



# COVID Specific Risk Assessment

Prepared by: The Travelling Natural History Museum (TNHM)

Date: 22<sup>nd</sup> August 2020

Objective: for use, considerations and reference prior to any School Event

| What are the hazards?          | Who might be harmed  | Controls required  | Additional controls - responsibility and voluntary assistance   | Action by who?                | Action by when?   |
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| Spread of COVID-19 coronavirus | TNHM staff<br>School staff, pupils and parents.<br>Anyone else who physically comes into contact with us or them during or after the event | Every school, workshop and venue facility will be different for each booking, therefore control levels and requirements will vary and will be discussed prior to each event.<br>TNHM will expect each client and school to work with them to achieve a safe working/workshop environment for all.  |   | TNHM Staff,<br>School Staff   | Preparation before and to action on the day of the event. |
|                                |  | <p><b>Hygiene</b></p> <ul style="list-style-type: none"> <li>Hand washing facilities, including soap, paper towels and hand sanitiser will be brought along, which TNHM staff will use throughout any school workshop.</li> <li>TNHM will expect to be able to utilise school toilet and hot water facilities.</li> <li>Routine and regular hand washing, especially prior to and after workshop sessions, lunch or if display is touched by pupils.</li> <li><a href="https://www.NHS.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.NHS.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> </ul> | <p>Responsibility lies with <u>each individual person</u> choosing to attend the workshop.</p> <p>To assist in achieving these controls, the TNHM staff will voluntarily prompt, if necessary and where appropriate, pupils to follow hygiene routines, especially hand washing after handling any display items.<br/>TNHM will pay extra notice of the children during the workshop session and call attention if they</p> | Everyone present at the event | During the event  |

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|  | <ul style="list-style-type: none"> <li>• Bins, bin bags and tissues to be available for all: catch it, bin it, kill it!</li> <li>• Wearing of face covering at all times when inside the school.</li> <li>• Routine use of sanitiser hand gel.</li> </ul>   | see them touching the display, or their faces, eyes etc. However, the full responsibility lies with each parent of each pupil in choosing for them to attend and with the school in terms of their own daily practices being maintained.                              |                                |   |
|  | <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• TNHM will disinfect, clean, wipe and/or spray the display models and artefacts and table surfaces regularly, wherever possible, and particularly if/after any items are touched or handled by staff or pupils</li> <li>• Buckets (for hot water), soap and brushes brought by TNHM will be used by them during the workshop, to clean the display.</li> <li>• School responsible for and to arrange cleaning for all other areas of high use, such as door handles, kitchen areas, toilet etc.</li> </ul> | TNHM, although not responsible for cleaning areas outside of their own display area, will aim to assist the school during their visit by keeping diligent and acting to disinfect/clean areas as/if they notice a requirement.  | TNHM Staff, School Staff       | During the event.                                 |
|  | <p><b>Social distancing</b></p> <ul style="list-style-type: none"> <li>• Social distancing -whenever applicable, posts and chains will be used by TNHM to barrier off displays or to segregate areas to help all attendees to comply with the 2-metre (6.5 foot) gap recommended by the public health agency</li> <li>• <a href="#">Public Health update for N.Ireland</a></li> <li>• <a href="#">Guidance for vulnerable people</a></li> </ul> <p>Social distancing is the responsibility of the client and every individual attending. To assist, however,</p>          | TNHM will make announcements at the start and, where appropriate, during the workshop, to all persons present, advising on distancing, display barriers and any other measures that have been put in place to help everyone maintain distancing throughout the event. | Everyone present at the event. | Preparation Before and actioned During the Event. |

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|  | <p>TNHM staff may also suggest or utilise floor tape, school chairs, cones or other markers to help the school and pupils maintain distancing throughout the workshop.</p> <ul style="list-style-type: none"> <li>No workshop session to exceed whatever the gathering number limit, as set out by government law and guidelines is. (this number includes TNHMs staff.)</li> <li>Importantly, if held indoors, the maximum number of people attending must not exceed an amount where social distancing may not easily be maintained. TNHMs will expect the school to already be observing venue size to person ratio restrictions.</li> </ul> <p>If the government's maximum gathering number is exceeded, or TNHMs find a hall is clearly too small for the number of persons present, they reserve the right to postpone or cancel the booking until numbers are within government guidelines. Full payment will still be due.</p> | <p>TNHMs will inform and remind the school of the importance of the strict number limits. However, on booking a workshop, the School is agreeing to take on, and will retain, sole control and responsibility for keeping within the workshop gathering number limit.</p> | <p><b>School</b></p>             | <p>In preparation of and throughout the Event.</p> |
|  | <p><b>Gloves</b></p> <p>Where necessary or wished, TNHMs staff may choose to use gloves, especially if running the plaster fossil casting activity or sand digs.</p> <p>They will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>   | <p>School staff must wear gloves (and face covering) when using or supervising any equipment belonging to TNHMs, such as sand digs, brushes, plaster fossil moulds etc.</p> <p>Gloves are not to be substituted for good hand washing or other hygiene regimes.</p>       | <p>TNHMs Staff, School Staff</p> | <p>In preparation of and throughout the Event</p>  |

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|  |  | <p><b>PPE</b></p> <p><i>Public health guidance on the use of PPE (personal protective equipment) to protect against covid-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p>   | <p>A school setting does not and should not require use of PPE. TNHM will not carry supplies of, or expect to wear, PPE.</p>   | N/A  | N/A  |
|  |  | <p><b>Symptoms of COVID-19</b></p> <p>Individuals <b>must not</b> attend the event if they begin to suffer from any of the three covid-19 specific symptoms:</p> <ol style="list-style-type: none"> <li>1. New continuous cough</li> <li>2. High temperature</li> <li>3. Loss of smell &amp;/or taste senses.</li> </ol> <p>Anyone who develops these symptoms or who is diagnosed with covid-19 within x21 days of the event must inform the school and the school must inform TNHM staff immediately.</p> <p>If TNHM staff develop symptoms, they will self-isolate immediately, and inform the school. Responsibility will lie with the school to inform all parents of pupils who attended. (This is in order to prevent the need for all individuals to provide their details to TNHM before entering the display hall, whilst also engaging in the NHS test&amp;trace philosophy.)</p> <p>TNHM notes that the school will almost certainly have their own rules surrounding this aspect and will comply fully with the school and any measures they have in place. For any uncertainty or for further guidance, please follow <a href="#">this link to the public health authority</a>.</p> | <p>TNHM embrace and engage the practise of NHS test&amp;trace and will understand/expect the school to do so too.</p> <p>TNHM will expect school staff to inform OFSTED and any other necessary party in the event of COVID symptoms being reported.</p> | TNHM Staff, School Staff and all parents of pupils attending | Before, during and for 21 days after the event |

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|  |  | <p><b>Communication</b></p> <p>In this fast-changing situation, TNHM will look to keeping all measures and advice to schools current and practical.</p> | <p>Posters and other materials may be brought in for the event, &amp;/or guidance emailed prior to the event, to help everyone know what to expect and what is expected of them, so informed decisions on whether to attend or not can be made by all.</p> | <p>TNHM staff</p> | <p>Ongoing</p> |
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