

Risk Assessment Form

Swindon Borough Council Risk Assessment Template

Workplace / Location:	STEAM Museum	Ref. No.	Covid19-RTW STEAM Discovery Session
Activity Description:	Return to work environments for all employees during the Covid-19 return to the workplace recovery phase assessing the risks of potential exposures of Covid-19 during work activities and appropriate control measures aligned to the government's guidance: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres .		
Who is at Harm:	All employees and public interacting with SBC services.		
Name(s) of Assessor(s):	Gwen Pontefract		
Responsible Manager:	Frances Yeo	Department:	Lifelong Learning Team
Assessment Date:	24/06/2020	Review Date:	30 th September 2020. Reviewed by SS on 21.09.20

This Risk Assessment relates to work activity on return to the workplace during the Covid-19 pandemic and should be used in addition to the existing work activity risk assessments already in place.

Public Health England (PHE) recommends that the following general cold and flu precautions are taken to help prevent people from catching and spreading COVID-19:

Staff should not attend the workplace if they or anyone they live with have any of the symptoms of Covid-19:

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

If staff have cold symptoms or generally feel unwell they should also stay or work at home rather than come into the office.

If staff do not have symptoms and are at work they should:

- Cover your mouth and nose with a tissue or sleeve (not your hands) when you cough or sneeze - Catch it, Bin it, Kill it
- Put used tissues in the bin straight away
- Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.
- Maintain social distancing
- Avoid close contact with people who are unwell
- Clean and disinfect frequently touched objects and surfaces
- Do not touch your eyes, nose or mouth if your hands are not clean.

Staff to follow PHE guidance as above and also the SBC intranet advice available at: <https://intranet.sbcintra.com/WorkingatSBC/coronavirus/Pages/default.aspx>

The risks of Covid19 in returning to the workplace will be mitigated and managed through the following principles set out below and identified in this risk assessment document:

- Measures to reduce the numbers of people in the work environment
- Social Distancing
- Good Hygiene Practices

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- Measures to Manage Risk where the 2 metre rule cannot be maintained - Working in Fixed Teams or Partnering

Hazard & Description (Potential Consequences)	Control Measures (Existing Control Measures or Precautions to be Taken)	Risk (with controls)			Are Additional Controls Required?	Residual Risk (after additional controls)			Action Plan (Responsible Person & target date)
		L	S	R		L	S	R	
<p>Guidance Principle: Measures to Reduce the numbers of people in the work environment at any given point in time.</p> <p>Hazard: Too many people in the workplace at any given point in time increasing the potential transmission &/or infection of the Covid-19 virus between employees and/or others coming into contact with employees.</p>	<ul style="list-style-type: none"> Only one school will be booked in for a visit to the museum per day. The number of pupils participating in each session should be between 8-17. The Museum adult :pupil ratio should be adhered to. This is 1:6 for KS1, 1:10 for KS2 and 1:12 for KS3. The Museum will be closed to visitors during a school visit to ensure social distancing is maintained and to stop pupils from coming into contact with elderly and more vulnerable people. The museum will be reopened to visitors at 2.00pm on the day that a school is visiting. All payment to be made prior to the visit. Use of shop to be pre-arranged and/or purchase of goody bags. 	1	4	4	<p>The school will be able to bring additional support adults.</p> <p>If a school wishes to bring two 'bubbles' of up to 17 pupils they will need to be kept on opposite sides of the museum entrance foyer when they arrive and the teacher will be responsible for maintaining social distancing of groups around the museum.</p> <p>No more than two 'bubbles' of up to 17 pupils will be able to visit the museum on the same day. The two 'bubbles' would have separate lunch times and be encouraged to use both sets of toilets (foyer and lunchroom) at different times.</p> <p>Priority for school visits will be given on a Tuesday, Wednesday or Thursday so that clashes with larger events and meetings held on the ground floor of the building can be avoided. The booking of events on these days or school visits on Mondays and Fridays will need to be discussed and decided on a case by case basis.</p> <p>Small meetings will be self-contained upstairs and meeting attendees will arrive and leave at a different time to the school. 'Safe Corridors' will be created to keep people attending events and meetings away from school pupils and separate entrances, exits and toilets will be organised through discussion with the Events team.</p> <p>Learning and Engagement Officers will liaise with the Events team so that they are aware of school bookings.</p> <p>Schools will need to book at least three weeks in advance of a visit so that visitors can be given prior warning of museum closure.</p>	1	3	3	<p>Learning and Engagement Officers to check when the school books how many pupils and additional adults will be attending. If it is too many they will suggest that an additional session is booked.</p> <p>L & E Officers to liaise with the events team regarding bookings.</p> <p>FOH staff to check the actual number of pupils and adults present on arrival.</p> <p>Social media/website/outdoor signage to indicate closure to public.</p>

