

Risk Assessment Form

Swindon Borough Council Risk Assessment Template

Workplace / Location:	Schools being loaned a Discovery Box from STEAM.	Ref. No.	Discovery Loan 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. Reviewed 13.01.22. SS. Reviewed 11.01.23. SS

This Risk Assessment relates to delivery and use of Discovery Loan Boxes.

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	
Good Hygiene Measures Hazard: Potential transmission of viruses between employees and/or others through poor cleaning, handwashing and hygiene measures during work activities.	- Guidance and this Risk Assessment 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 infection control, such as social distancing or hygiene measures. - The Guidance will also inform the school that the box/boxes will be delivered and collected from the school entrance. - Learning and Engagement Officers will wash their hands before packing items into the Discovery Loan Boxes.	1	4	4	- Learning and Engagement Officers will send the Guidance and Risk Assessment for Discovery Loan Boxes to any Formal Learning Officers who deliver or collect the boxes and inform them of drop off and pick up times. They will pass on any relevant information from the school. - FLOs/ L&E Officers to wear a mask when delivering the boxes if they wish to. - Costumes will be washed or dry cleaned regularly. - The objects should not be cleaned by the school as they are very old and could be damaged.	1	3	3	Learning and Engagement Officers & Formal Learning Officers.

	• The box and its contents will be quarantined 48 hours. • Pupils and staff at the school to wash their hands before handling the objects.								
<u>Travel</u> Hazard: Drop off or pick up of boxes late due to traffic hold ups.	• FLO to phone the school if they are likely to be late dropping off or collecting the loan boxes.	1	2	2	Learning and Engagement Officers to ensure up to date contact numbers have been obtained from the school and are given to the FLO delivering or collecting the boxes.	1	2	2	Learning and Engagement Officers & Formal Learning Officers
<u>Object handling</u> Hazard: Cuts and bruises	• 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.	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. Learning and Engagement Officers will check for damage to objects and sharp edges before the boxes go out and when they are returned.	1	2	2	Learning and Engagement Officers

	Likelihood				
Consequence/Severity	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 Negligible	1	2	3	4	5

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

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