

Risk Assessment Form

Swindon Borough Council Risk Assessment Template

Workplace / Location:	STEAM Museum.	Ref. No.	Covid19-RTW STEAM Outreach Session
Activity Description:	Schools conducting a COVID-19 Adapted Self-Guided Visit of STEAM Museum.		
Who is at Harm:	STEAM employees, pupils, school staff, members of the public queuing for their vaccination.		
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. 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. Reviewed 03.09.21. SS. Reviewed 10.01.22. SS. Reviewed 25.02.22. SS

This Risk Assessment relates to work activity to the Steam Museum Covid-19 response for 2022, 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 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 and not 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 should also follow 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 2 metres cannot be maintained - Working in Fixed Teams or Partnering

Consider when visiting or working on third party's site or a site that is not under your control, please ask to view the local risk assessment before attending and decide whether you need to implement any additional controls.

The NHS is offering the coronavirus (COVID-19) vaccine.

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	
Guidance Principle: Measures to Reduce the numbers of people in the work environment at any given point in time. 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,	<ul style="list-style-type: none"> STEAM Museum awarded "Good to Go" certificate from the National Tourist organisations of GB and NI to the Covid-19 industry standard. Only one school will be booked in for a visit to the museum per day. The maximum number of pupils will be 68 (unless previously arranged with the school). The Museum adult:pupil ratio should be adhered to. This is 1:6 for KS1, 1:10 for KS2 and 1:12 for KS3. 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	The school will be able to bring additional support adults. If a school wishes to bring two classes of up to 68 pupils they will can be kept on opposite sides of the museum entrance foyer when they arrive if the school wishes. The teacher will be responsible for maintaining social distancing of groups around the museum. No more than two classes of up to 68 pupils will be able to visit the museum on the same day (unless previously arranged with the school).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. 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. Learning and Engagement Officers will liaise with the Events team so that they are aware of school bookings. 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.	1	3	3	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. L & E Officers to liaise with the events team regarding bookings. FOH staff to check the actual number of pupils and adults present on arrival.

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teachers and other adults.									
Guidance Principle: Social Distancing Measures (i.e. separation controls) during work activities. 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.	<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.Ventilation: Windows and doors to be kept open where possible.	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 or members of the public (at least 2m apart).	1	3	3	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.
Guidance Principle: Good Hygiene Measures - Cleaning, Handwashing & Hygiene Measures	<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	Learning and Engagement Officers will send guidance and risk assessments for Self-Guided Visits to the school when they make a provisional booking.

<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"> On arrival at the museum pupils and teachers will place lunches and coats in a trolley to be taken up to the lunchroom. The only things carried around the museum should be medical items which may be required and items that form part of costume. Trolleys will be quarantined for 48 hours between school visits. Masks are no longer mandatory but all adults and children over the age of 11 visiting the museum will be advised 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>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. 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: Covid19-Cleaning in Non-Healthcare Settings 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 Lunchroom to be cleaned after each school visit. Cleaning spray and paper towels to be available for accompanying adults to use. Hand gel on the tables. 		<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><u>Guidance Principle:</u> Measures to Manage Risk where 2 metres distance cannot be maintained.</p>	<ul style="list-style-type: none"> FLOs to strive to maintain 2 metres distance from other people at all times. FLOs will be wearing a mask/visor unless they are exempt from wearing a mask. 	<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. 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. 	<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 visor will also be available.</p>

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between employees and/or others coming into contact with employees in the office work environment such as pupils, teachers and other adults.

- This is how a trained first aider should be operating:
- First Aiders & PPE:
- 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.
 - 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 compressions alone are unlikely to be effective.

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