

# Risk Assessment – School visits to National Galleries of Scotland (NGS)

This risk assessment is intended to describe how school group visits to NGS premises will be adjusted in order to manage the risks of transmission of Coronavirus Covid19.

No penalty will be incurred by the school or by NGS in the event of either party having to cancel a session due to COVID.

NGS do not mandate covid vaccinations but we do encourage everyone working with NGS to be fully vaccinated. In addition, we do encourage the ongoing use of Lateral Flow Tests prior to coming on site.

Department	Learning & Engagement	Assessor(s)	Liz Conacher, NGS Schools Learning Coordinator Based on measures approved by City of Edinburgh Council Jan 2022
Date of assessment	12.4.2022	Activity	Gallery visit
Review date	Ongoing - in response to any covid updates from Scottish Government, especially if additional mitigations are required linked to a local outbreak. NGS will apply the latest City of Edinburgh Council Coronavirus Excursions Toolbox guidance to this risk assessment.	Where is the activity carried out?	All NGS sites: Modern One, Modern Two, Scottish National Gallery, Scottish National Portrait Gallery, Granton Art Centre

Activity	Hazard	Person at risk	What are we already doing?  The statements below are directed at all adult NGS and school staff and pupils, unless otherwise stated.	Further action required?
		Likelihood		
		Severity		
		Risk		
School group presence on NGS premises	<p>Contraction or transmission of Coronavirus Covid-19</p> <p><b>Directly:</b> from close contact with an infected person (within 2 metres). This risk increases the longer someone has close contact with an infected person.</p> <p><b>Indirectly:</b> by touching a surface, object or the hand</p>	<b>S,C,P L H M</b>	<p>NGS staff and school groups are asked to follow Scottish Government guidelines and the latest Coronavirus Excursions Toolbox guidance:</p> <p><a href="https://www.gov.scot/publications/coronavirus-covid-19-guidance-for-school-and-youth-work-visits-and-trips/">https://www.gov.scot/publications/coronavirus-covid-19-guidance-for-school-and-youth-work-visits-and-trips/</a></p> <p><a href="https://www.gov.scot/news/keeping-schools-safe/">https://www.gov.scot/news/keeping-schools-safe/</a></p> <p><a href="https://www.gov.scot/news/self-isolation-and-testing-changes/">https://www.gov.scot/news/self-isolation-and-testing-changes/</a></p> <p>NGS staff and school (adult) visitors are encouraged to triple vaccinate and to take LTF tests before coming on site. Anybody testing positive is asked not to come on site.</p> <p>All visitors 12+ are required to wear a face mask at all times indoors, apart from when eating and drinking in designated areas.</p> <p>Follow advisory signage at entry points and in hand washing areas.</p>	<p>Ongoing monitoring of controls in place.</p> <p>School to inform NGS of any concerns during or after a visit.</p> <p>Schools should ensure pupils are aware of relevant guidance and FACTS before a visit.</p>

Activity	Hazard	Person at risk	What are we already doing?  The statements below are directed at all adult NGS and school staff and pupils, unless otherwise stated.	Further action required?
		Likelihood		
		Severity		
		Risk		
	of an infected person that has been contaminated with respiratory secretions and then touching own mouth, nose or eyes.		<p>NGS will ensure enhanced cleaning and ventilation.</p> <p>NGS will not book more than one school group per venue at the same time.</p> <p>Adults and pupils classed as vulnerable will not come on site.</p> <p>If a member of staff or school group develops symptoms while on site - cough, loss of smell / taste or fever, they should report it immediately to the nearest member of NGS staff. NGS will ensure cleaning of any surfaces potentially touched by the symptomatic person.  <a href="https://publichealthscotland.scot/media/3227/1_covid-19-guidance-for-non-healthcare-settings.pdf">https://publichealthscotland.scot/media/3227/1_covid-19-guidance-for-non-healthcare-settings.pdf</a></p> <p>I will wear PPE where necessary and I will ensure that disposable PPE is disposed of safely after use.</p>	
Repatriation of symptomatic child	Contact with other colleagues/ visitors / group members	<b>S,C,P</b> <b>L</b> <b>H</b> <b>M</b>	<p>Prior to visiting an NGS venue, schools should carry out their own risk assessment and include provision for a symptomatic pupil to be collected or immediately removed from the site. Schools will need to consider this scenario and have plans in place if parents are not able to pick up (Edinburgh City Council have provision for this; Contact Andrew Bradshaw if you have any queries: Andrew.Bradshaw@Edinburgh.gov.uk)</p> <p>If waiting for transport before leaving the premises, the symptomatic person should wait in the designated isolation zone. The designated waiting area will be outdoors unless otherwise specified by NGS staff on the day.</p> <p>After testing, NGS should be informed of any positive results if there were any close contacts.</p>	The school should have a risk assessment in place.
Moving around NGS premises	Contraction or transmission - Coronavirus Covid19 due to cleaning , respiratory or hand hygiene systems being ineffective	<b>S,C,P</b> <b>L</b> <b>H</b> <b>M</b>	<p>Large groups are asked to split up into sub-groups of no more than 10 while moving around the gallery.</p> <p>I will follow Infection control hygiene practices as follows:          -covering my mouth and nose with a tissue when coughing or sneezing and disposing of used tissues immediately, before thoroughly washing hands for at least 20 seconds. If no tissues are available, using the crook of my elbow to sneeze into;          -washing my hands regularly, and using hand sanitiser gel (60%+ alcohol available at front entrance and throughout NGS) if normal soap and water for handwashing is not available;          -avoiding touching my eyes, nose and mouth with unwashed hands.</p>	

