

# Risk Assessment Form

# Swindon Borough Council Risk Assessment Template

<b>Workplace / Location:</b>	STEAM Museum	<b>Ref. No.</b>	We'll Meet Again
<b>Activity Description:</b>	We'll Meet Again October 2023/Spring 2024		
<b>Who is at Harm:</b>	Steam employees, pupils, teachers, members of the public queuing for their vaccine.		
<b>Name(s) of Assessor(s):</b>	Gwen Pontefract/ Sara Stone		
<b>Responsible Manager:</b>	Frances Yeo	<b>Department:</b>	Learning & Engagement Team
<b>Assessment Date:</b>	15.03.23.SS	<b>Review Date:</b>	

This Risk Assessment relates to the 'We'll Meet Again' event for schools at STEAM 2023/2024. It is to be used in conjunction with the Safe Systems of Work and other Museum RAs.

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><u>Measures to control the number of people gathering in a confined space.</u></b></p> <p><b>Hazard:</b> Too many people in a confined space at any given point in time increasing the potential transmission of viruses between employees and/or others coming into contact with employees.</p>	<ul style="list-style-type: none"> <li>• STEAM Museum awarded “Good to Go” certificate from the National Tourist organisations of GB and NI to the Covid-19 industry standard.</li> <li>• Guidance and risk assessments will be sent to the school by the Learning and Engagement Officers prior to the ‘We’ll Meet Again’ event.</li> <li>• The maximum number of pupils participating in each ‘We’ll Meet Again’ session should be 34. 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 maximum number of pupils in the museum for ‘We’ll Meet Again’ will be 136 (4 classes of 34).</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>• The school will be able to bring additional support adults. L &amp; E 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 WMA space is booked.</li> <li>• Members of the Visitor Experience Team will check the actual number of pupils and adults present on arrival.</li> <li>• The teacher will be responsible for pupils maintaining social distancing from museum staff, volunteers and other visitors around the museum.</li> </ul>	1	3	3	<p>L &amp; E Officers</p> <p>Visitor Experience Team</p>

