

Activities Covered by this Assessment	BBHC School Visit- Boudica Workshop Risk Assessment	Reference	<i>Bos/School onsite bookings</i>
Site Address / Location	Heritage Room/Cabins, 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 has been written in line with the Government guidance for Working safely during coronavirus for offices and Museum and Heritage sites (last updated 16th 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.

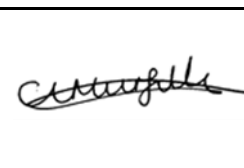

Health and safety concerns can be reported to; the Health, Safety and Wellbeing team, your manager, your trade union representative and/or Property Services.

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 ?
Slips, Trips & Falls	Students School Staff Volunteers LCC Staff	<ul style="list-style-type: none"> School staff and students to wear suitable footwear and clothing. School staff to supervise students at all times and to ensure students move between activities in an orderly fashion. LCC staff regularly inspect the cabins and surrounding area. Museum Educator to give clear instructions when moving from cabins and surrounding area. Museum Educator to warn students of step into cabin and the uneven ground. 	M	L	L							
Use of Equipment	Students School Staff Volunteers LCC Staff	<ul style="list-style-type: none"> Museum Educator to give health and safety warnings throughout session. All items used by Museum Educator are selected for their suitability for handling by students. School staff are asked to choose volunteers suitable for activity. Facilitator to demonstrate use of weapons 	M	L	L							

		<p>from a safe distance to students.</p> <ul style="list-style-type: none"> School staff to ensure that students follow facilitator 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. 										
First Aid	<p>Students School Staff Volunteers LCC Staff</p>	<ul style="list-style-type: none"> 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. Designated LCC First Aid trained staff are available to assist with first aid if needed. If an accident happens during the session, the facilitator will report this over the radio. Where possible, the child and an adult from the school party will be accompanied to the office and the session will continue with the rest of the party. First aid will be administered, and the incident will be recorded in the accident book. If an accident happens and the child cannot be moved, once support has arrived, if possible the facilitator will take the rest of the party to another area on site to complete an adapted version of the session. 	M	L	L							
Exposure to Allergens	<p>Students School Staff Volunteers</p>	<ul style="list-style-type: none"> School group leader to identify if any students are at risk from allergic reactions and to notify all adults in their group. 	M	L	L							

	LCC Staff	<ul style="list-style-type: none"> Wooden, metals, woollen and stone materials may be handled during the session. Some food substances will be passed around in containers including: fish sauce (garum), olive oil, oats and lentils. These items can be left out if there is a risk. If a student has a specific allergy which maybe effected by activities in the session, the teaching staff and student should notify the facilitator. 													
Biological Agents (incl. Covid-19)	Students School Staff Volunteers LCC Staff	<ul style="list-style-type: none"> The cabins will be kept 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. School staff should notify a member of LCC staff immediately if a student or adult begins to develop covid-19 symptoms during the visit. 	H	M	H	The risk rating cannot be reduced further due to the potential severity of COVID – 19.									
Adverse Weather	Students School Staff Volunteers LCC Staff	<ul style="list-style-type: none"> School staff to ensure that students and adults wear appropriate footwear and clothing. Workshops may be affected by weather conditions. Decision to be made by the Duty Manager as to their suitability. LCC staff will monitor the temperature of the cabins and an approved heater maybe used prior to the session to heat the area if necessary. 	L	L	L										

Safeguarding	Students School Staff Volunteers LCC Staff	<ul style="list-style-type: none"> School staff to supervise students at all times throughout the session. 	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:	06/02/24	Date of Next Review:	January 2025

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.

