



Risk Assessment Form



		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGH LIKELY	ALMOST CERTAIN
SEVERITY	NEGLIGIBLE	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

Risk Assessment for (Activity/Process/Operation)	Virtual Stone Age to Iron Age Online Workshop and Stone Age to Iron Age Loans Box
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Service	Resources	Team / Section	Learning and Community Engagement (LaCE)		
Assessment Date	8/9/2020	Review Date	08/09/2021	Reference Number	LaCE

What are the hazards <i>(i.e. what can cause harm)</i>	Who might be harmed and how? <i>(e.g. employees, pupils, members of the public, etc. and the significant risk(s))?</i>	What existing control measures are in place to reduce / prevent the risk? <i>(i.e. what are you already doing?)</i>	Considering existing controls, what is the current risk level	Further Action to be taken to control the risk?	Assigned to	Completed by whom & when
Heritage and Culture Warwickshire (HCW) staff: transmitting Covid 19 when dropping off and collecting Loans Box to school	Pupils and staff at school; transmission of Covid 19 by HCW staff	HCW staff follow government guidelines (eg, not going to work if they have symptoms, keeping a safe distance apart, quarantining if they have come into contact with someone with symptoms, etc). All HCW staff will wear a face mask when dropping off and collecting the loans box and will follow any additional procedures the school requests on arrival (eg, using hand gel). All HCW staff will be asked to deliver and collect boxes with clean hands. HCW staff will only come into reception, not the rest of the school. HCW will notify the school if any of our staff test positive for Covid within 2 weeks of visiting your school.	Low			
Safeguarding issues raised by HCW staff when visiting the school to drop off/collect loans box	Pupils and staff at school: safeguarding	HCW staff will only enter reception and will not enter the main part of the school.	Low			

Loans Box: checking the loans box at delivery	Staff at school; transmission of Covid 19	A member of staff from the school will need to check the contents of the box upon delivery. If HCW staff assist with this, safe distance of 2 m (or 1m + precautions) should be kept. School staff should wash their hands after handling any items in the box and the box itself.	Low			
Loans Box: box and contents carrying traces of Covid 19	Pupils and staff at school; transmission of Covid 19	All loans boxes to be moved from Reception by school staff to a safe area and left untouched in an area away from children for 72 hours (3 days) after drop-off. School staff will need to wash their hands after touching the box. The school will be warned in advance that they need to do this. Loans box will be clearly labelled with a warning sign and 'safe to touch' date. Teachers will need to ensure that if the box is needed by another bubble of children this quarantine period takes place again. A code of conduct containing this information will be sent to all teachers with their booking confirmation via email.	Low.			
Loans Box: carrying the loans box	Staff at school: back and other bodily injury due to carrying the Loans Box	Loans Boxes have been packed to ensure equal distribution of weight and are not overloaded. School are notified in advance that someone will be expected to carry the box from reception to the quarantine area and to ensure that suitable lifting aids are available if necessary. Children are not allowed to lift the Loans Box. Staff with medical conditions such as back problems should not lift the Loans Box	Medium			
Objects within loans box: injury from objects	Pupils and staff at school; injury from heavy or sharp objects, etc	Some of the flint tools have sharp edges and should be handled with care. Some items of jewellery, such as brooches, have sharp pins Small items of jewellery and other objects should not be put in mouths in case they are swallowed. Care should be taken when taking objects out of the loans box and this should be done by the teacher. Teacher to give clear instructions when carrying out the activities and to supervise appropriately.	Low			
Objects within loans box: allergic	Pupils and staff at school; allergic reaction to objects	All objects are safe to handle and should not trigger an allergic reaction, however, we recommend that teachers get children to wash hands with	Low			

reaction to objects		soap and water for 20 seconds (NOT anti bacterial hand gel) before and after handling the objects.				
Objects within loans box: Covid 19 being transmitted between pupils	Pupils and staff at school; pupils with Covid 19 passing it onto others	All pupils and staff should wash their hands with soap and water for 20 seconds (NOT anti bacterial hand gel) before and after handling the objects.	Medium			
Suggested activities provided by HCW	Pupils and staff at school; injury from modelling materials, etc	Use modelling clay and modelling materials that are safe for children to use	Low			
Online workshop: digital safeguarding issues	Pupils and staff at school: digital safeguarding issues	Our online sessions will be delivered from one of HCW's sites, never from someone's home address. HCW will password protect the session so that only those with passwords can enter. HCW will lock the session once it begins so that no-one else can enter. All HCW staff are DBS checked. HCW insist that a school teacher is present and is responsible for managing the class. HCW will not share any photos or videos of the session and will not record the session. A code of conduct containing this information will be sent to all teachers with their booking confirmation via email. The Group Leader delivering the session will phone the teacher before the workshop to introduce herself and establish a procedure for asking/answering questions.	Low			
Online workshop: handling the objects	Pupils and staff at school: injury from heavy or sharp objects, etc	There are no sharp items in the loans box but some of the fossils are quite heavy and could bruise a foot if dropped. Care should be taken when taking objects out of the loans box and this should be done by the teacher. Teacher to give clear instructions when carrying out the activities and to supervise appropriately.	Low			
Online workshop: fixing the powerpoint	Pupils and staff from school: Injury incurred standing up and down to answer questions	Teacher to give clear instructions to children (eg, don't endanger the person sitting next to you) and to ensure they conduct themselves safely. Ensure they are not likely to hit items of furniture and injure themselves.	Low			