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				Test and Trace contact details will be available as schools will leave a contact email address with us when they book their visit.					
<p>Guidance Principle: Social Distancing Measures (i.e. separation controls) during work activities.</p> <p>Hazard: Employees and others inadvertently coming into close contact during work activities increasing the potential transmission &/or infection of the Covid-19 virus between employees and/or others coming into contact with employees in the work environment such as pupils, teachers and other adults.</p>	<ul style="list-style-type: none"> Guidance and risk assessments will be sent to the school prior to the Discovery Session so that they are aware of our organisation and how it conforms to our guidelines for social distancing measures. The teaching area needs to be large enough for all members of the group to be 2 metres apart at any given time. Taped crosses are to be put on the floor 2 metres apart for the pupils to stand on when they come to the front of the teaching area to dress up. Only 3 pupils will come up to the front at a time. Pupils to dress themselves so that the FLO does not need to go close to them to assist. All pupils will have their own individual object to handle as they cannot share with other people in a group or pair. 	2	4	8	<ul style="list-style-type: none"> The pupils will remain seated 2 metres apart, unless they are asked to come to the front of the teaching area by the FLO. Costumes and handling objects will be placed in piles at the front or around the teaching area ready for the pupils to collect rather than being handed out by the FLO. Costumes must be easy to put on by the pupils themselves. (i.e: no neckerchiefs) Handling objects will be placed at the front/around the teaching area and pupils will come up one at a time to collect them. The reverse will happen once they have finished looking at them. 	2	3	6	<p>Learning and Engagement Officers will send guidance and risk assessments for COVID-19 adapted Discovery Sessions to the school when they make a provisional booking.</p> <p>FLO will put 3 taped crosses on the floor at the front of the teaching space. Set out 1 mat per pupil for the number of pupils attending. Provide chairs for teacher and other adults. Place costumes and handling objects in separate piles before the session.</p> <p>FLO will explain that pupils need to put the costumes on themselves.</p> <p>FLO will place the handling objects around the teaching area ready and call up pupils one at a time to collect their own individual object.</p>

