

Activities Covered by this Assessment	COVID – 19 BBHC School’s Outreach Risk Assessment	Reference	<i>Bos/outreach school bookings</i>
Site Address / Location	Bosworth Battlefield, Ambion Lane, Sutton Cheney	Department / Service / Team	Adults & Communities – Heritage Services
Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity			

This risk assessment must be made site specific.

In these unprecedented, rapidly changing and evolving times, with information being updated on almost a daily basis, please be aware that any existing risk assessments may become outdated, or be superseded, as the situation changes and risk changes. Please always remember as an employee you have a health and safety responsibility to yourself and your colleagues and the wider public. You should therefore dynamically risk assess your own situation continually and report any issues or changes to your manager as a matter of urgency.

This risk assessment must be read in conjunction with your team’s office risk assessment (which will cover other relevant hazards, such as slips, trips and falls and manual handling) and other applicable activity risk assessments.

If an employee, or employee’s household is displaying [COVID – 19 symptoms](#), they must stay at home for 7/14 days.

This risk assessment has been written inline with the Government’s guidance titled ‘Working Safely during COVID-19 in offices and contact centres’, the measures in place ensures that the workplace is COVID 19 secure. The government’s COVID 19 secure poster will be displayed in the office. This risk assessment will be reviewed in line with the Governments alert level (1-5).

<https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-COVID-19-offices-contact-centres-110520.pdf>

Health and safety concerns can be reported to; the Health, Safety and Wellbeing team, your manager, your trade union representative and/or Property Services.

In the first instance, to reduce the risk, the capacity of the office has been reduced, only ‘essential staff’ will be invited back into the office, the measures in place ensure a safe working environment inline with the number of staff occupying the building. The number occupying the building may at some point need to increase, this will be done as a staggered approach, the risk assessment below will be reviewed, and additional measures will be implemented.

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
Transmission of COVID-19	Pupils, facilitators & school staff	<p>On arrival to the school the facilitators will sanitise/wash their hands. Hands will also be sanitised between sessions and after handling any object touched by the school party</p> <p>The school party will also need to sanitise/wash their hands after each session</p> <p>School should communicate any relevant details to sales and enquiries – including all SEND information - so that the facilitators and staff can tailor their sessions towards the needs of the school group and so they know to add extra COVID-19 measures if necessary</p> <p>Schools must guarantee that, to the best of their knowledge, there are no symptomatic pupils and adults present</p>	H	L	M	The risk rating cannot be reduced further due to the potential severity of COVID – 19.						

		<p>during sessions</p> <p>When a facilitator arrives onsite they need to be briefed and then supported throughout the visit</p> <p>When handling objects the school party will take these from a receptacle or a table, rather than the facilitator, so that they can keep the required distance</p> <p>The facilitators will only need to wear visors if necessary during delivery. The facilitators need to also ask the school if they need to wear them in communal areas and corridors</p> <p>The facilitators are to keep a 1-2 metre distance between them and the school party throughout the visit</p> <p>The school groups are to keep a 1-2 metre distance from the facilitators throughout the visit</p> <p>Clothing: If any of the activities need to be delivered outside, please ensure that the pupils and adults involved wear sensible clothing and shoes</p> <p>All objects, seating, storage boxes and equipment will be cleaned by the facilitator after each session or at the end of the day. It may be that some objects are quarantined for 72 hours</p>												
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		<p>before they are used again</p> <p>The facilitator is to follow one-way systems and to read signs</p> <p>Facilitators to avoid sharing personal items and take responsibility for regularly disinfecting own personal equipment such as phones and pens</p> <p>All facilitators are updated on the changes to LCC policy and procedure due to COVID-19</p> <p>Share risk assessments with schools, staff and facilitators</p> <p>The facilitators will bring their own sanitiser, wipes, gloves and visors with them</p> <p>School should notify Sales and Enquiries if a member of the school party (children and adults) develops COVID-19 symptoms, in line with the government Track and Trace policy (within 48 hours of the visit/after the weekend if the visit falls at the end of the working week). The centre will do the same if the facilitator also develops symptoms (within 48 hours of the visit/after the weekend if the visit falls at the end of the working week).</p> <p>The facilitators should notify their contact if they develop COVID-19</p>												
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		symptoms and not arrive onsite													
<p>Facilitator working around the school and the school grounds</p> <ul style="list-style-type: none"> -moving site vehicles -slips, trips and falls -transmission of COVID-19 	Facilitator, school staff and pupils	<p>Facilitator to be aware of hazards and follow instruction</p> <p>Facilitator to be mindful of school staff and pupils and keep a 1- 2 metre gap</p>	H	L	M	The risk rating cannot be reduced further due to the potential severity of COVID – 19.									
<p>Activities outside –</p> <ul style="list-style-type: none"> -adverse weather conditions -insect stings 	Pupils, school staff and facilitators	<p>Sessions may be affected by weather conditions. Decision to be made by school staff and the facilitator as to their suitability</p> <p>School parties must be aware of pupils who, if stung, experience anaphylactic shock</p> <p>School are responsible for their own first aid</p>	M	L	L										
<p>All sessions delivered -</p> <ul style="list-style-type: none"> -slips, trips or falls -potential injuries from the use of knives, craft materials like scissors and from the historic and replica 	Pupils, school staff and facilitators	<p>A health and safety briefing will be given to all groups at the beginning of the visit</p> <p>All items used in the sessions are selected for their suitability for handling by children and are used under close supervision</p>	H	L	M	The risk rating cannot be reduced further due to the potential severity of COVID – 19.									

