

# BENTLEY PRIORY MUSEUM

www.bentleypriorymuseum.org.uk



## Risk Assessment

Detailed below are potential risk factors which are specific to this site. Naturally, everyday hazards, i.e. slipping, tripping and small injuries such as cuts or bruises, can occur in any environment.

All groups of students must be supervised by their group leader when on site. We recommend a minimum adult to student ratio of 1:5 for FS/KS1, and 1:10 for KS2, KS3, KS4 and KS5.

Location	Potential Risk Factors	Persons at risk	Measures taken/to be taken
<b>Exterior Front:</b>	<p><u>Site Traffic:</u> Bentley Priory Museum is located within a gated, residential site. Other Museum visitors, residents and delivery vehicles may be driving on site. There is a short walk from the car park to the Museum which is only supported partially by a path.</p>	Visitors	<ul style="list-style-type: none"> <li>• The site has a secured entrance gate and perimeter fence.</li> <li>• Coaches can drop off and collect groups from directly outside the Museum.</li> <li>• The site speed limit is 20mph.</li> <li>• School staff are to ensure students are well supervised.</li> </ul>
<b>Interior Learning Centre:</b>	<p><u>Temporary Exhibitions:</u> School groups sometimes eat their snack in the Temporary Exhibition space. This can sometimes be occupied with temporary exhibitions.</p>	Visitors	<ul style="list-style-type: none"> <li>• Museum staff will warn the group of any potential hazards caused by existing exhibitions.</li> <li>• Please ensure all rubbish is removed to remove trip hazards. Bin bags will be provided.</li> </ul>
	<p><u>School Workshops:</u> The Museum's Handling Collection contains some small items.</p>	Visitors	<ul style="list-style-type: none"> <li>• The items in the collection are explored together as a group, under supervision from Museum staff. Small items are kept in small plastic packaging to avoid damage and risk of swallowing.</li> </ul>
<b>Interior Museum:</b>	<p><u>Stairs and steps:</u> There is one flight of stairs between the Museum and the Learning Centre, Toilets and Café. There are two steps leading from the Entrance Hall into the main Museum which can sometimes cause a trip hazard. There is a large staircase ("Grand Staircase") in the Museum which leads to a landing. This is partially</p>	Visitors	<ul style="list-style-type: none"> <li>• There is a handrail on the main staircase and the "Grand Staircase".</li> <li>• There is a lift for visitors to use between floors.</li> <li>• There is step-free access for wheelchair users.</li> <li>• School staff are to supervise students if using the "Grand Staircase".</li> </ul>

	carpeted, so there is a potential trip hazard at the sides.		
	<u>Battle of Britain Lace Panel:</u> The Battle of Britain Lace is framed in a large 4 metre with one glass panel over it.	Visitors	<ul style="list-style-type: none"> <li>• The Lace was reframed in 2014 with toughened safety glass.</li> <li>• School staff are to ensure that students do not run at the front of the panel or down the stairs opposite it.</li> </ul>
	<u>Windows and doors:</u> Due to the features of the property, there are large, floor to ceiling windows in most of the rooms of the Museum. Also due to the features of the property, the doors between rooms are heavier than standard doors.	Visitors	<ul style="list-style-type: none"> <li>• The whole property, including windows, has been renovated to modern building standards. The doors in the Museum will be secured open with a magnetic door holder.</li> <li>• Running is not permitted anywhere in the museum building.</li> </ul>
<b>Exterior Back:</b>	<u>Balcony outside the Ballroom:</u> There is a fall hazard and risk of climbing through the barrier.	Visitors	<ul style="list-style-type: none"> <li>• School staff must supervise students on the balcony.</li> </ul>
	<u>Picnic area:</u> The walk to the picnic area is about 2 minutes from the Museum. There may be vehicles driving on the road beside the path. There is a water overflow at the back of the picnic area.	Visitors	<ul style="list-style-type: none"> <li>• School staff must supervise students when walking to, and at, the picnic area.</li> <li>• There is a path to walk along to the picnic area.</li> <li>• The site speed limit is 20mph.</li> <li>• There is a fence around the picnic area to prevent access to the water overflow.</li> </ul>
	<u>Gardens:</u> Steps in the garden may become slippery in bad weather. The gardens are full of a variety of plants and shrubs, some of which may be prickly or poisonous. Occasionally there are vehicles driving around the back of the property. There is a potential fall risk behind the fountain and flag pole to the South Lawn below.	Visitors	<ul style="list-style-type: none"> <li>• School staff must supervise students in the garden at all times.</li> <li>• The site speed limit is 20mph.</li> <li>• Running in non-designated areas may result in injury. It is advised that students are not allowed to run outside of designated recreation areas.</li> </ul>
	<u>Fountain:</u> There is a working fountain in the garden which will always have water in.	Visitors	<ul style="list-style-type: none"> <li>• Students must not go into the fountain.</li> </ul>

