

Activities Covered by this Assessment	COVID – 19 BBHC School’s Risk Assessment	Reference	Bos/School onsite bookings
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with information being updated on almost a daily basis, please be aware that any existing risk assessments may become outdated, or be superseded, as the situation changes and risk changes.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, volunteers, facilitators, site staff & adults with the school party	<p>One school party (bubble) allowed onsite per day. Due to COVID-19 the number of pupils we can accommodate has reduced. Please discuss numbers with our Sales and Enquiries Team. We have reduced our numbers to keep all school parties, facilitators and site staff safe.</p> <p>Ratio of one adult to 10 children recommended and the adults within the school party cannot socially distance themselves from their pupils due to the restricted space available in some locations and because of health and safety/safeguarding reasons</p> <p>School should communicate any relevant details to sales and enquiries – including all SEND information - so that the</p>	H	L	M	The risk rating cannot be reduced further due to the potential severity of COVID – 19.						

		<p>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 during sessions</p> <p>On arrival to the site 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-on arrival and after each session. There is hand sanitiser available in specific locations onsite, but all school parties also need to bring their own</p> <p>When the facilitators arrive onsite and in office hand – they need to hand sanitise, sign in/out and wipe the radio before and after use</p> <p>When a school party arrives onsite, they will be fully briefed and then supported throughout the day.</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>												
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		<p>Those who are 11 years + within the school party are to wear a face mask in the exhibition and shop areas (unless exempt). The facilitators will wear a visor when delivering inside, and they will wear a face mask in the shop and ticket office when not delivering.</p> <p>The facilitators are to keep a 2-metre distance between them and the school party throughout the visit</p> <p>The school parties are to keep a 2-metre distance from other bubbles on site, from the facilitators and site staff</p> <p>The facilitator will only touch an object, touched by pupils/school staff, if it has been cleaned first</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>All touchable surfaces in the exhibition will be cleaned daily</p> <p>All touchable surfaces in the public toilets will be cleaned regularly</p> <p>Hand sanitiser stations situated throughout the site</p>												
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		<p>The school party is responsible for taking their own rubbish away with them. There are no bins provided in the lunch areas</p> <p>Bespoke signs put up across the site welcoming visitors to BBHC - explaining COVID 19 site information such as social distancing guidelines, giving way on entrances and around exits to site</p> <p>The site will manage people flow around the site with some barriers near the entrance to the exhibition</p> <p>Limited amount of shared resources that are used onsite</p> <p>Shared materials and surfaces will be cleaned and disinfected more frequently</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 policy and procedure due to COVID-19</p> <p>Share risk assessments with schools, staff and facilitators</p> <p>School should notify Sales and Enquiries if a member of the school party develops COVID-19 symptoms, in line with the government Track and Trace policy</p>												
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		<p>(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 any member of staff/facilitators involved in the visit 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 symptoms and not arrive onsite</p>													
<p>Pupils arriving and departing by coach -</p> <p>-road vehicles</p> <p>-slips, trips and falls on paths in wet/icy conditions</p>	<p>Pupils, volunteers & adults with the school party</p>	<p>Coaches should drop the pupils off in the designated car park</p> <p>School staff are responsible for the supervision of their party while on site</p> <p>Paths are maintained by staff. In the event of the site not being safely accessible, schools will be informed ASAP</p> <p>All vehicles on site are to keep to the speed limit of 20mph</p> <p>Pupils to be kept away from the car parks and the coach is to use the coach park only</p> <p>School staff to ensure that pupils wear appropriate footwear/clothing.</p>	M	L	L										