<p>Guidance Principle: Good Hygiene Measures - Cleaning, Handwashing & Hygiene Measures during work activities.</p> <p>Hazard: Potential transmission &/or infection of the Covid-19 virus between employees and/or others through poor cleaning, handwashing and hygiene measures during work activities.</p>	<ul style="list-style-type: none"> If a FLO or any of the visiting school group is displaying symptoms of COVID-19 they will not come to the museum. Guidance and risk assessments will be sent to the school prior to the Discovery Session so that they can ensure that the pupils wash their hands before the session. The FLO will wash their hands before collecting the costumes and handling objects ready for the session. The FLO will use alcohol based hand sanitiser in front of the pupils and adults immediately before teaching the session. Clothing to be used will be limited to make cleaning easier (e.g: just hats, waistcoats and shawls) Different costumes and handling objects will be used for two consecutive sessions. Some resources will be wiped down. The FLO will clean their own costumes. Only 1 'bubble' of pupils to use the lunchroom at a time. Extra chairs to be removed to discourage overcrowding. 	<p>2 4 8</p>	<ul style="list-style-type: none"> If the FLO becomes ill with COVID-19 symptoms on the way to the museum they must call STEAM to alert one of the Learning and Engagement Officers. They must get tested and if tested positive stay at home for at least 7 days. Refer to the advice on the NHS website and the Stay at home guidance. Advice on how to get a test can be found by visiting the staff intranet pages. If the FLO becomes ill with COVID-19 symptoms whilst at the museum they will self-isolate and call someone to collect them or leave the premises immediately after informing the Learning and Engagement Officers and calling 'Absentia'. One of the L & E Officers will speak to the teacher in charge of the school group and offer to finish the session. If there is no L & E Officer on the museum premises that day a member of the STEAM management team will speak to the teacher. If a pupil becomes ill with suspected COVID-19 symptoms whilst they are at the museum the teacher must inform the FOH team who will contact the Learning and Engagement Officer. The pupil must be isolated in a free room under the supervision of a TA until their parent can collect them or the group returns to school. If an adult from the school party becomes ill with suspected COVID-19 they must inform the FOH team who will contact the Learning and Engagement Officer. The adult must self-isolate in a free room until they can be collected and replaced by another adult or the group returns to school. Staff in contact for 15 minutes or more with affected persons required to self-isolate for 14 days. Additional cleaning implemented after a known or suspected case of Covid19 in the Museum. If cleaning after a known or suspected case of Covid19 in the office, then the following specific guidance should be consulted: 	<p>2 3 6</p>	<p>Learning and Engagement Officers will send guidance and risk assessments for Discovery Sessions to the school when they make a provisional booking.</p> <p>FLO to call 'Absentia' number if they have COVID-19 symptoms and the Learning Officers will assign another FLO to the session.</p> <p>FLO to call L & E Officer if they become ill on the way to the museum or during the session at the museum.</p> <p>L & E Officer to speak to teacher if FLO becomes ill and offer to continue the session.</p> <p>FLO to follow hand washing guidance.</p> <p>FLO to clean resources and hang up costumes. Sign and date day of use labels for costumes and boxes.</p> <p>FLO to clean or air their costume for 72 hours after every Discovery Session.</p>
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- On arrival at the museum pupils and teachers to take lunch boxes to lunchroom (or other designated area for their lunch) and leave in place (2m apart). Coats to be left here too. The only things carried around the museum should be medical items which may be required and items that form part of costume.
- Toys will be taken out of the children's area before a school visit.
- All adults and children over the age of 11 visiting the museum will need to wear a mask, apart from those who are exempt due to personal reasons or reasons relating to the child whom they are supporting (e.g: a child who needs to lip read).

[Covid19-Cleaning in Non-Healthcare Settings](#)

- The pupils will be asked to wash their hands before the session.
- Regular cleaning of all resources in line with guidance <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- Costumes will be hung up in an airy space and boxes of handling objects quarantined for 72 hours before being used for another Discovery Session. Labels attached to boxes and costumes to show date used.
- Costumes will be dry cleaned or washed regularly in accordance with government guidelines.
- Details of which resources need to be wiped down between sessions with anti-bacterial wipes will be in the lesson plan.
- All handling objects will be wiped down before they are put away to be brought back to the museum.
- Boxes containing the resources and costumes will be cleaned with disinfectant before being put away.
- Where possible cleaner to wipe tables between use. Cleaning spray and paper towels to be available for accompanying adults to use.
- Tables/chairs set out for max number to use the space at one time.
- Spare masks will be available from the FOH team for those visitors who have forgotten them.

FOH to be informed at the start of the week if required to set up alternative area for lunch where cleaning between groups is not possible e.g next to Caerphilly Castle

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<p>Guidance Principle: Measures to Manage Risk where the 2 metre rule cannot be maintained.</p> <p>Hazard: Working in close constant contact with colleagues, clients, visitors, contractors and members of the public which increases the potential transmission &/or infection of the Covid-19 virus.</p>	<ul style="list-style-type: none"> FLOs to strive to maintain the 2 metre rule at all times. 	<p>2 4 8</p>	<ul style="list-style-type: none"> FLOs to carry their own hand sanitiser, mask and gloves to use in the unlikely event that they need to be closer than 2 metres to someone. A visor will also be available for FLOs to wear if they wish. 	<p>1 4 4</p>	<p>L & E Officers to give the FLOs hand sanitiser, mask and gloves to keep with them at all times. A visor will also be available.</p>
<p>Travel</p> <p>Hazard: School late to session due to traffic hold ups.</p> <p>School unable to get to the museum due to a traffic accident or breakdown.</p>	<ul style="list-style-type: none"> Learning & Engagement Officer to phone lead teacher if school haven't arrived by allotted time 	<p>2 2 4</p>	<ul style="list-style-type: none"> FLO & L&E officer to discuss possibility of re timing the session 	<p>1 2 2</p>	<p>Learning and Engagement Officers ensure up to date contact numbers have been obtained from the school and are printed on daily schedule.</p>
<p>Museum safety procedures</p> <p>Hazard: Fire Terror alert</p>	<ul style="list-style-type: none"> School to be informed about emergency procedures and alarms on arrival at the museum 	<p>1 2 2</p>	<ul style="list-style-type: none"> FLO/FOH to show teacher/pupils where the fire exit from the teaching area/lunch area is. 	<p>1 1 1</p>	

