to be wiped down periodically throughout the day. Hand sanitiser to be available for visitor use.</p> <p><u>Ventilation</u> Wherever possible, windows and doors will be left open to increase ventilation and fresh air flow. Ventilation fans and air vents in operation in upstairs Activity Rooms 3 and 4. Where able, workshops will be delivered outdoors (weather permitting).</p> <p><u>Social distancing</u> Brooklands Museum staff, volunteers, teachers and adult supervisors are to encourage social distancing. Intervention by Workshop Facilitators, teachers and adult supervisors to assist children may be required for craft activities due to the fiddly nature of some tasks. Teachers will be made aware of this upon booking.</p> <p><u>Face Coverings</u> Use of face coverings for those aged over 11 encouraged, particularly in indoor areas (unless exempt).</p>	<p><u>Portable Voice Projector</u> Volunteer Tour Guides and Workshop Facilitators will have the option to use a portable voice projector, to reduce the need to speak loudly (and therefore decrease the chance of aerosol spread).</p> <p>Continued monitoring to identify if measures need improving.</p>	<p>Medium</p>	<p>Adult supervisors Brooklands Museum staff and volunteers</p>

Hazard identified	Affecting who?	Existing control measures	Additional control measures	Risk level	Who will implement controls?
Touching shared surfaces during workshops, leading to possible transmission of COVID-19	Children Teachers Adult supervisors Brooklands Museum staff and volunteers	<p><u>Hygiene</u></p> <p>High contact areas on workshop equipment to be wiped down at the conclusion of the workshop.</p> <p>Hand sanitiser bottles to be available for children, teachers and adult supervisors to use.</p>	Continued monitoring to identify if measures need improving.	Low	Brooklands Museum staff and volunteers