**Disclaimer:** Bentley Priory Museum will not be liable for any injuries caused through misuse of the site or individual negligence.

School staff are responsible for the behaviour of schoolchildren at all times.

### COVID-19 Specific (September 2020\*):

- ❖ School groups will have sole occupancy of the Museum for the duration of their visit (it will be closed to the general public).
- ❖ Maximum School Group size: 30 children (1 class), split into 15 (half) for Workshop/Museum Tour. Plus accompanying adults.

Location	Potential Risk Factors	Persons at risk	Measures taken/to be taken
<b>Museum General:</b>	Getting or spreading coronavirus by not washing hands or not washing them adequately.	Visitors Staff/Volunteers	<ul style="list-style-type: none"> <li>• Remind people to wash their hands more often; on arrival, before eating, before departure etc.</li> <li>• Posters displayed with information on how to wash hands properly.</li> <li>• Hand sanitiser provided for occasions in between handwashing/when people can't wash their hands.</li> </ul>
<b>Museum General:</b>	Getting or spreading coronavirus in common use high traffic areas such as corridors, toilet facilities, entry/exit points to facilities, lifts, and other communal areas.	Visitors Staff/Volunteers	<ul style="list-style-type: none"> <li>• One-way systems/Hand sanitising stations in place with areas supervised to make sure people are following controls put in place.</li> <li>• Common use areas will be monitored and cleaned at regular intervals throughout the day.</li> </ul>
<b>Museum General:</b>	Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations.	Visitors Staff/Volunteers	<ul style="list-style-type: none"> <li>• Surfaces that are frequently touched and by many people e.g. handrails, door handles shared equipment cleaned hourly.</li> </ul>
<b>Museum General:</b>	Contracting or spreading the virus by not social distancing.	Visitors Staff/Volunteers	<ul style="list-style-type: none"> <li>• Staff/Volunteers/Visitors to maintain social distancing (at least 1m).</li> <li>• Perspex screens at Reception/Shop and Café counter to reduce contact.</li> <li>• Staff/Volunteers will wear visors/masks.</li> <li>• Learning Officer will wear visor whilst facilitating as required.</li> <li>• Wearing of face coverings mandatory for adult visitors (Adults accompanying children on school visits to wear face coverings as required).</li> </ul>
<b>Interior Museum:</b>	Stationary and portable seating throughout the Museum can be used and therefore touched by multiple people.	Visitors	<ul style="list-style-type: none"> <li>• Hard surfaces (such as chair backs and portable stool handles) cleaned regularly.</li> </ul>