<p>Walking around the outdoor/indoor areas of the centre including the exhibition, the shop, the heritage room, the living history arena and the country park –</p> <p>-moving site vehicles</p> <p>-slips, trips and falls</p> <p>-transmission of COVID-19</p>	<p>Pupils, adults with the school party, volunteers and members of the public</p>	<p>All site vehicles to follow the 20mph speed restrictions</p> <p>Pupils to be supervised at all times by teaching staff</p> <p>The site is regularly inspected for tripping hazards</p> <p>All members of the school party should bring appropriate footwear and clothing to wear on site.</p> <p>Pupils and adults with the school party to be mindful of members of the public using the site at the same time as them and keep a 2-metre gap.</p> <p>We can have no more than 90 pupils onsite, one school onsite per day and the school party must be in one bubble. Please bear in mind that the max number of pupils does vary on the type of sessions the school want</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>								
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<p>The use of the mobility scooter</p> <ul style="list-style-type: none"> -putting the pupils/adults at risk if not managed well -transmission of COVID-19 	<p>Pupils, volunteers and adults with the school party</p>	<p>The mobility scooter can be hired for 2 hours. But as it needs to be quarantined for 72 hours between use – its availability may be limited. Pupils can only use the mobility scooter if they are 16 years plus and the school needs to pre-book the scooter at booking stage</p> <p>Staff will give safe instruction to the school party in regards to the use of the mobility scooter</p> <p>The pupils and the adults with the school party need to ensure that they take care around the site – whether they are going around the exhibition, to Ambion Field, to the cabins or on the battlefield trail outside. The centre is checked regularly for hazards, however, there are times when there is other activity happening on site which may cause disruption</p> <p>Again, the battlefield trail is checked regularly but as the trail is situated in the country park, the school party need to be aware of the un-level ground and the foliage which is naturally scattered on the footpaths</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>								
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<p>The Exhibition -</p> <ul style="list-style-type: none"> -machinery and equipment -some areas within the exhibition have low light levels to enhance certain exhibits. -glass cases and hands-on exhibits –potential risk of accidental injuries -transmission of COVID-19 	<p>Pupils, adults with the school party, site staff, members of the public, volunteers and facilitators</p>	<p>All interactive exhibits are regularly maintained, and risk assessed</p> <p>All glass within the museum is safety glass set to British Standards</p> <p>All hands-on exhibits comply with agreed safety standards</p> <p>Care to be taken when moving around the exhibition</p> <p>Those who are 11 years + within the school party are to wear a face mask in the exhibition and shop areas. The facilitators will wear a visor when delivering the guide-led tour of the exhibition session and they will wear a face mask in the shop and ticket office when not delivering.</p> <p>When a school books either the Guide-Led Tour of the Exhibition Session or the Self-Led Tour of the Exhibition session – they will be given full access to the exhibition space without any other members of the public sharing the same space</p> <p>When the school group exits the exhibition via the shop – they are to wait to be directed by the shop assistant so that the group does not clash with any</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>								
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		<p>members of the public in the shop space</p> <p>Potential congested areas such as the exit point into the shop will be managed by signs and staff</p> <p>Schools are not to use the shop and will be encouraged to pre-order gift packs. All purchases are cashless.</p> <p>Each facilitator when delivering the guide-led tour of the exhibition session will be wearing a visor</p> <p>The facilitators will be given wipes to clean the objects, gloves and hand sanitiser in case needed</p> <p>The facilitators will keep a 2-metre distance from the group and vice versa</p> <p>With all push buttons the school party will receive stylus'</p> <p>Stylus' will be provided to the school to use with interactive screens.</p> <p>A clean shall take place hourly - a member of staff will go through the exhibition and wipe all touchable surfaces</p> <p>Hand sanitiser is located throughout the</p>												
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		<p>galleries</p> <p>All costumes, textile objects and activities that include pencils and pens have been removed. The films and other interactives can be used with stylus’.</p> <p>The ventilation system is being checked</p> <p>15 pupils limited to participate in a guide-led tour of the exhibition session</p>												
<p>Activities outside –</p> <p>-adverse weather conditions</p> <p>-insect stings</p> <p>-tripping over guy ropes on tents</p> <p>-Dog attacks</p>	<p>Pupils, adults with the school party, volunteers and facilitators</p>	<p>Sessions may be affected by weather conditions. Decision to be made by the Duty Manager as to their suitability</p> <p>Facilitator in Living History arena to greet schools at the entrance and advise where it is safe to walk</p> <p>School parties must be aware of pupils who, if stung, experience anaphylactic shock</p> <p>All school parties are responsible for their own first aid. It is the responsibility of school parties to bring their own first aider and relevant equipment with them. Accidents must be reported to the Heritage Centre. The site accident book is kept in the Heritage Centre Office. All accidents/incidents will be entered onto LCC Assessnet Database. The site also</p>	M	L	L									

		<p>has first aid kits on site</p> <p>Pupils who require first aid should receive care as standard practice.</p> <p>School staff to ensure that pupils wear appropriate footwear/clothing</p> <p>Dog owners are required to keep all dogs on leads and under control within the site</p>													
<p>Lunch/breaks in the cabins or outside in the picnic area-</p> <p>-risk of infection caused by poor hygiene</p> <p>-risk of allergic reaction to food</p> <p>-risk of drowning/infection caused by falling into pond</p> <p>-transmission of COVID-19</p>	<p>Pupils and adults with the school party and volunteers</p>	<p>Due to the nature of the site and COVID-19, all pupils and staff are to wash their hands before eating</p> <p>School leader to identify if any pupils are at risk from allergic reactions prior to the visit</p> <p>School leaders to maintain control of party if picnicking near pond. A safety rail is in place</p> <p>Schools advised to use the picnic benches and not the cabins for their lunches – if it's not raining. If they need to eat in the cabins – they must take their rubbish away with them. No bins will be provided for rubbish in the cabins and the cabin doors will need to stay open to ventilate them</p>	H	L	M										

