

COVID-19 – Schools Outreach Risk Assessment 2020-21




PART A. ASSESSMENT DETAILS:

Location: various schools in Kent

Action/event: – Outreach workshops

Date/s: as booked by schools

Address	Maidstone Museum St Faith's Street Maidstone ME141LH	Name of Person(s) undertaking Assessment:	Rosalind Meredith
		Signature(s):	
Manager (Name & Title):	Lyn Palmer Public Programming Manager	Date of Assessment:	13/1/2021
Signature:		Step 5 Planned Review Date:	Regularly monitored in line with updated government guidelines.
How communicated to staff:	Email & Museum Bookings Calendar	Date communicated to staff:	
First Aiders	CLA/LO/LA delivering are first aid trained. Schools have own first aiders and kits.	Members of Museum Staff on Duty	LA/LO/CLA booked for workshop

The objectives in the table below are taken from the Government guidance [Working safely during coronavirus \(COVID-19\) in offices and contact centres](#) published on 11 May 2020.

You will need to work through the guidance to complete the risk assessment (part B) and then the action plan (part C) below.

The guidance for offices and contact centres covers most of what the council does from its buildings, but there are a total of 8 Government guidance documents covering different workplaces (to be found here www.gov.uk/guidance/working-safely-during-coronavirus-covid-19) and there may be some

guidance in some of those other documents that is useful for some of the council offices e.g. [shops and branches](#); [factories, plants and warehouses](#) . Please check the guidance and add objectives from them that apply to your building at the bottom of the part B risk assessment table.

PART B HAZARD IDENTIFICATION AND CONTROL MEASURES:				
1 Hazard	2 Who might be harmed?	3 How might they be harmed?	4 Existing controls (Actions already taken to control the risk)	5 Further Actions Required (transfer to Action Plan in part C)
Outreach			•	
Getting to and leaving school	Learning Team Member (LTM)	Covid 19	<ul style="list-style-type: none"> • Use of facemasks if using public transport • Safe travel in car, relevant car insurance • Handwashing before leaving and on arrival at school. Use of hand gel is washing facilities not available. 	
Onsite workshop delivery	LTM	Covid 19	<ul style="list-style-type: none"> • Line Manager aware of location. LTM delivering checks in on arrival and at suitable times during outreach (break/lunch/departure) • 2m distancing to be observed, both outside and in • Own masks to be worn. Clear visor preferable when teaching a class so mouth can be seen. Especially important for classes with SEND pupils. • Hand sanitiser to be used regular throughout workshop. • Objects only to be shown to pupils, NOT handled by pupils. Handling only by LTM. • Laminated photographs of objects to be used. Any document used to be laminated. All laminated docs to be cleaned after each class's use. Where plastic fossils are used, these can be cleaned after use. • See also individual schools risk assessment – these are request on booking and give to the LTM with this doc to read before outreach. 	

			<ul style="list-style-type: none"> • Individually risk assess location of workshop – classroom/hall – on arrival, to be able to distance as much as possible 1m+. Some schools will have a ‘teaching zone’ at the front of the room. Others won’t. Children should be seated throughout workshop and only handle resources as directed by the LTM. Workshops have been adapted for this person. • If delivering multiple workshops within the school, clean resources between sessions. Year groups are generally all in one bubble. This is clarified on booking. • On return to the museum the resources used will need to be quarantined for 72 hours before being cleaned again and then being able to be reused. Time between bookings will allow for this. • Cleaning materials will be provided within the outreach box for cleaning between uses. 	
Toilets	LTM	Covid 19	<ul style="list-style-type: none"> • Use toilets allocated by school. Follow schools risk assessment re wiping down handles etc. Use hand gel when leaving toilets. 	
Lunch/snacks	LTM	Dehydration and hunger	<ul style="list-style-type: none"> • Advisable to bring enough food and drink for the day/length of outreach. 	
Injury or illness of LTM	LTM		<ul style="list-style-type: none"> • Contact school office in first instance and then contact line manager. Workshop may need to be cut short if this happens and resources packed back into box. If unable to continue (either self or with replacement LTM) leave school and return home. Line manager will talk to school office to rearrange. Take resources home or back to museum to be quarantined. 	