

Activities Covered by this Assessment	BBHC Site School Visit Risk Assessment	Reference	<i>Bos/School onsite 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 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.

Learning session specific risk assessments are also available.

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 ?
Arrival and departure of students by coach	Students School Staff Customers Visitors Volunteers LCC Staff	<ul style="list-style-type: none"> School staff to ensure that a ratio of no more than 1:10 adults to children. Coaches to drop students off in the designated car park at a pre-arranged time. School staff responsible for all children on journey to and from site including movement through the car park. School staff are responsible for the supervision of their party while on site. All vehicles on site are to keep to the speed limit of 20mph. School staff to ensure that students do not return to car park and coach until the time of departure. 	M	L	L							

<p>Slips, Trips & Falls</p>	<p>Students School Staff Customers Visitors Volunteers LCC Staff</p>	<ul style="list-style-type: none"> • School staff and students to wear suitable footwear and clothing. • 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. • Good lighting levels suitable for the activity. • 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. • Onsite student numbers limited to no more than 105. • During guided walks, School staff and students must follow the designated path and facilitator instructions. 	<p>M</p>	<p>L</p>	<p>L</p>									
<p>Use of Equipment</p>	<p>Students School Staff Customers Visitors</p>	<ul style="list-style-type: none"> • Mobility scooter available to students aged 16 years and must be pre-booked. See Mobility Scooter Risk Assessment. 	<p>L</p>	<p>L</p>	<p>L</p>									

	<p>Volunteers LCC Staff</p>	<p><u>Exhibition</u></p> <ul style="list-style-type: none"> • All interactive exhibits are regularly maintained, and risk assessed. • All glass within the museum is safety glass set to British Standards. • All hands-on exhibits comply with agreed safety standards. <p><u>Workshops and Guided Walks</u></p> <ul style="list-style-type: none"> • All items used by facilitators are selected for their suitability for handling by students. • School staff to supervise students to ensure that equipment is used safely and correctly. • 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. • School staff and students to report any broken objects or 													
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		equipment to facilitator so that unsafe items can be disposed of.													
Fire	Students School Staff Customers Visitors Volunteers LCC Staff	<ul style="list-style-type: none"> On arrival, as part of the meet and greet, LCC staff will go through emergency procedures with school staff. Facilitators will explain fire procedures at the beginning of a workshop or guided walk. Potential congested areas such as shop exit will be managed by signs and staff. In the event of a fire, LCC staff will follow the BBHC First Risk Assessment. All staff and students to use the fire exit signs to safely remove themselves from the buildings on site. In the event of a fire – LCC staff to accompany students and adults to the fire assembly point. 	H	L	M										
Overcrowding		<ul style="list-style-type: none"> Each workshop has a maximum number of students which is dependent on the 	L	L	L										

		<p>nature of the activity as well as room space.</p> <ul style="list-style-type: none"> Onsite student numbers limited to no more than 105. Students are grouped for activities to prevent overcrowding. 													
First Aid	<p>Students School Staff Customers Visitors 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. 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. Pupils who require first aid should receive care as standard practice. The site also has first aid kits on site if supplementary equipment is needed Designated LCC First Aid trained staff are available to assist with first aid if needed. 	M	L	L										

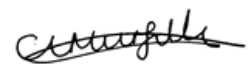
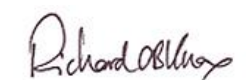
<p>Exposure to Allergens</p>		<ul style="list-style-type: none"> • School group leader to identify if any students are at risk from allergic reactions and to notify all adults in their group. • School to notify the booking team of any allergies/risks as part of the booking process so that necessary steps can be taken for pupils to avoid certain products. • School parties must be aware of pupils who, if stung, experience anaphylactic shock. • School staff to ensure that students do not share their lunch to avoid exposure to allergens. 	<p>H</p>	<p>L</p>	<p>M</p>									
<p>Underlying Health Conditions</p>	<p>Students School Staff Customers Visitors Volunteers LCC Staff</p>	<ul style="list-style-type: none"> • School staff to notify booking team of any underlying health conditions of the students and any potential triggers. • School staff to ensure they carry medication prescribed to students and to administer medication. 	<p>H</p>	<p>L</p>	<p>M</p>									

<p>Injuries caused by Animals</p>	<p>Students School Staff Customers Visitors Volunteers LCC Staff</p>	<ul style="list-style-type: none"> • 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. • Safety talk by guide prior to commencement of guided walk on the trail will include warning regarding dogs and horses on the trails and animals faeces such as badger droppings. 	<p>M</p>	<p>L</p>	<p>L</p>									
<p>Risk of Drowning</p>	<p>Students School Staff LCC Staff</p>	<ul style="list-style-type: none"> • School staff to maintain control of party if picnicking near pond. A safety rail is in place. 	<p>H</p>	<p>L</p>	<p>M</p>									
<p>Biological Agents (incl. Covid-19)</p>	<p>Students School Staff Customers Visitors Volunteers LCC Staff</p>	<ul style="list-style-type: none"> • School staff to encourage students to follow good hygiene procedures including regular hand washing. • School must take their own rubbish away with them. There are no bins provided in the lunch areas. • Rooms will be kept well ventilated by keeping doors open when possible, ensuring 	<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>that the fire and safeguarding regulations are not broken and that the collection/care/security protocols are not breached.</p> <ul style="list-style-type: none"> • LCC staff to ensure that facilities and equipment are cleaned regularly. • Hand sanitiser stations are located throughout the site. • Schools must guarantee that, to the best of their knowledge, there are no Covid-19 symptomatic pupils or adults present during visit. • School staff should notify a member of LCC staff immediately if a student or adult begins to develop covid-19 symptoms during the visit. • Facilitators will notify the office if they become ill or develop COVID-19 symptoms. 																
Adverse Weather	<p>Students School Staff Customers Visitors</p>	<ul style="list-style-type: none"> • School staff to ensure that students and adults wear appropriate footwear and clothing. • Workshops may be affected by 	L	L	L													

	<p>Volunteers LCC Staff</p>	<p>weather conditions. Decision to be made by the Duty Manager as to their suitability.</p> <ul style="list-style-type: none"> • School staff to ensure that students wear hats and sun protection during hot weather. • School staff to ensure that students drink plenty of water during hot weather. • School staff to ensure students avoid prolonged exposure to excessive heat or cold. 												
<p>Safeguarding</p>	<p>Students School Staff Customers Visitors Volunteers LCC Staff</p>	<ul style="list-style-type: none"> • School staff to supervise students at all times including when using the toilets. • Lost students are to report to the ticket office/shop staff or to a facilitator. All site staff will be alerted and begin a search. • Lost students who are found will be taken to the ticket office/ shop - staff will alert the leader of the school party. 	<p>M</p>	<p>L</p>	<p>L</p>									

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.