

<b>Activities Covered by this Assessment</b>	Guided Walk School Visit Risk Assessment	<b>Reference</b>	<i>Bos/School onsite bookings</i>
<b>Site Address / Location</b>	Bosworth Battlefield, Ambion Lane, Sutton Cheney	<b>Department / Service / Team</b>	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 has been written in line with the Government guidance for Working safely during coronavirus for offices and Museum and Heritage sites (last updated 16<sup>th</sup> August).

From step 4 of the government road map there is no longer a legal requirement to socially distance, however employers have a duty of care to carry out a risk assessment which is specific to their workplace.

The following workplace controls remain unchanged and must be implemented in the workplace

- Adequate ventilation
- Sufficient cleaning
- Good hand hygiene

Consideration should also be given to reducing the number of people employees come into contact with, and shared workstations should be cleaned between each user.

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

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 ?
<b>Slips, Trips &amp; Falls</b>	Students School Staff Customers Visitors Volunteers LCC Staff	<ul style="list-style-type: none"> <li>School staff and students to wear suitable footwear and clothing.</li> <li>LCC staff regularly inspect site for trip hazards. In the event of the site not being safely accessible, schools will be informed as soon as possible.</li> <li>School staff to supervise students at all times and to ensure students do not run around the site and to be mindful of members of the public and other school parties.</li> <li>School staff and students must follow the designated path and Guide instructions.</li> </ul>	M	L	L							
<b>Use of Equipment</b>	Students School Staff	<ul style="list-style-type: none"> <li>Mobility scooter available to students aged 16 years and</li> </ul>	L	L	L							

	<p>Customers Visitors Volunteers LCC Staff</p>	<p>must be pre-booked. See Mobility Scooter Risk Assessment.</p> <ul style="list-style-type: none"> <li>• All items used by Guides are selected for their suitability for handling by students.</li> <li>• School staff to supervise students to ensure that equipment is used safely and correctly.</li> <li>• School staff to ensure that students follow Guide instructions. If instructions are not followed and student behaviour is deemed to be unsafe, equipment may be taken away or workshop may finish early, dependent on the severity of behaviour.</li> <li>• School staff and students to report any broken objects or equipment to Guide so that unsafe items can be disposed of.</li> </ul>														
<b>Fire</b>	<p>Students School Staff Customers Visitors</p>	<ul style="list-style-type: none"> <li>• Guides will explain emergency procedures at the beginning of a guided walk.</li> <li>• In the event of a fire, LCC staff</li> </ul>	<b>H</b>	<b>L</b>	<b>M</b>											


	Volunteers LCC Staff	<p>will follow the BBHC First Risk Assessment.</p> <ul style="list-style-type: none"> <li>In the event of a fire – LCC staff to accompany students and adults to the fire assembly point.</li> </ul>													
<b>First Aid</b>	Students School Staff Customers Visitors Volunteers LCC Staff	<ul style="list-style-type: none"> <li>All school parties are responsible for their own first aid. It is the responsibility of school to bring their own first aider and relevant equipment with them.</li> <li>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 Assessment Database.</li> <li>Pupils who require first aid should receive care as standard practice.</li> <li>The site also has first aid kits on site if supplementary equipment is needed.</li> <li>Designated LCC First Aid trained staff are available to assist with first aid if needed.</li> </ul>	M	L	L										

<p><b>Exposure to Allergens</b></p>		<ul style="list-style-type: none"> <li>• School group leader to identify if any students are at risk from allergic reactions and to notify all adults in their group.</li> <li>• 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.</li> <li>• School parties must be aware of pupils who, if stung, experience anaphylactic shock.</li> </ul>	<p><b>H</b></p>	<p><b>L</b></p>	<p><b>M</b></p>								
<p><b>Injuries caused by Animals</b></p>	<p>Students School Staff Customers Visitors Volunteers LCC Staff</p>	<ul style="list-style-type: none"> <li>• There is signage around the site reminding dog owners that they are required to keep all dogs on leads and under control within the site.</li> <li>• Guide to deliver safety talk prior to guided walk and will warn group as needed during walk regarding dogs and horses on the trails and animals faeces such as badger droppings.</li> </ul>	<p><b>M</b></p>	<p><b>L</b></p>	<p><b>L</b></p>								

<p><b>Biological Agents (incl. Covid-19)</b></p>	<p>Students School Staff Customers Visitors Volunteers LCC Staff</p>	<ul style="list-style-type: none"> <li>• School staff to encourage students to follow good hygiene procedures including regular hand washing.</li> <li>• LCC staff to ensure that facilities and equipment are cleaned regularly.</li> <li>• Schools must guarantee that, to the best of their knowledge, there are no Covid-19 symptomatic pupils or adults present during visit.</li> <li>• School staff should notify a member of LCC staff immediately if a student or adult begins to develop covid-19 symptoms during the visit.</li> <li>• Guide will notify the office if they become ill or develop COVID-19 symptoms.</li> </ul>	<p>H</p>	<p>M</p>	<p>H</p>	<p>The risk rating cannot be reduced further due to the potential severity of COVID – 19.</p>								
<p><b>Adverse Weather</b></p>	<p>Students School Staff Customers Visitors Volunteers LCC Staff</p>	<ul style="list-style-type: none"> <li>• School staff to ensure that students and adults wear appropriate footwear and clothing.</li> <li>• Guided walk may be affected by weather conditions. Decision to be made by the Duty Manager if walk should</li> </ul>	<p>L</p>	<p>L</p>	<p>L</p>									

		<p>go ahead during adverse weather.</p> <ul style="list-style-type: none"> <li>• School staff to ensure that students wear hats and sun protection during hot weather.</li> <li>• School staff to ensure that students drink plenty of water during hot weather.</li> <li>• School staff to ensure students avoid prolonged exposure to excessive heat or cold.</li> </ul>												
<b>Safeguarding</b>	<p>Students School Staff Customers Visitors Volunteers LCC Staff</p>	<ul style="list-style-type: none"> <li>• School staff to supervise students at all times including when using the toilets.</li> <li>• Lost students are to report to the ticket office/shop staff or to the nearest member of staff. All site staff will be alerted and begin a search.</li> <li>• Lost students who are found will be taken to the ticket office/ shop - staff will alert the leader of the school party.</li> <li>• All Guides have up to date DBS checks.</li> </ul>	M	L	L									

During this activity, what could go wrong resulting in an emergency situation?	It is possible that even with the above measures in place students, 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, then any changes to the normal routine should not affect the normal safety arrangements.

Risk Assessors Name:	Georgie Murfitt	Risk Assessors Signature:	
Authorised By:	Richard Knox	Authoriser Signature:	
Date Conducted:	07/02/23	Date of Next Review:	January 2024



<b>Potential Severity of Harm</b>	<b>High</b> Death, paralysis, long term serious ill health.	<b>Medium</b>	<b>High</b>	<b>High</b>
	<b>Medium</b> An injury requiring further medical assistance or is a RIDDOR incident.	<b>Low</b>	<b>Medium</b>	<b>High</b>
	<b>Low</b> Minor injuries not resulting in any first aid or absence from work.	<b>Low</b>	<b>Low</b>	<b>Medium</b>
		<b>Low</b> The event is unlikely to happen.	<b>Medium</b> It is fairly likely to happen.	<b>High</b> It is likely to happen.
<b>Likelihood of Harm Occurring</b>				

Risk Rating Definitions	
<b>Low</b>	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.
<b>Medium</b>	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.
<b>High</b>	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 <b>High</b> , 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.