<p>objects used for handling</p> <p>-potential allergies to products (e.g. egg shells, herbs)</p> <p>-transmission of COVID-19</p>		<p>Adult supervision required when using craft equipment (for children)</p> <p>School to notify the booking team of any allergies/risks as part of the booking process so that necessary steps can be taken for pupils to avoid certain products</p> <p>All instruction given by the facilitator must be followed to minimize the risk of accidents, injury and the potential risk of transmitting COVID-19 from the school party to the facilitator and vice versa</p> <p>All props need be kept out of doorways</p> <p>School staff to ensure area is clear of trip hazards</p> <p>Only items/objects deemed 'safe' will be given to pupils along with all necessary verbal guidance</p> <p>Facilitators need to wash their clothes at the end of every day. If they wear re-enactment clothing – they need to only wear the costumes/items owned by them, as they cannot share items with others</p> <p>The facilitators will be given wipes to clean the objects, gloves, visors and</p>												
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		<p>hand sanitiser in case needed</p> <p>The facilitators will keep a 2-metre distance from the group and vice versa</p> <p>When handling objects the school party will take these from a receptacle or table, rather than the facilitator, so that they can keep the required distance</p> <p>All objects, seating, storage boxes and equipment will be cleaned by the facilitator after each session or at the end of the day. It may be that some objects are quarantined for 72 hours before they are used again</p> <p>The spaces used for delivery should be well ventilated</p> <p>Pupils numbers are limited</p>									
<p>Fire –</p> <p>Getting harmed by the fire</p> <p>Transmission of COVID-19</p>	<p>Pupils, school staff and facilitators</p>	<p>The facilitator to follow the school’s emergency procedures when necessary to do so</p> <p>When the facilitator makes their way to the fire assembly point - they need to stay mindful of the 1-2 metre gap between themselves and the pupils/visitors onsite</p>	<p>H</p>	<p>L</p>	<p>M</p>	<p>The risk rating cannot be reduced further due to the potential severity of COVID – 19.</p>					
<p>Lost Children</p>	<p>Pupils</p>	<p>School pupils to be supervised at all times by school staff</p>	<p>M</p>	<p>L</p>	<p>L</p>						

Using the toilet facilities – -slips and trips -safeguarding -transmission of COVID-19	Pupils	School pupils to be supervised at all times by school staff only The facilitator is to read signs and take care of their own safety when using the toilet facilities	H	L	M	The risk rating cannot be reduced further due to the potential severity of COVID – 19.									
Supervision -safeguarding	Pupils	School staff are responsible for the supervision of their party at all times Although all facilitators have enhanced DBS certificates, pupils should not be left under the sole supervision of the facilitators	M	L	L										

To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

During this activity, what could go wrong resulting in an emergency situation?	It is possible that even with the above measures in place an accident could still occur which could lead to an emergency – but the risk is very low. However, if there was an emergency at the school then the facilitators would follow emergency procedure.
How could this emergency situation be prevented / controlled?	The emergency situation would be prevented/controlled by implementing the above controls.

Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	The facilitators would respond to a potential emergency situation. The facilitators have been trained.	
Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?	As long as the school staff are with the pupils at all times and the above measures are put in place at each location, then any changes to the normal routine should not affect the normal safety arrangements.	

Risk Assessor (s) Name(s):	Mellisa Lewis	Risk Assessor(s) Signature (S):	Melissa Lewis	
Authorised By:	Richard Knox	Authoriser Signature:	Richard Knox	RK
Date Conducted:		Date of Next Review:	November 2020	done
		Date of Review:	March 2021	26.03.2021
			August 2021	

Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High

	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium
		Low The event is unlikely to happen.	Medium It is fairly likely to happen.	High It is likely to happen.
Likelihood of Harm Occurring				

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.