Activity	Hazard	Person at risk	What are we already doing?  The statements below are directed at all adult NGS and school staff and pupils, unless otherwise stated.	Further action required?
		Likelihood		
		Severity		
		Risk		
Fire evacuation	Contraction or transmission - Coronavirus Covid19 due to inability to maintain appropriate social distancing during fire evacuation	<b>S, C, P</b> <b>L</b> <b>H</b> <b>M</b>	<p>I will make myself familiar with the nearest fire call points and follow instructions given by site staff in all emergency situations.</p> <p>If the fire alarm sounds our group will make our way out of the building by the nearest route, following instructions given by site staff.</p> <p>Pupils will be accompanied by a responsible adult from the school at all times.</p> <p>Adults will wear a mask whenever moving around a room, corridors, and during fire evacuation, unless exempt.</p> <p>As soon as possible eg on reaching the muster point, I will resume 2m distancing.</p>	
Requiring first aid	Inability to maintain social distancing while giving/ receiving first aid	<b>S,C,P</b> <b>L</b> <b>H</b> <b>M</b>	<p>First aid kits and first aiders are available on all sites. Ask the nearest member of staff.</p> <p>Schools should be aware of pupils' medical conditions and have their own risk assessment in place.</p> <p>If I or a member of my group require first aid I will follow the instructions of the first aider on site.</p> <p>A designated NGS first aider will be responsible for supporting self-administered first aid only eg giving advice, providing a plaster.</p> <p>In the event of more serious first aid being required, the first aider will call an ambulance. It will be at the discretion of the first aider whether or not to make close contact with the person requiring emergency first aid.</p>	The school should have a risk assessment in place.
Accessing toilets	Contraction or transmission - Coronavirus Covid19 due to potential proximity to others, or contact with contaminated surfaces	<b>S,C,P</b> <b>L</b> <b>H</b> <b>M</b>	<p>Schools will use public toilets unless prior arrangement has been made for a designated toilet to be made available for exclusive use of the school. (This is currently under NGS review – please enquire for details by contacting <a href="mailto:learning@nationalgalleries.org">learning@nationalgalleries.org</a>)</p> <p>I will endeavour to maintain appropriate social distancing from other visitors and staff, while in the narrow toilet areas.</p> <p>I will wash my hands with soap and water, before and after using shared welfare facilities.</p>	
Disposing of waste	Contact with waste material that may be infected with Covid 19	<b>S,C,P</b> <b>L</b> <b>H</b> <b>M</b>	<p>I will ensure that disposable PPE is disposed of safely after use.</p> <p>I will dispose of any other waste in the bins provided.</p> <p>I will ensure that no waste or materials are left behind after the visit.</p>	

Person at risk	Likelihood	Severity	Residual Risk
S = Staff C = Contractor P = Member of the public / school staff or pupil	L = Low: Improbable  M = Medium: Possible, could occur sometimes  H = High: Likely or frequent, to be expected	L = Low: No injuries M = Medium: Injury is possible H = High: Possible fatality	R = Likelihood x Severity

Any concerns or breaches of the above should be reported to [lconacher@nationalgalleries.org](mailto:lconacher@nationalgalleries.org) as soon as practical.

**Signed**...Liz Conacher 12.4.2022