

## Risk Assessment Form

### Swindon Borough Council Risk Assessment Template

<b>Workplace / Location:</b>	Various schools receiving the In School Museum Session	<b>Ref. No.</b>	Covid19-RTW STEAM In School Museum Session
<b>Activity Description:</b>	Adapted In School Museum Sessions.		
<b>Who is at Harm:</b>	Formal Learning Officers, Learning and Engagement Officers, school staff and pupils.		
<b>Name(s) of Assessor(s):</b>	Sara Stone		
<b>Responsible Manager:</b>	Frances Yeo	<b>Department:</b>	Lifelong Learning Team
<b>Assessment Date:</b>	22/06/2020	<b>Review Date:</b>	30 <sup>th</sup> September 2020. Reviewed by SS on 21.09.20. Reviewed by SS on 25.11.20. Reviewed by GP on 29.03.21. Reviewed by SS on 12.04.21. Reviewed by SS on 22.07.21

This Risk Assessment relates to work activity 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><b>Guidance Principle:</b> <b>Measures to Reduce the numbers of people in the work environment at any given point in time.</b></p> <p><b>Hazard:</b> Too many people in the workplace at any given point in time increasing the potential transmission &amp;/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"> <li>The number of pupils in a classroom session should no more than 34. The FLO should be able to deliver the session from at least 2m, distance from the pupils. Where possible a school hall (or larger teaching space) should be used.</li> </ul>	1	4	4	The school may have reduced the number of additional adults present in the classroom to aid social distancing. Additional adults may be present to give 1 to 1 assistance to pupils but, if this is not the case, the presence of the FLO (Formal Learning Officer) in the room may mean that a TA (Teaching Assistant) needs to be relocated to another classroom during the session.	1	3	3	<p>Learning and Engagement Officers to check when the school books how many pupils and additional adults will be in the classroom. If it is too many they will suggest that an additional session is booked.</p> <p>FLO to check the actual number of pupils and adults in the classroom on arrival at the school. If there are additional adults present the FLO needs to check that they are needed for 1 to 1 support. Otherwise it</p>

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								would be better for social distancing if they can relocate to another classroom.	
<p><b>Guidance Principle: Social Distancing Measures (i.e. separation controls) during work activities.</b></p> <p><b>Hazard:</b> Employees and others inadvertently coming into close contact during work activities increasing the potential transmission &amp;/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"> <li>Guidance and risk assessments will be sent to the school prior to the In School Museum Session so that they can ensure that the teaching space conforms to our guidelines for social distancing measures.</li> <li>The classroom or teaching area needs to be large enough for all members of the group to be 2 metres away from the FLO and suitably socially distanced from each other at any given time.</li> <li>Markers are to be put on the floor 2 metres apart for the pupils to stand on when they come to the front of the classroom or hall to dress up.</li> <li>Only 3 pupils will come up to the front at a time. If there is not room for 3 pupils to stand 2 metres apart the FLO will adapt the session by calling up one pupil at a time.</li> <li>Pupils to dress themselves so that the FLO does not need to go close to them to assist.</li> <li>When handling objects L&amp;E officers will check with the school as to whether pupils within the same bubble can handle the same objects. Otherwise individual items will be required or no handling session undertaken.</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>The pupils will remain seated at their individual desks unless they are asked to come to the front of the classroom by the FLO. If they are in a large hall they should remain seated unless asked to come to the front.</li> <li>Costumes and handling objects will be placed in piles at the front of the classroom or hall ready for the pupils to collect rather than being handed out by the FLO.</li> <li>Costumes must be easy to put on by the pupils themselves. (i.e: no neckerchiefs)</li> <li>Handling objects will be placed at the front of the classroom or hall and pupils will come up one at a time to collect them. The reverse will happen once they have finished looking at them.</li> </ul>	2	3	6	<p>Learning and Engagement Officers will send guidance and risk assessments for COVID-19 adapted In School Museum Sessions to the school when they make a provisional booking.</p> <p>FLO will put 3 markers on the floor and 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>

