

Activities Covered by this Assessment	BBHC School Visit- Roman Archaeology Workshop Risk Assessment	Reference	<i>Bos/School onsite bookings</i>
Site Address / Location	Heritage Room, 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.

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 Heritage Room and room is set up to allow enough space to move around safely. Museum Educator to give clear instructions when entering the Heritage Room. Number of pupils on each activity are restricted to avoid congestion. 	M	L	L							
Manual Handling	LCC staff	<ul style="list-style-type: none"> Equipment to be put in position by LLC staff following correct lifting techniques to reduce risk of injury. Containers are only to be moved by LCC staff. Appropriate footwear worn by LCC staff. 										
Use of Equipment	Students School Staff Volunteers	<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 	M	L	L							

	LCC Staff	<p>their suitability for handling by students.</p> <ul style="list-style-type: none"> School staff are asked to choose volunteers suitable for activity. School staff to ensure that students follow Museum Educator 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. Museum Educator and school staff to ensure appropriate levels of supervision are in place taking into account of age of pupils and any special needs. Museum Educator completes a visual check of all equipment prior to the workshop. Any breakages of items should be reported to the Museum Educator immediately and they will remove any hazards if necessary. Non-toxic clay used. Museum Educator and School Staff to monitor use of clay and instruct students on how to use materials in a safe manner. Equipment for decorating are selected based on the basis that they are low risk. 										
First Aid	<p>Students</p> <p>School Staff</p> <p>Volunteers</p> <p>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 Museum Educator will report this over the radio. 	M	L	L							

		<p>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.</p> <ul style="list-style-type: none"> • If an accident happens and the child cannot be moved, once support has arrived, if possible, the Museum Educator will take the rest of the party to another area on site to complete an adapted version of the session. 											
Exposure to Allergens	Students School Staff Volunteers LCC Staff	<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. • Wooden, metal, woollen and stone materials may be handled during the session as well as sand. • If a student has a specific allergy which may be affected by activities in the session, the teaching staff and student should notify the Museum Educator. • Only non-toxic materials to be used. Clay is suitable for children • Clay is sealed when not in use, for hygiene purposes. • School staff may provide rubber gloves to students who are allergic to clay or have sensitive skin. 	M	L	L								

Exposure to Biological Agents (incl. Covid-19)	Students School Staff Volunteers LCC Staff	<ul style="list-style-type: none"> The Heritage Room 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. Museum Educator to undertake a visual inspection of the sand for any signs of contamination prior to the students using it. 	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. 	L	L	L							
Safeguarding	Students School Staff Volunteers LCC Staff	<ul style="list-style-type: none"> All Museum Educators have up to date DBS checks. 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:	Helen Keeling	Risk Assessors Signature:	
Authorised By:	Richard Knox	Authoriser Signature:	
Date Conducted:	02/06/2025	Date of Next Review:	June 2026

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.