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	<ul style="list-style-type: none"> <li>• The L &amp; E Officers will liaise with the events team to ensure that a large, well ventilated lunch space is available for the pupils to use.</li> <li>• Schools will wait outside the museum until a member of the VEA Team or a volunteer brings them in to avoid congestion in the entrance space.</li> <li>• If a school arrives a little early the volunteer will take them in to the main museum to make room for other schools to come in for their safety briefing.</li> <li>• The teaching area needs to be large enough for the pupils to be 2 metres away from the Formal Learning Officer (FLO).</li> <li>• Pupils to dress themselves so that the FLO does not need to get close to them to assist.</li> <li>• The teacher will be responsible for pupils maintaining social distancing from visitors and staff who are potentially vulnerable to viral infection.</li> <li>• Only 10 to 15 minutes will be spent in the Evacuation carriage and the Air Raid shelter as they are confined spaces.</li> </ul>		<p>Learning and Engagement Officers will liaise with the Events team so that they are aware of the 'We'll Meet Again' event ensuring that clashes with other large events can be avoided.</p> <p>The FLO will set out as many mats as possible and use the benches in the platform area for extra seating. Chairs will be provided for teachers and other adults.</p> <p>Costumes and handling objects will be placed in piles at the front or around the teaching area ready for the pupils to collect rather than being handed out by the FLO.</p> <p>Costumes must be easy to put on by the pupils themselves. If assistance is needed the FLO will ask a teacher or TA to help.</p> <p>Volunteers may stay outside the Air Raid shelter and Evacuation carriage if they wish.</p>		<p>L &amp; E Officers and Events Team.</p> <p>VE team and volunteers</p> <p>FLOs</p>
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<p><b>Guidance 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>	<p>Teachers to ensure that the pupils wash their hands or use hand gel before and after the session. (Guidance sent to schools by L &amp; E Officers prior to their visit).</p> <p>If a pupil or adult from a school group becomes ill with suspected symptoms of a virus, the teacher must inform a member of the VE Team who will contact the L &amp; E Officer. The ill person must be kept away from other visitors until they can go home or the group returns to school.</p> <p>If the FLO or volunteer is displaying symptoms of a virus, or is generally unwell, they will not come to the museum.</p> <p>FLOs and volunteers to wash hands or use hand gel regularly whilst at the museum.</p> <p>Ventilation: open windows and doors where possible.</p> <p>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.</p> <p>Wearing a mask is no longer mandatory but visitors are welcome to wear one around the museum if they wish.</p>	2	3	6	<p>Additional cleaning implemented after a known or suspected case of a viral/bacterial infection in the museum.</p> <p>The STEAM member of staff cleaning after a known or suspected case of a viral/bacterial infection will wear the appropriate PPE equipment (gloves and mask).</p> <p>FLOs and volunteers are advised to keep up to date with vaccinations.</p> <p>If the FLO or volunteer becomes ill with symptoms of a virus on the way to the museum they must call STEAM to alert one of the Learning and Engagement Officers.</p> <p>If the FLO or volunteer becomes ill whilst at the museum they will self-isolate and call someone to collect them or leave the premises immediately after informing the L &amp; E Officers. One of the L &amp; E Officers will speak to the teacher in charge of the school group and offer to finish the session. If there is no L &amp; E Officer on the museum premises that day a member of the STEAM Management Team will speak to the teacher.</p> <p>Costumes will be dry cleaned or washed regularly.</p> <p>Cleaning spray will be available for wiping down resources and mats after a suspected case of viral/bacterial infection.</p> <p>Hand gel available on lunch tables.</p> <p>Lunchroom/ lunch area by Caerphilly to be cleaned after each school visit.</p>	1	3	3	<p>L &amp; E Officers</p> <p>L &amp; E Officer and VE Team</p> <p>FLOs and volunteers</p> <p>L &amp; E Officers</p> <p>VE Team</p>
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<b><u>Travel</u></b>  <b>Hazard:</b> School late to session due to traffic hold ups.  School unable to get to the museum due to a traffic accident or breakdown.	<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>FLO &amp; L&amp;E officer to discuss possibility of rescheduling the session.</li> <li>Learning and Engagement Officers ensure up to date contact numbers have been obtained from the school and are printed on daily schedule.</li> </ul>	1	2	2	FLO & L & E Officers  L & E Officers
<b><u>Museum safety procedures</u></b>  <b>Hazard:</b> Fire Terror alert Unknown adult visitors	<ul style="list-style-type: none"> <li>School to be informed about emergency procedures and alarms on arrival at the museum</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>FLO/ VE Team to show teachers and pupils where the fire exits are.</li> </ul>	1	2	2	FLO & VE Team
<b><u>Accident &amp; Emergency situations, e.g. the delivery of First Aid</u></b>  <b>Hazard:</b> Potential transmission of a virus between employees and/or others coming into contact with employees in the museum such as pupils, teachers and other adults.	<p>If a pupil or adult visiting the Museum requires first aid the FLO or volunteer is to ask for a member of the STEAM team who is a trained first aider to deal with the situation appropriately. This includes accidents involving bodily fluids, e.g. a child being sick.</p> <p>If the FLO or volunteer is injured on the STEAM premises they should seek help from a member of the STEAM team who is a trained first aider.</p>	2	3	6	<p>First Aider to wear the appropriate PPE.</p> <p>FLOs will warn teachers and pupils about the dark conditions in the air raid shelter so that they are careful when moving around in there.</p>	1	3	3	FLO or volunteer

<b>Manual Handling</b>  <b>Hazard:</b> Risk of injury to FLO from lifting boxes of handling objects and costumes.  Risk of injury to FLO, pupils, teacher or other adults from mishandling of the handling objects, breakages or sharp edges.	Class teacher to supervise the children whilst they are handling the objects as pupils remain the responsibility of the class teacher at all times.  Artefacts individually assessed during selection for handling by the Lifelong Learning Team.  FLO to follow the RA and SSOW for Handling Objects with School Pupils and for Manual Handling.  FLO to use folding trolley to take resource boxes to the teaching area.  FLO to ensure that they are capable of the task and ask for assistance if necessary.  Only the FLOs will demonstrate the air raid siren and they will be trained on how to do so safely. A sign saying 'Do not use' must be put on the siren. They will warn people of how loud it is so that they can cover their ears. The FLOs can wear ear plugs if they wish.	2	2	4	Manual handling training for FLOs.  Resources spread out between enough boxes to ensure that no boxes are too heavy to be carried easily.  FLO to give verbal reminder of expected behaviour during the session.  FLO to explain the Handling Rules. (Handle the objects with care keeping them over the mats and do not pass them over another pupil's head).  FLO to conduct a visual inspection of artefacts before the session.  • FLO to report items that have acquired sharp edges due to damage or wear and tear. Training for FLOs.	1	2	2	L & E Officers  L & E Officers  FLO

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 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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