Unknown adult visitors									
<p><u>Accident & Emergency situations, e.g. the delivery of First Aid</u></p> <p>Hazard: Potential transmission &/or infection of the Covid-19 virus between employees and/or others coming into contact with employees in the office work environment such as pupils, teachers and other adults.</p>	<ul style="list-style-type: none"> If the FLO is injured on the STEAM premises they should seek help from a member of the STEAM team who is a trained first aider who will implement the COVID-19 guidelines given by the government for dealing with first aid situations. If a pupil or adult visiting the Museum requires first aid the FLO is to ask for a member of the STEAM team who is a trained first aider to deal with the situation appropriately. This includes accidents involving bodily fluids, e.g. a child being sick. This is how a trained first aider should be operating: <u>First Aiders & PPE:</u> <ul style="list-style-type: none"> Where it is not possible to maintain a 2 metre or more distance away from an individual, disposable gloves and a disposable plastic apron are recommended. The use of a fluid repellent surgical face mask is recommended and additional use of disposable eye protection (such as face visor or goggles) should be risk assessed for use when there is an anticipated risk of contamination with splashes, 	2	3	6	See full guidance for First Responders Here: Covid19 – Guidance for First Responders Section 7.1 & 7.2	1	3	3	FLO to ask for medical assistance for themselves or an adult or child on a school visit from a trained first aider.

	<p>droplets of blood or body fluids.</p> <ul style="list-style-type: none"> • CPR - conduct a 'dynamic' risk assessment and adopt appropriate precautions for infection control; i.e. • In adults, it is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only. Compression-only. CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen). • Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective. • If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, use a resuscitation face shield where available. 	<p>2 2 4</p>		<p>1 2 2</p>	
<p>Manual Handling</p> <p>Hazard: Risk of injury to FLO from lifting boxes of handling objects and costumes.</p> <p>Risk of injury to FLO, pupils, teacher or other adults from mishandling of</p>	<ul style="list-style-type: none"> • FLO to follow the RA and SSOW for Handling Objects with School Pupils and for Manual Handling. • FLO to use folding trolley to take resource boxes to the teaching area. • FLO to ensure that they are capable of the task and ask for assistance if necessary. • The number of resources used in the Discovery Sessions has been 	<p>2 2 4</p>	<ul style="list-style-type: none"> • Training for FLOs. • Resources spread out between enough boxes to ensure that no boxes are too heavy to be carried easily. • FLO to give verbal reminder of expected behaviour during the session. • FLO to explain the Handling Rules. (Handle the objects with care and do not pass them on to another pupil). • FLO to conduct a visual inspection of artefacts before the session. 	<p>1 2 2</p>	<p>Learning and Engagement Officers will provide training for the FLOs in manual handling and handling of objects with adaptations needed for COVID-19 health and safety issues.</p> <p>FLO will refer to the Lifelong Learning Team RA and SSOW for handling objects</p>

<p>the handling objects, breakages or sharp edges.</p>	<p>altered to accommodate COVID-19 handling restrictions.</p> <ul style="list-style-type: none"> Artefacts individually assessed during selection for handling by the Lifelong Learning Team. No handling objects that are breakable or have sharp parts have been selected for use in the Discovery Sessions. Class teacher to supervise the children whilst they are handling the objects as pupils remain the responsibility of the class teacher at all times. 		<ul style="list-style-type: none"> FLO to report items that have acquired sharp edges due to damage or wear and tear. 		<p>with school pupils and for manual handling.</p> <p>All handling objects to be cleaned and/or left for 72 hours to air by FLO.</p> <p>Learning and Engagement Officers need to factor in time for cleaning objects.</p>
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Consequence/Severity	Likelihood				
	1	2	3	4	5
	Rare	Unlikely	Possible	Likely	Almost Certain
5 Catastrophic	5	10	15	20	25
4 Major	4	8	12	16	20
3 Moderate	3	6	9	12	15
2 Minor	2	4	6	8	10
1 Negligible	1	2	3	4	5

	1 – 3	Low risk
	4 – 6	Moderate risk
	8 – 12	High Risk
	15 - 25	Extreme risk