



Risk Assessment Form



| | | LIKELIHOOD | | | | |
|----------|-------------|---------------|----------|--------|-------------|----------------|
| | | VERY UNLIKELY | UNLIKELY | LIKELY | HIGH LIKELY | ALMOST CERTAIN |
| SEVERITY | NEGIGIBLE | 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 Victorian Schoolroom Workshop and all Victorian Loans Boxes**

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|-----------------|-----------|----------------|--|------------------|------|
| Service | Resources | Team / Section | Learning and Community Engagement (LaCE) | | |
| Assessment Date | 10/9/2020 | Review Date | 10/09/2021 | 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 | | | |

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| 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 | <p>Care should be taken when taking objects out of the loans box and this should be done by the teacher.</p> <p>Teacher to give clear instructions when carrying out the activities and to supervise appropriately.</p> <p>There are a few objects which need particular caution whilst handling:</p> <p>Victorian Childhood loans box</p> <ul style="list-style-type: none"> • glass marbles and other small toys and care should be taken that children do not put these in their mouths and swallow them. • Shells have sharp edges or points. <p>Laundry loans box</p> <ul style="list-style-type: none"> • heavy items such as irons that could cause injury if dropped on a child's foot. • Reckitt's Blue and laundry soaps, these should not be ingested. <p>Victorian Schoolroom</p> | Low | | | |

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| | | <ul style="list-style-type: none"> • sharp edged ink pen. • small marbles which should not be swallowed, • soap that should not be swallowed • attendance medal with a sharp pin • cup and ball or skipping ropes could damage children if used too close to one another. <p>Upstairs Downstairs</p> <ul style="list-style-type: none"> • shoe polish that should not be ingested, • heavy iron that could cause injury if dropped on a child's foot • wick trimmers have sharp edges | | | | |
| Objects within loans box: allergic reaction to objects | 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 soap and water for 20 seconds (NOT anti bacterial hand gel) before and after handling the objects. | Low | | | |
| 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 | <p>All materials bought for any of the suggested activities should be suitable for use by children and all activities should be planned and supervised by a teacher.</p> <p>Any physical activities (such as playground games) should be carried out in an open space and with sufficient space between one another, with supervision, so that injuries don't occur</p> | 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 | Low | | | |

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| | | 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. | | | | |
| Online workshop: activities | Pupils and staff at school: | Online session may involve schoolmistress asking children to carry out physical activities. Children should stand behind desks with chairs tucked under desks so they cannot trip over furniture, and keep far enough apart from other children so that they do not accidentally hit one another. All activities should be supervised by the teacher. | | | | |
| 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 | | | |

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| 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 up/delivering session | At least 2 members of staff will be present: the group leader plus one other member of staff. | Low | | | |
| 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 | | | |

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| Name of Assessor | Rowan Fisher | Signature | |
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| Name of Manager responsible for activity / process | Rebecca Coles | Signature | |
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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

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

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

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

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



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

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