

## Risk Assessment Form

### Swindon Borough Council Risk Assessment Template

<b>Workplace / Location:</b>	STEAM Museum.	<b>Ref. No.</b>	Covid19-RTW STEAM Outreach Session
<b>Activity Description:</b>	Schools conducting a COVID-19 Adapted Self-Guided Visit of STEAM Museum.		
<b>Who is at Harm:</b>	STEAM employees, pupils, school staff, members of the public queuing for their vaccination.		
<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>	26/06/2020	<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 SS on 26.03.21. Reviewed by SS on 12.04.21. Reviewed by SS on 19.07.21. Reviewed 22.07.21. SS

This Risk Assessment relates to activity, as described above, 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

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- Good Hygiene Practices
- 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> Measures to Reduce the numbers of people in the work environment at any given point in time.</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>• Only one school will be booked in for a visit to the museum per day.</li> <li>• The maximum number of pupils will be 68 (unless previously arranged with the school).</li> <li>• The Museum adult:pupil ratio should be adhered to. This is 1:6 for KS1, 1:10 for KS2 and 1:12 for KS3.</li> <li>• 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.</li> <li>• Self-guided visits will take place in the morning to allow for cleaning of key touchable surfaces to take place before the public enter the museum at 2pm.</li> <li>• All payment to be made prior to the visit.</li> <li>• Use of shop to be pre-arranged and/or purchase of goody bags.</li> </ul>	1	4	4	<p>The school will be able to bring additional support adults.</p> <p>If a school wishes to bring two classes of up to 68 pupils they will <b>can be kept on opposite sides of the museum entrance foyer when they arrive if the school wishes</b>. The teacher will be responsible for maintaining social distancing of groups around the museum.</p> <p>No more than two <b>classes</b> of up to 68 pupils will be able to visit the museum on the same day (unless previously arranged with the school).<b>The two classes could have separate lunch times and be encouraged to use both sets of toilets (foyer and lunchroom) at different times if the school wishes.</b></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>The vaccinations are taking place in the Great Western Hall. This has a separate entrance, exit and toilet facilities from the main museum so schools should not come into contact with members of the public whilst they are being vaccinated.</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 &amp; 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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				<p>School coaches will need to park in front of the building and the arrival and departure of pupils will need to be carefully managed by the Front of House team to ensure that members of the public going to the vaccine centre are not mixing with pupils and school staff. 2 metre distancing will need to be maintained and face coverings worn by the FOH 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>			
<p><b>Guidance Principle:</b> <b>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</p>	<ul style="list-style-type: none"> <li>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.</li> <li>Ventilation: Windows and doors to be kept open where possible.</li> </ul>	1	4	<ul style="list-style-type: none"> <li>The pupils will remain with their designated adult whilst walking around the museum in a small group.</li> <li>Teachers to ensure that pupils do not stand too close to members of the Front of House team (at least 2m apart).</li> </ul>	1	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>

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<p>into contact with employees in the work environment such as pupils, teachers and other adults.</p>					
<p><b>Guidance</b> <b>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 any of the visiting school group is displaying symptoms of COVID-19 they must not come to the museum.</li> <li>Guidance and risk assessments will be sent to the school prior to the Self-Guided Visit so that they understand the importance of pupils washing their hands when they arrive in the museum, before they have lunch and before they go back to school.</li> <li>Only 1 'bubble' of pupils to use the lunchroom at a time. Extra chairs to be removed to discourage overcrowding.</li> <li>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 or more). Coats to be left here too. The only things carried around the museum should be medical items which may be required.</li> <li>The few remaining toys in the children's area will be cleaned before and after a school visit. Toys that cannot be cleaned will need to be put away for 72 hours or more.</li> </ul>	<p>2 4 8</p>	<ul style="list-style-type: none"> <li>The pupils will be asked to wash their hands when they arrive at the museum, before lunch and before they go back to school.</li> <li>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.</li> <li>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.</li> <li>In the above 2 paragraphs, if travelling with a Covid symptomatic person in a car, leave all the 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; been within one metre for one minute or longer without face-to-face contact; been in a vehicle with someone; been within 2 metres of someone for more than 15 minutes (either as a one off contact or added up together over one day).</li> <li>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:</li> </ul>	<p>2 3 6</p>	<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>On arrival pupils take lunchboxes to lunchroom and place on a table at 2m or more distance. L &amp; E Officer to have set tables and chairs out at 2m or more distance.</p> <p>Alternative area may be used where cleaning between groups is not possible, e.g: next to Caerphilly Castle.</p> <p>L &amp; 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 &amp; E Officer to check that the cleaner has</p>

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	<ul style="list-style-type: none"> <li>Wearing a mask in a crowded area is advised but no longer legally required in England. Visitors to the museum will be required to observe the Government's expectation and recommendation to wear a face covering in crowded and/or enclosed spaces</li> </ul>				<p><a href="#">Covid19-Cleaning in Non-Healthcare Settings</a></p> <ul style="list-style-type: none"> <li>Where possible, cleaner to wipe tables in lunchroom between use. Cleaning spray and paper towels to be available for accompanying adults to use.</li> <li>Regular cleaning of lunchroom and other areas of the museum 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>Spare masks will be available from the FOH team for those visitors who have forgotten them.</li> </ul>				<p>cleaned the few remaining toys in the children's area before and after each school visit.</p>
<p><b>Guidance Principle:</b> <b>Measures to Manage Risk</b> where 2 metres distance cannot be maintained.</p> <p><b>Hazard:</b> Working in close constant contact with colleagues, clients, visitors, contractors and members of the public which increases the potential transmission &amp;/or infection of the Covid-19 virus</p>	<ul style="list-style-type: none"> <li>FLOs to strive to maintain 2 metres distance from other people at all times.</li> <li>Wearing a mask is advised but no longer legally required in England. FLOs will be wearing a mask/visor as this is in line with the current policy for all museum staff unless they are exempt from wearing a mask.</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 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 will also be available.</p>

<p><b><u>Travel</u></b></p> <p><b>Hazard:</b> 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"> <li>Learning &amp; Engagement Officer to phone lead teacher if school haven't arrived by allotted time.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>L&amp;E officer to discuss possibility of rescheduling the visit.</li> </ul>	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><b><u>Museum safety procedures</u></b></p> <p><b>Hazard:</b> Fire Terror alert Unknown adult visitors</p>	<ul style="list-style-type: none"> <li>School to be informed about emergency procedures and alarms on arrival at the museum.</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>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.</li> </ul>	1	3	3	<p>Learning and Engagement Officers to assist with evacuation of the building in case of fire or other emergency.</p>
<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 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 aid situations. 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, surgical grade mask and a disposable plastic apron are recommended.</li> <li>The use of a fluid repellent surgical face mask is recommended and additional</li> </ul> </li> </ul>	2	3	6	<p>See full guidance for First Responders Here: <a href="#">Covid19 – Guidance for First Responders Section 7.1 &amp; 7.2</a></p>	1	3	3	<p>The FOH team will deal with medical emergencies.</p>

	<p>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.</p> <ul style="list-style-type: none"> <li>• CPR - conduct a 'dynamic' risk assessment and adopt appropriate precautions for infection control; i.e.</li> <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>				
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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 – 3	Low risk
	4 – 6	Moderate risk
	8 – 12	High Risk
	15 - 25	Extreme risk

1 Negligible	1	2	3	4	5			
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