

## Risk Assessment Form

### Swindon Borough Council Risk Assessment Template

<b>Workplace / Location:</b>	STEAM museum or the Formal Learning Officer's home.	<b>Ref. No.</b>	STEAM Virtual Museum in School Session
<b>Activity Description:</b>	STEAM Virtual Museum in School Sessions for primary schools.		
<b>Who is at Harm:</b>	The pupils receiving the Virtual Museum in School Session		
<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>	06/11/2020	<b>Review Date:</b>	December 2020. Reviewed by SS on 25.11.20. Reviewed by SS on 15.04.21.

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 ensure the health and safety of pupils involved in a Virtual Museum in School Session with regard to adult supervision.</p> <p><b>Hazard:</b> Pupils left unattended in the classroom.</p>	<ul style="list-style-type: none"> <li>The teacher will have been asked, through the confirmation letter and Standard Health and Safety Measures information, to remain in the classroom at all times during the Virtual Museum in School session.</li> </ul>	1	4	4					<p>The Learning and Engagement Officers will send the school a confirmation letter via email and attach this risk assessment and the 'Standard Health and Safety Measures' to it prior to the Virtual Session.</p>
<p><b>Guidance Principle:</b> Measures to ensure the health and safety of pupils involved in a Virtual Museum in School Session with regard</p>	<p>The teacher will have been asked, through the confirmation letter and Standard Health and Safety Measures information, to take full responsibility for the pupils' behaviour.</p>	1	3	3					<p>The learning and Engagement Officers will send the school a confirmation letter via email and attach this risk assessment and the 'Standard Health and Safety</p>

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<p><b>to unsafe behaviour.</b></p> <p><b>Hazard:</b> Pupils causing harm to themselves or each other.</p>							Measures' to it prior to the Virtual Session.	
<p><b>Guidance Principle:</b> <b>Good hygiene measures and social distancing.</b></p> <p><b>Hazard:</b> Potential transmission &amp;/or infection of the Covid-19 virus.</p>	The teacher will have been asked, through the 'Standard Health and Safety Measures' information, to ensure that the pupils are abiding by the good hygiene and social distancing measures put in place by the school.	2	3	6			The Learning and Engagement Officers will send the school a confirmation letter via email and attach this risk assessment and the 'Standard Health and Safety Measures' to it prior to the Virtual Session.	
<p><b>Guidance Principle:</b> <b>Digital safeguarding</b></p> <p><b>Hazard:</b> A digital safeguarding incident</p>	The Formal Learning Officers will use a secure social media account. This will ideally be 'Microsoft Teams' which is available on the Swindon Borough Council intranet and as such is protected by effective technical solutions. If the school requires the use of 'Zoom' this will be the Formal Learning Officer's personal account. The meeting link will have an ID number and a password to protect the meeting.	1	3	3	1	2	2	The Learning and Engagement Officers will send the school a link to the virtual meeting using a secure social media platform.

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