

Risk Assessment Form

Swindon Borough Council Risk Assessment Template

Workplace / Location:	Schools being loaned a Discovery Box from STEAM.	Ref. No.	Discovery box from STEAM
Activity Description:	Loaning of Discovery Boxes to schools.		
Who is at Harm:	Steam staff, school staff and pupils.		
Name(s) of Assessor(s):	Sara Stone		
Responsible Manager:	Frances Yeo	Department:	Lifelong Learning Team
Assessment Date:	25/11/2020	Review Date:	31st January 2021. Reviewed by SS on 15.04.21

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
- 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"> The Learning and Engagement Officers will inform the FLO when it is possible for them to collect the Discovery loan box/boxes from the Museum. This will need to be done when there are not too many other people working in the STEAM office. The Learning and Engagement Officers will check when is a suitable time to return the box/boxes to the museum. Boxes will be delivered to the school. They will not collect them from the Museum. Payment for loan boxes will be made by BACS. 	1	4	4	The Learning and Engagement Officers will check with the Museum Manager and FOH team to see when a suitable time is for the FLO to come to the museum to collect or drop off boxes.	1	3	3	Learning and Engagement Officers will liaise with the Museum Manager, FOH team and FLOs to ensure that there are not too many people in the STEAM office at once.
<p>Guidance Principle: Social Distancing Measures (i.e. separation)</p>	<ul style="list-style-type: none"> Guidance will be sent to the school prior to the delivery of the Discovery loan box/boxes asking them to inform the Learning and Engagement Officers of any protocols that the school has in place for social distancing. 	1	4	4	<ul style="list-style-type: none"> The FLO will wear a mask when dropping off or picking up the boxes from the school entrance area. Learning and Engagement Officers will send guidance and risk assessments for Discovery Loan Boxes to any FLOs who deliver or collect the boxes and inform them 	1	3	3	Learning and Engagement Officers will send guidance and risk assessments for Discovery Loan Boxes to the school

<p>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"> The guidance will also inform the school that the box/boxes will be delivered and collected from the school entrance. 	<p style="background-color: green; color: black; text-align: center;">1</p> <p style="background-color: yellow; color: black; text-align: center;">4</p> <p style="background-color: yellow; color: black; text-align: center;">4</p>	<p>of drop off and pick up times. They will pass on information from the school relevant to social distancing.</p>	<p style="background-color: green; color: black; text-align: center;">1</p> <p style="background-color: green; color: black; text-align: center;">3</p> <p style="background-color: green; color: black; text-align: center;">3</p>	<p>when they make a provisional booking.</p> <p>Learning and Engagement Officers will send guidance, risk assessments and information on social distancing from the school to any FLOs who deliver or collect the boxes.</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,</p>	<ul style="list-style-type: none"> Learning and Engagement Officers will wash their hands before packing items into the Discovery loan boxes. They will also wear a face covering. When boxes are returned to the museum the contents will be removed and checked and the box cleaned with disinfectant spray. The L & E Officers will wear gloves and a face covering to do this. The box and its contents will be quarantined for at least 72 hours. Guidance and the risk assessment will be sent to the school prior to receiving a box so that they know 	<p style="background-color: green; color: black; text-align: center;">1</p> <p style="background-color: yellow; color: black; text-align: center;">4</p> <p style="background-color: yellow; color: black; text-align: center;">4</p>	<ul style="list-style-type: none"> All students and staff at the school must wash their hands with soap and water for a minimum of 20 seconds and make sure that their hands are dry before handling the box and contents and after they have finished the handling session. Participants should avoid touching their face and other surfaces whilst handling/waiting to handle objects. If an adult or pupil has symptoms of Covid-19 they should not handle the objects. Pupils handling the objects within one session must be in their designated 'bubble'. The Discovery loan box should be quarantined for 72 hours before being used by another 'bubble' of pupils in the school. 	<p style="background-color: green; color: black; text-align: center;">1</p> <p style="background-color: green; color: black; text-align: center;">3</p> <p style="background-color: green; color: black; text-align: center;">3</p>	<p>Learning and Engagement Officers will send guidance and risk assessments for Discovery loan boxes to the school when they book them.</p> <p>Learning and Engagement Officers will check contents, clean and quarantine the boxes. They will ensure that 72 hours has passed before another school can book a box.</p>

handwashing and hygiene measures during work activities.	how to use the contents in a Covid-secure way.				<ul style="list-style-type: none"> The objects should not be cleaned by the school as they are very old and could be damaged. 				
Travel Hazard: Drop off or pick up of boxes late due to traffic hold ups.	<ul style="list-style-type: none"> FLO to phone the school if they are likely to be late dropping off or collecting the loan boxes. 	1	2	2		1	2	2	Learning and Engagement Officers ensure up to date contact numbers have been obtained from the school and are printed on daily schedule.
Object handling Hazard: Cuts and bruises	<ul style="list-style-type: none"> Guidance will be sent to the school on how to handle the objects safely. Objects in the boxes have been chosen carefully to ensure that there are no sharp edges or very fragile items. The contents list of items in the box includes warnings of any potential minor hazards when handling particular objects. Learning and Engagement Officers will check for damage to objects and sharp edges before the boxes go out and when they are returned. 	1	3	3	Pupils must handle the objects over a clean, flat surface and make sure anyone holding the objects does so with both hands.	1	2	2	Learning and Engagement Officers to send guidance and risk assessments for Discovery loan boxes to the school when they book them. L & E Officers to check contents of the box for damage before sending them out and on their return.

	Likelihood				
Consequence/Severity	1	2	3	4	5
	Rare	Unlikely	Possible	Likely	Almost Certain

	1 – 3	Low risk
	4 – 6	Moderate risk

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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			

	8 – 12	High Risk
	15 - 25	Extreme risk