	<ul style="list-style-type: none"> <li>Ventilation: Open windows and doors where possible.</li> </ul>								FLO will place the handling objects at the front of the classroom ready and call up pupils one at a time to collect their own individual object.
<p><b>Guidance Principle:</b> <b>Good Hygiene Measures - Cleaning, Handwashing &amp; Hygiene Measures during work activities.</b></p> <p><b>Hazard:</b> Potential transmission &amp;/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"> <li>If there are any confirmed cases of Covid-19 amongst staff or pupils in the school the session will be rescheduled for another time.</li> <li>If a FLO is displaying symptoms of COVID-19 they will not come to the museum or go in to a school to teach.</li> <li>Guidance and risk assessments will be sent to the school prior to the In School Museum Session so that they can ensure that suitable hand washing facilities are available for the FLO to use and that the pupils wash their hands before the session.</li> <li>The FLO will wash their hands before packing the costumes and handling objects ready to take to the school.</li> <li>The FLO will wash their hands once they have arrived at school before they set up for the session.</li> <li>The FLO will use alcohol based hand sanitiser in front of the pupils and adults immediately before teaching the session.</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>If the FLO becomes ill with COVID-19 symptoms on the way to the school they must call the school to cancel the session and call one of the Learning and Engagement Officers. They must get tested then stay at home until they get the results of their test and, if tested positive, stay at home for at least 10 days from the date they had their test. Refer to the advice on the <a href="#">NHS website</a> and the <a href="#">Stay at home guidance</a>. Advice on how to get a test can be found by visiting the staff intranet pages.</li> <li>If the FLO becomes ill with COVID-19 symptoms on the school premises they are to self-isolate in accordance with school guidelines and call for someone to pick them up or leave the premises immediately. They must also call 'Absentia' and the Learning and Engagement Officers. If travelling with a Covid symptomatic person in a car leave all windows open, if possible, and sit as far apart as possible.</li> <li>Staff in contact with a Covid positive case need to isolate for 10 days. Contact means face-to-face contact, including being coughed on, or having a face-to-face conversation within one metre; being within one metre for one minute or longer without face-to-face contact; being in a vehicle with someone; being within two metres of someone for more than 15 minutes (either as a one off contact, or added up together over one day).</li> <li>On arriving at school the FLO will ask which toilet is appropriate for him/her to use and what hygiene</li> </ul>	2	3	6	<p>Learning and Engagement Officers will send guidance and risk assessments for In School Museum Sessions to the school when they make a provisional booking.</p> <p>L &amp; E Officers will ask the school if they have any confirmed cases of Covid-19 amongst pupils or staff the day before the visit. If there are, they will cancel the session and inform the</p>

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	<ul style="list-style-type: none"> <li>• Clothing to be used will be limited to make cleaning easier (e.g: just hats, waistcoats and shawls)</li> <li>• Different costumes and handling objects that cannot be wiped down will be used for one session and left to air for 72 hours.</li> <li>• The FLO will clean their own costumes. If these have been handled by anyone else except the FLO within 72 hours, they will need to be handled with neoprene gloves.</li> <li>• The Powerpoint for the session will be sent to the school before the session.</li> <li>• Classroom teacher to set up the laptop with Powerpoint loaded ready for the session and turn on the whiteboard.</li> <li>• FLO to wash hands again before leaving the school.</li> <li>• FLO to carry their own PPE equipment: hand sanitiser, face mask, gloves. <b>Wearing a mask is advised but no longer legally required in England. FLOs will be advised to wear a mask/visor as this is in line with the current policy for all museum staff unless they are exempt from wearing a mask.</b></li> </ul>			<p>measures regarding using the toilet need to be adhered to.</p> <ul style="list-style-type: none"> <li>• The FLO will use their own pen to sign in with at the school.</li> <li>• The FLO will bring their own food and drink rather than eating or drinking anything available at the school.</li> <li>• The pupils will be asked to wash their hands before the session.</li> <li>• Regular cleaning of all resources in line with guidance <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• Costumes will be hung up in an airy space and boxes of handling objects quarantined for 72 hours before being used for another In School Museum Session. Labels attached to boxes and costumes to show date used.</li> <li>• Costumes will be dry cleaned or washed regularly in line with government guidance.</li> <li>• Details of which resources need to be wiped down between sessions with anti-bacterial wipes will be in the lesson plan.</li> <li>• All handling objects will be wiped down before they are put away to be brought back to the museum.</li> <li>• Boxes containing the resources and costumes will be cleaned with disinfectant once they have had items taken out back at the museum.</li> <li>• FLO will wash hands and use alcohol based hand sanitiser before touching the teacher's laptop.</li> <li>• FLO to use PPE equipment if required to by the school.</li> </ul>		<p>FLO not to go to the school.</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 the school and L &amp; E Officer if they become ill on the way to the school.</p> <p>FLO to follow school's guidance if they become ill with COVID-19 symptoms whilst at school.</p> <p>FLO to follow hand washing guidance.</p> <p>FLO to clean resources and hang up costumes. Sign and date</p>
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									<p>day of use labels for costumes and boxes.</p> <p>FLO to clean or air their costume for 72 hours after every In School Museum Session.</p> <p>Learning and Engagement Officer will send the Powerpoint for the session to the school when the booking is confirmed.</p> <p>FLO will carry PPE equipment and use if the school says that it is necessary. They will also have a pen.</p>
<p><b>Guidance Principle:</b> Measures to Manage Risk where 2 metres distance cannot be maintained.</p> <p><b>Hazard:</b> Working in close constant contact with colleagues, clients,</p>	<ul style="list-style-type: none"> <li>FLOs to strive to maintain 2 metres distance from other people at all times.</li> <li>FLO to be advised to wear mask when walking around the school. This can be removed when teaching.</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>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. If this happens it should be kept to a minimum as transmission can still occur, unless medical grade masks are used. A visor will also be available for FLOs to wear when teaching if they wish.</li> </ul>	1	4	4	<p>L &amp; E Officers to give the FLOs hand sanitiser, mask and gloves to keep with them at all times. A visor</p>

