

Risk Assessment Form

Swindon Borough Council Risk Assessment Template

Workplace / Location:	Schools conducting a COVID-19 Adapted Self-Guided Visit of STEAM Museum.	Ref. No.	Covid19-RTW STEAM Outreach 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):	Sara Stone		
Responsible Manager:	Frances Yeo	Department:	Lifelong Learning Team
Assessment Date:	26/06/2020	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
- Measures to Manage Risk where the 2 metre rule cannot be maintained - Working in Fixed Teams or Partnering

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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 in the school environment such as pupils, teachers and other adults.</p>	<ul style="list-style-type: none"> Only one school will be booked in for a visit to the museum per day. The pupils participating in each Self-Guided Visit should be one class of 34 pupils or less or a year group 'bubble' with a maximum of 68 pupils. 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> <p>Test and Trace contact details will be available as schools will leave a contact email address with us when they book their visit.</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>

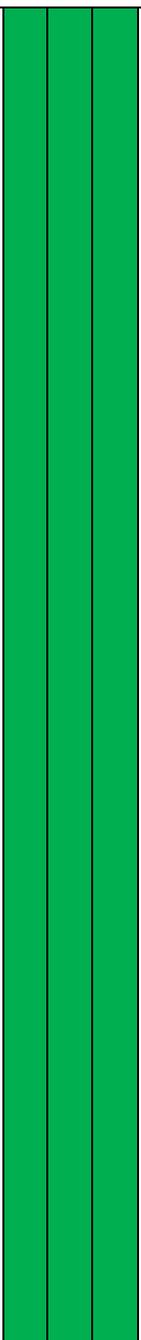
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		1	4	4		1	3	3	
<p>Guidance Principle: Social Distancing Measures (i.e. separation controls) during work activities.</p> <p>Hazard: Employees and others inadvertently coming into close contact during work activities increasing the potential transmission &/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 Self-guided Visit so that they can ensure that they comply with our guidelines for social distancing measures. 	1	4	4	<ul style="list-style-type: none"> The pupils will remain with their designated adult whilst walking around the museum in a small group. Teachers to ensure that pupils do not stand too close to members of the Front of House team. 	1	3	3	<p>Learning and Engagement Officers will send guidance and risk assessments for COVID-19 Adapted Self-Guided Visits to STEAM Museum to the school when they make a provisional booking.</p>
<p>Guidance Principle: Good Hygiene Measures - Cleaning, Handwashing & Hygiene Measures</p>	<ul style="list-style-type: none"> If any of the visiting school group is displaying symptoms of COVID-19 they must not come to the museum. Guidance and risk assessments will be sent to the school prior to the Self-Guided Visit so that they understand the importance of 	2	4	8	<ul style="list-style-type: none"> The pupils will be asked to wash their hands when they arrive at the museum, before lunch and before they go back to school. 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 	2	3	6	<p>Learning and Engagement Officers will send guidance and risk assessments for Self-Guided Visits to the school when they make a provisional booking.</p>

<p>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>	<p>pupils washing their hands when they arrive in the museum, before they have lunch and before they go back to school.</p> <ul style="list-style-type: none"> Only 1 'bubble' of pupils to use the lunchroom at a time. Extra chairs to be removed to discourage overcrowding. 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. 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). 	<p>2 4 8</p>	<p>free room under the supervision of a TA until their parent can collect them or the group returns to school.</p> <ul style="list-style-type: none"> 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>Covid19-Cleaning in Non-Healthcare Settings</p> <ul style="list-style-type: none"> Where possible, cleaner to wipe tables in lunchroom between use. Cleaning spray and paper towels to be available for accompanying adults to use. Regular cleaning of lunchroom and other areas of the museum in line with guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings Spare masks will be available from the FOH team for those visitors who have forgotten them. 	<p>1 4 4</p>	<p>On arrival pupils take lunchboxes to lunchroom and place on a table at 2m distance. L & E Officer to have set tables and chairs out at 2m distance.</p> <p>Alternative area may be used where cleaning between groups is not possible, e.g: next to Caerphilly Castle.</p> <p>L & E Officer to show adults and/or pupils displaying COVID-19 symptoms to a spare room where they can self-isolate until they are collected or go back to school with the rest of the group.</p> <p>L & E Officer to ensure that the toys in the children's area are cleaned after each school visit.</p>
<p>Guidance Principle: Measures to Manage Risk where the 2</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</p>

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<p>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>		2	2	4		1	2	2	<p>visor will also be available.</p>
<p><u>Travel</u></p> <p>Hazard: School late to session due to traffic hold ups. 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. 	2	2	4	<ul style="list-style-type: none"> L&E officer to discuss possibility of re timing the session 	1	2	2	<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><u>Museum safety procedures</u></p> <p>Hazard: Fire Terror alert Unknown adult visitors</p>	<ul style="list-style-type: none"> School to be informed about emergency procedures and alarms on arrival at the museum. 	1	4	4	<ul style="list-style-type: none"> FOH to show teacher/pupils where the fire exits are and what to do if there is a fire or other emergency in the building. 	1	3	3	<p>Learning and Engagement Officers to assist with evacuation of the building in case of fire or other emergency.</p>
<p><u>Accident & Emergency situations, e.g. the delivery of First Aid</u></p> <p>Hazard:</p>	<ul style="list-style-type: none"> If a pupil or adult on a school visit requires first aid a member of the STEAM team, who is a trained first aider, will implement the COVID-19 guidelines given by the government for dealing with first 	2	3	6	<p>See full guidance for First Responders Here: Covid19 – Guidance for First Responders Section 7.1 & 7.2</p>	1	3	3	<p>The FOH team will deal with medical emergencies.</p>

<p>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>	<p>aid situations. This includes accidents involving bodily fluids, e.g. a child being sick.</p> <ul style="list-style-type: none"> This is how a trained first aider should be operating: <p><u>First Aiders & PPE:</u></p> <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, droplets of blood or body fluids. 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 				
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	compressions alone are unlikely to be effective. <ul style="list-style-type: none"> If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, use a resuscitation face shield where available. 							
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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