<p>Guided walks of the battlefield trail–</p> <ul style="list-style-type: none"> -carrying ‘props’ whilst on the guided walk -wet/muddy conditions on the trail path -slips, trips and falls -walking through Ambion Wood – gunshots during shoot days startling the school party and risk of injury because of distractions caused by gunfire -potential injuries from the use of knives, craft materials like scissors and from the historic and replica objects used for handling -potential allergies to products (e.g. egg shells, herbs) -transmission of COVID-19 	<p>Pupils, adults with the school party, volunteers, the guides and members of the public</p>	<p>All guides carry a walkie talkie radio and/or use a mobile phone to increase the chances of immediate contact with the Heritage Centre staff</p> <p>Ratio of one adult to 10 pupils</p> <p>Safety talk to be given by the guide prior to commencement of walk. Guide to monitor use of props during walk to minimise the risk of COVID-19 potentially transmitting from the group to the facilitator and vice versa</p> <p>School leaders to ensure that their group walk on the designated pathways and follow instructions from the guide at all times - particularly when the guide has to move the group away from the path to avoid other bubbles using the country park</p> <p>The school party to be mindful of members of the public also on the guided trail</p> <p>If a school is leading on the walk themselves – they need to take extra care as they will not have a radio</p> <p>All items used in the sessions are selected for their suitability for handling</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>								
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		<p>by children and are used under close supervision</p> <p>Adult supervision required when using craft equipment (for children)</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. Or it may be that some objects are quarantined for 72 hours before they are used again</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>School staff to ensure that pupils/adults with the party wear appropriate footwear/clothing</p> <p>Site staff to take regular walks on the trail to check for anything that may cause a major incident e.g. fallen trees</p> <p>Distant shots can be heard but limited risk of shot falling on trail</p>												
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		Facilitators to use their hand sanitiser, gloves and wipes if needed											
Encountering dogs or horses on the trail/centre (collision/biting with risk of sprains/strains)	Pupils, adults with the school party, volunteers and guides	School party to be aware that there are signs on site to say that all dogs should be on leads Safety talk by guide prior to commencement of guided walk on the trail	M	L	L								
Living History sessions - -obstruction of entry/exit routes -slips, trips or falls -potential injuries from the use of knives, craft materials like scissors and from the historic and replica objects used for handling -potential allergies to products (e.g. egg shells, herbs) -transmission of COVID-19	Pupils, adults with the school party, volunteers and facilitators	A health and safety briefing will be given to all groups at the beginning of their day The activities will only take place if the weather permits them to do so All items used in the sessions are selected for their suitability for handling by children and are used under close supervision Adult supervision required when using craft equipment (for children) 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 All instruction given by the facilitator must be followed to minimize the risk of accidents, injury and the potential risk of	H	L	M	The risk rating cannot be reduced further due to the potential severity of COVID – 19.							

		<p>transmitting COVID-19 from the school party to the facilitator and vice versa</p> <p>All people and props will be kept out of doorways</p> <p>Only items/objects deemed 'safe' will be given to pupils along with all necessary verbal guidance</p> <p>School staff to ensure that pupils wear appropriate footwear/clothing.</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 hand sanitiser in case needed</p> <p>The facilitators will keep a 2-metre distance from the group and vice versa</p> <p>The facilitators do not need to wear their visors when outside</p> <p>The facilitator does not need to wear a visor inside the marquee if they are keeping a 2 metre distance from the group and all of the above measures are in place</p>												
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		<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>Marquee – the facilitator will keep the door open when possible ensuring that the fire and safeguarding regulations are not broken and that the collection/care/security protocols are not breached</p> <p>Pupils numbers are reduced</p>												
<p>School activities in the heritage room -</p> <p>-over crowding</p> <p>-potential injuries from the use of knives, craft materials like scissors and from the historic and replica objects used for handling</p> <p>-potential allergies to products (e.g. eggshells,</p>	<p>Pupils, adults with school party, facilitators and volunteers</p>	<p>Pupil numbers are reduced</p> <p>All items used in the sessions are selected for their suitability for handling by children and are used under close supervision</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</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>herbs)</p> <p>-transmission of COVID-19</p>		<p>products</p> <p>School staff to ensure that pupils wear appropriate footwear/clothing</p> <p>To keep the room well ventilated – by keeping doors open when possible ensuring that the fire and safeguarding regulations are not broken and that the collection/care/security protocols are not breached</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 facilitator not to share paperwork with the group</p> <p>The facilitator does not need to wear a visor inside the HR if they are keeping a 2 metre distance from the group and all of the above measures are in place</p>												
<p>Fire -</p>	<p>Pupils, adults with school party, facilitators,</p>	<p>Emergency procedures are included as part of meet and greet at the beginning</p>	H	L	M	<p>The risk rating cannot be reduced further due to the potential severity of COVID – 19.</p>								