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visitors, contractors and members of the public which increases the potential transmission &/or infection of the Covid-19 virus									will also be available.
<p><b>Travel</b></p> <p><b>Hazard:</b> FLO late to session due to traffic hold ups.</p> <p>FLO unable to get to the school due to a traffic accident or breakdown.</p>	<ul style="list-style-type: none"> <li>FLO to be sent the contact details for the school before the In School Museum Session.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>FLO to allow sufficient time to get to the school if traffic is bad.</li> </ul>	1	2	2	<p>Learning and Engagement Officers to send the contact details of the school to the FLO.</p> <p>FLO to contact the school directly if they are delayed by traffic, breakdown or are involved in a minor accident.</p> <p>FLO to also contact the Learning and Engagement Officer so that they can apologise to the school and reschedule the session.</p>
<p><b>School safety procedures</b></p> <p><b>Hazard:</b> Fire Terror alert</p>	<ul style="list-style-type: none"> <li>FLO to ask about emergency procedures and alarms on arrival at the school.</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>FLO to take note of where the fire exit from the classroom is.</li> </ul>	1	1	1	FLO to follow instructions from the teacher with regard to fire and

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Unknown adult visitors	<ul style="list-style-type: none"> <li>FLO to wear STEAM identity badge, carry their DBS certificate with them and follow school visitor security and safeguarding procedures.</li> </ul>								emergency situations.
<p><b><u>Accident &amp; Emergency situations, e.g. the delivery of First Aid</u></b></p> <p><b>Hazard:</b> Potential transmission &amp;/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"> <li>If the FLO is injured whilst packing and loading or unloading resources into their car 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.</li> <li>If a pupil or adult in the classroom requires first aid the FLO is to ask for a school first aider to deal with the situation appropriately. This includes accidents involving bodily fluids, e.g. a child being sick.</li> <li>This is how a trained first aider should be operating: <u>First Aiders &amp; PPE:</u> <ul style="list-style-type: none"> <li>Where it is not possible to maintain a 2 metre or more distance away from an individual, disposable gloves, a disposable plastic apron and a surgical mask are recommended.</li> <li>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.</li> <li>CPR - conduct a 'dynamic' risk assessment and adopt appropriate precautions for infection control; i.e.</li> </ul> </li> </ul>	2	3	6	See full guidance for First Responders Here: <a href="#">Covid19 – Guidance for First Responders Section 7.1 &amp; 7.2</a>	1	3	3	FLO to ask for medical assistance for themselves or an adult or child in school from a trained first aider.



	<ul style="list-style-type: none"> <li>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).</li> <li>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.</li> <li>If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, use a resuscitation face shield (ensure that one is available in the first aid kit).</li> </ul>								
<p><b><u>Manual Handling</u></b></p> <p><b>Hazard:</b> 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 the handling objects, breakages or sharp edges.</p>	<ul style="list-style-type: none"> <li>FLO to follow the RA and SSOW for Handling Objects with School Pupils and for Manual Handling.</li> <li>FLO to use folding trolley to take resource boxes out of the museum and to their car. Folding trolley to be loaded in to car and used at the school to unload and transport boxes.</li> <li>FLO to ensure that they are capable of the task and ask for assistance if necessary.</li> <li>The number of resources used in the In School Museum Sessions has been reduced in comparison to the Discovery Sessions so that boxes are not too heavy.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Training for FLOs.</li> <li>FLO to park close to the museum entrance for loading boxes and close to the school entrance for unloading.</li> <li>Resources spread out between enough boxes to ensure that no boxes are too heavy to be carried easily.</li> <li>FLO to give verbal reminder of expected behaviour during the session.</li> <li>FLO to explain the Handling Rules. (Handle the objects with care and do not pass them on to another pupil).</li> <li>FLO to conduct a visual inspection of artefacts before the session.</li> <li>FLO to report items that have acquired sharp edges due to damage or wear and tear.</li> </ul>	1	2	2	<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</p>

	<ul style="list-style-type: none"> <li>• Artefacts individually assessed during selection for handling by the Lifelong Learning Team.</li> <li>• No handling objects that are breakable or have sharp parts have been selected for use in the In School Museum Sessions.</li> <li>• Class teacher to supervise the children whilst they are handling the objects as pupils remain the responsibility of the class teacher at all times.</li> </ul>							<p>SSOW for handling objects 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 loading and unloading of boxes and driving to the school when scheduling In School Museum Sessions.</p>
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Consequence/Severity	Likelihood				
	1	2	3	4	5
	Rare	Unlikely	Possible	Likely	Almost Certain
<b>5 Catastrophic</b>	5	10	15	20	25
<b>4 Major</b>	4	8	12	16	20
<b>3 Moderate</b>	3	6	9	12	15
<b>2 Minor</b>	2	4	6	8	10
<b>1 Negligible</b>	1	2	3	4	5

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