

Risk Assessment

Company name: **The Apedale Heritage Centre**
 Prepared by: **David Bowdley, Health and Safety Advisor**

Date of risk assessment: **13-03-2021**
 Reassessment Due: **01-03-2022**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Contracting or passing on COVID 19 from close contact with other participants	Group Members, Teachers and Assistants Contracting Covid-19	Booked group to have their own Covid-19 measures in place. No one is to participate in the session if they are displaying symptoms of COVID-19, are awaiting the results of a Covid test, or if anyone in their household is displaying symptoms of COVID-19. They must stay at home and follow government guidance. School Staff to confirm in at the start of the session that that the conditions above are met. AHC Duty Officer to remind visitors as they arrive of social distancing protocols, emphasizing the need for visiting group to maintain a minimum 2m distance from AHC volunteers. If participants require minor first aid treatment, wherever possible this should be self-administered, or administered by the school staff.	Implement procedures as stated.	Duty Officer Tour Guide School group leader	Prior and during tour.	Yes
Contracting or passing on COVID 19 from close contact between AHC volunteers	AHC Volunteers Contracting Covid-19	Social distancing of minimum 2m between all leaders and volunteers must be maintained at all times (or 1m plus other mitigation [outdoors/face covering etc.] if 2m is not possible). Volunteers not in the same social bubble should travel in separate vehicles to sites.	Implement procedures as stated.	Duty Officer Tour Guide	Daily, when volunteers are on site.	Yes

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Contracting or passing on COVID 19 from a build-up of infected aerosol particles	Group Members, Teachers and Assistants, AHC Volunteers Contracting Covid-19	Outdoor spaces will be used wherever possible the visit. Lunches will be eaten outdoor whenever possible. Indoor spaces will only be used in accordance with current regulations. Indoor facilities are not to be occupied by mixed social groups.	Implement procedures as stated.	Duty Officer Tour Guide	During visit	Yes
Contracting COVID-19 through contact with contaminated surfaces	Group Members, Teachers and Assistants, AHC Volunteers Contracting Covid-19	A ready supply of hand sanitizer and/or Increased hand washing opportunities (with soap and running water) will be provided. AHC to follow a routine cleaning operation at the end of each visit which have been used or accessed.	Implement procedures as stated.	Duty Officer	During visit, post visit	yes

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Contracting or passing on COVID-19 through shared use of equipment	Group Members, Teachers and Assistants Contracting Covid-19	Participants should share items of equipment as little as possible. Ideally equipment should be for individual use only. If this is not possible, sets of equipment should be restricted for use to a single small group of participants or sanitising facilities made available to clean equipment between uses. AHC volunteers to have their own separate set of equipment for demonstration purposes. Visiting groups will be advised to bring own personal equipment such as pencils, clipboards, hand sanitiser etc. All shared equipment to be disinfected, or stored for a minimum of 72h, between use by different groups.	Implement procedures as stated.	Duty Officer Tour Guide School representative	Prior and during the visit	Yes
Approached by or interaction with the public, possibly compromising social distancing.	Group Members, Teachers and Assistants and members of the public Contracting Covid-19	All practical measures should be taken to keep tour group and the public apart. While the tour group is in the museum, it should be closed to the public. The outdoor spaces are not open to the public except on special tour dates. This is to be reinforced either by closing the side gate or using signage.	Where the tour group and the public have to pass the school groups should stand aside to maintain social distancing	Duty Officer Tour Guide School representative	During visit	Yes

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)