<p>Getting harmed by the fire</p> <p>Transmission of COVID-19</p>	<p>volunteers and site staff</p>	<p>of the day</p> <p>Everyone to use the fire exit signs in the exhibition to safely remove themselves from the building</p> <p>In the case of a fire – site staff to accompany the pupils and adults to the fire assembly point near the main entrance fence</p> <p>When the school party and the facilitator are making their way to the fire assembly point, they can use the nearest exit out of the centre area, but they need to stay mindful of the 2-metre gap between themselves and other bubbles/visitors onsite</p>	<p style="background-color: red; color: white; text-align: center;">H</p>	<p style="background-color: green; color: white; text-align: center;">L</p>	<p style="background-color: yellow; color: black; text-align: center;">M</p>									
<p>Overcrowding</p>	<p>Pupils, adults with school party, facilitators, volunteers and site staff</p>	<p>School pupils are grouped for activities to prevent overcrowding and these numbers are limited by the fire risk assessment and COVID-19 restrictions</p>	<p style="background-color: red; color: white; text-align: center;">H</p>	<p style="background-color: green; color: white; text-align: center;">L</p>	<p style="background-color: yellow; color: black; text-align: center;">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>All missing pupils are to report to the</p>	<p style="background-color: yellow; color: black; text-align: center;">M</p>	<p style="background-color: green; color: white; text-align: center;">L</p>	<p style="background-color: green; color: white; text-align: center;">L</p>									

		<p>ticket office/shop staff or to a facilitator. All site staff will be alerted and will contact all other staff and begin a search</p> <p>Pupils who are found will be taken to the ticket office/ shop - staff will alert the leader of the school party</p>													
<p>Using the toilet facilities –</p> <ul style="list-style-type: none"> -slips and trips -safeguarding -transmission of COVID-19 	Pupils	<p>School pupils to be supervised at all times by school staff only</p> <p>Toilets checked by site staff regularly</p> <p>School party to use the set of toilets and the disabled toilet nearest to the main office.</p> <p>The toilets – school groups can use the toilets in their sub groups. The touchable surfaces in the public toilets are to be cleaned after each group has used them – because staff and the public can access them as well (although staff shouldn't to minimise their risk of catching COVID).</p> <p>When the school group arrives, they are to be told (during the meet and greet) that if they need to use the toilets on arrival - a member of staff will be around to manage this – to ensure that no one else using the toilets at the same time and to clean the surfaces straight afterwards. And they are to clarify that if a teacher and their children need to use the toilets at any other point throughout the rest of the day – the teachers need to go to the office and ask for assistance.</p>	H	L	M										

		<p>There are signs in the toilets promoting - wash hands, catch it, bin it, kill it The toilets used by the school party will be cleaned before the visit and after it</p> <p>The site promotes good hand hygiene and encourages all school groups to wash their hands thoroughly, with soap and running water for 20 seconds</p> <p>Toilets will be cleaned thoroughly every day, before the site is open, by contract cleaners</p> <p>The toilets provide electronic dryers</p>													
Supervision -safeguarding	Pupils	<p>School staff are responsible for the supervision of their party at all times</p> <p>Although all facilitators have enhanced DBS certificates, pupils should not be left under the sole supervision of the facilitators and the site staff at any time</p>	M	L	L										
Training staff	Staff and facilitators	<p>On arrival to the site 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>	H	L	M										

		<p>When the facilitators arrive onsite and in office hand – they need to hand sanitise, sign in/out and wipe the radio before and after use</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 wear a visor when delivering inside, and they will wear a face mask in the shop and ticket office when not delivering.</p> <p>The facilitators are to keep a 2-metre distance between them any other party members/bubbles onsite</p> <p>The facilitator will only touch an object, touched by someone else, if it has been cleaned first</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>All touchable surfaces in the exhibition will be cleaned daily</p> <p>All touchable surfaces in the public toilets will be cleaned regularly</p> <p>Hand sanitiser stations situated</p>												
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		<p>throughout the site</p> <p>Bespoke signs put up across the site welcoming visitors to BBHC - explaining COVID 19 site information such as social distancing guidelines, giving way on entrances and around exits to site</p> <p>The site will manage people flow around the site with some barriers near the entrance to the exhibition (when it is open to the public)</p> <p>Limited amount of shared resources that are used onsite</p> <p>Shared materials and surfaces will be cleaned and disinfected more frequently</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 policy and procedure due to COVID-19</p> <p>Share risk assessments with facilitators</p> <p>The facilitators should notify their contact if they develop COVID-19 symptoms and not arrive onsite</p>												
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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 pupils, adults with the school party, facilitators and site staff could still have an accident which could lead to an emergency – but the risk is very low. However, if there was an emergency on site then site staff would follow emergency procedure to deal with the incident.
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 site staff and the facilitators would respond to a potential emergency situation. The site staff and 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):	Melissa 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	
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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.