Lone working when delivering or collecting the Loans Box	HCW staff delivering or picking up loans box: something happening to them, eg, road accident	Office Manager is aware of delivery and collection schedules for Loans Boxes. Staff to carry a mobile phone with contact numbers for the Office and Managers. If not returning to base on day of session during office hours, staff are to call the Office Manager when they reach home to confirm they have reached home safely. If no such call is received by the Office Manager, the OM needs to call the staff member and ensure their safety.	Low			
Handling the Loans Box during delivery or collection	HCW staff: risk of catching Covid 19 from loans box	All Loans Boxes will be quarantined for 72 hours (3 days) in a designated area (Wattlewood Room) before staff are expected to handle them. An antibacterial gel dispenser will be provided for them to clean their hands before and after handling the loans box and communal areas Please also see the Covid Health and Safety guidelines which will be communicated to all staff before commencing work	Low			
Delivery/collection of loans box: catching Covid 19	HCW staff: risk of catching Covid 19 from school staff/pupils when delivering/collecting box	All schools follow government guidelines with regards to Covid 19. HCW staff will wear face masks. As schools will not necessarily close if there are cases of Covid 19 and are not obliged to warn visitors, HCW staff are NOT expected to go any further than reception when delivering the box and so will avoid coming into contact with large numbers of children or staff. When the Loans Box is checked at delivery and collection, HCW staff should maintain a safe distance of 2 m (or 1 m + precautions) from school staff. HCW staff should wash hands/use hand gel after checking the contents of the loans box.	Medium			
Carrying the Loans Box	HCW staff: back and other bodily injury	Loans Boxes have been packed to ensure equal distribution of weight and are not overloaded/too heavy. Staff with medical conditions such as back problems should not lift the Loans Box. Follow correct lifting procedures. Use the portable trolley if needed.	Medium			
Online session: set up	HCW staff: injury whilst setting up resources	Follow correct lifting procedures. Enlist help if needed to move resources. Tables to be moved in pairs. All electronic equipment is PAT tested regularly so is safe to use. All staff are trained in how to set up electronic equipment safely. Trailing wires that could be tripped over to be avoided. Use black safety covers if necessary.	Low			
Online session: lone working	HCW staff: something happening to HCW staff while setting	At least 2 members of staff will be present: the group leader plus one other member of staff.	Low			

	up/delivering session				
Online session: catching Covid 19	HCW staff: catching Covid 19 from equipment and furniture	All equipment and furniture to be cleaned before and after session using hot soapy water (or anti bac fluid if appropriate) or computer cleansing wipes. HCW have a regular schedule of cleaning the building to ensure touch points such as toilets, door handles, lights, key safe boxes, etc, are cleaned regularly. Please also see the Covid Health and Safety guidelines which will be communicated to all staff before commencing work	Low		
Online session: catching Covid 19	HCW staff: catching Covid 19 from one another	Ensure session takes place in a room with sufficient ventilation. Staff should maintain 2m distance where possible or 1m distance plus extra precautions (eg, wear a face mask, do not face one another but sit side by side).	Low		

Name of Assessor	Rowan Fisher	Signature	

Name of Manager responsible for activity / process	Rebecca Coles	Signature	

Risk Assessment Review Log

Only use this log to confirm that there have been no changes to the current assessment; otherwise an updated risk assessment must be done

Initial Review Date			
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Next Review Date	01/10/2020		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	24 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	36 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	



Initial Review Date	48 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Risk Assessment(s) for (Activity/Process/Operation)	
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This form can be used to record and demonstrate that the above risk assessment(s) has been provided to relevant employees (as below) to inform them of the risk assessment findings (i.e. the hazards, risks, and control measures associated with their work).

Name of Persons involved in the Activity/ Process/ Operation	Signature	Date

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