<b>Interior Museum:</b>	Indoor spaces are more at risk due to less ventilation.	Visitors Staff/Volunteers	<ul style="list-style-type: none"> <li>• Open doors/windows wherever possible to increase fresh air ventilation.</li> </ul>
<b>Reception/Shop:</b>	Handling of cash.	Visitors Staff/Volunteers	<ul style="list-style-type: none"> <li>• Contactless card/card payment wherever possible.</li> <li>• Hand sanitiser to be used after cash payment.</li> </ul>
<b>Reception/Shop:</b>	Retail items are displayed for purchase and can be handled.	Visitors Staff/Volunteers	<ul style="list-style-type: none"> <li>• Signage will encourage visitors to avoid handling stock unless planning to purchase it.</li> <li>• Staff/Volunteers will wash their hands before restocking and gloves will be provided.</li> </ul>
<b>Galleries Specific: Abercorn Room</b>	Interactive exhibits are used by multiple people: historical timeline mirror buttons & telephone oral histories.	Visitors	<ul style="list-style-type: none"> <li>• Clean hourly each open day/between groups.</li> </ul>
<b>Galleries Specific: Dowding Film</b>	Film capacity (18-20 people per screening) will not allow for sufficient social distancing.	Visitors	<ul style="list-style-type: none"> <li>• Visitors will be allowed in 1 'group' at a time.</li> <li>• Museum personnel will manage access.</li> <li>• The bench will be cleaned between each use.</li> </ul>
<b>Galleries Specific: Rotunda</b>	Touchscreen databases are used by visitors and school groups.	Visitors	<ul style="list-style-type: none"> <li>• Clean hourly each open day/between groups.</li> </ul>
<b>Galleries Specific: Filter Room</b>	Interactive telephones providing oral histories.	Visitors	<ul style="list-style-type: none"> <li>• Clean hourly each open day/between groups.</li> </ul>
<b>Galleries Specific: Operations Room</b>	Interactive exhibits: Operations Room model phone, Observer Corps armbands, berets and binoculars, Spitfire cockpit.	Visitors	<ul style="list-style-type: none"> <li>• Loose items removed (berets, armbands).</li> <li>• Clean exhibits hourly each open day/between groups.</li> </ul>
<b>Inter-floor Lift &amp; Stairs</b>	Lift buttons are used by multiple people and could host & spread the virus. Stair bannisters are frequently used by multiple people.	Visitors	<ul style="list-style-type: none"> <li>• Clean hourly each open day</li> <li>• Hand sanitiser will be stationed outside the lift.</li> </ul>
<b>Toilets</b>	Frequently used by multiple people.	Visitors	<ul style="list-style-type: none"> <li>• Staff will clean hourly each open day.</li> <li>• Ensure sufficient supply of soap.</li> <li>• Hand sanitiser will be available outside the toilets in addition to soap inside toilets.</li> </ul>
<b>Italian Gardens</b>	The garden space is shared with residents so there is a greater risk of mixing groups of people.	Visitors/ Residents	<ul style="list-style-type: none"> <li>• Signage reminding of min social distancing.</li> <li>• Use of the Italian Gardens is not permitted for school groups.</li> </ul>

<b>School Workshop Specific:</b>	Getting or spreading coronavirus by not cleaning materials and resources used by multiple people.	Visitors Staff/Volunteers	<ul style="list-style-type: none"> <li>• Single use/disposable materials as required e.g. printed sheets, cards.</li> <li>• All resources including table maps, markers etc. to be cleaned/quarantined after use.</li> <li>• Costumes taken out of use.</li> <li>• Replica headsets taken out of use.</li> <li>• Objects to be handled by Learning Officer only.</li> </ul>
<b>School Workshop Specific:</b>	Contracting or spreading the virus by not social distancing.	Visitors Staff/Volunteers	<ul style="list-style-type: none"> <li>• Tour guide (Staff/Volunteer) to maintain social distancing (min 1m) from children/accompanying adults.</li> </ul>
<b>School Museum Tour Specific:</b>	Getting or spreading coronavirus by not cleaning materials and resources used by multiple people.	Visitors Staff/Volunteers	<ul style="list-style-type: none"> <li>• Clipboards cleaned/quarantined between use.</li> <li>• Children to be given own pencil to keep.</li> </ul>
<b>School Museum Tour Specific:</b>	Contracting or spreading the virus by not social distancing.	Visitors Staff/Volunteers	<ul style="list-style-type: none"> <li>• Children divided into 3 groups of 5 max.</li> <li>• Each group will take a different route around the galleries.</li> <li>• Tour guide (Staff/Volunteer) to maintain social distancing (min 1m) from children/accompanying adults.</li> </ul>

\*COVID-19 potential risk factors to be reviewed on an on-going basis in line with government guidance.