

Risk Assessment Template

Activity Description:

Lunt Roman Fort – Onsite visits by school groups

Covid-19 Measures (overview)

- Capacity is strictly two classes onsite per day (maximum of 34 children per class). Both classes must be from the same year group bubble.
- Adult supervisory ratio is 1 adult to every 10 children. A minimum of 3 adults must attend per class.
- Lunt staff will maintain social distance from class at all times, in line with government guidelines.
- All museum touch points and workshop resources will be disinfected by Lunt staff after use.
- Toilet block capacity has been reduced to one child at a time. Facilities disinfected after each use.
- All adults and secondary school children to wear facial coverings while inside museum building. It is at the visiting school’s discretion whether younger children wear facial coverings.

		Severity				
		1	2	3	4	5
Likelihood	1					
	2					
	3					
	4					
	5					

Assessment Conducted By: Lisa Ford

Location: Lunt Roman Fort

Date: March 2021

Hazards	Who & How Might People Be Harmed?	Existing Control Measures in Place	Current Risk			Additional Control Measures	Residual Risk After additional control measures		
			S	L	RRN		S	L	RN
Covid-19 / General hygiene									
Spread of germs – Shared use of resources	All participants	All workshop resources (granary cushions, chairs, wooden swords and shields, foam javelins) to be cleaned by Lunt staff with antibacterial spray after use by school group. Museum handling objects, and replica roman costume will be deep cleaned between groups.	3	2	5	List of resources displayed in staff room. Resources regularly inspected by all Lunt staff to ensure cleanliness and good repair. RB to monitor cleaning materials stock levels.	2	1	3

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						<p>When two groups are visiting on the same day they must be from the same year group bubble.</p> <p>When only on group is booked onsite, no other group will be booked for that same day, to allow time for deep cleaning of all resources between groups.</p>			
Spread of germs – Touch points	All participants	All internal touch points (coat racks, activity tables, door handles, display cases, shop stock) to be cleaned by Lunt staff with antibacterial spray before the school group's arrival, and after school group have made use of the space.	3	2	5	<p>List of key areas displayed in staff room.</p> <p>Internal space regularly inspected by all Lunt staff to ensure cleanliness.</p> <p>RB to monitor cleaning materials stock levels.</p>	3	1	3
Spread of germs – Toilets	All participants – children in particular	<p>Visiting school groups are only permitted to allow children into toilet facilities one at a time.</p> <p>School staff are to clean facilities with antibacterial spray after group has used them.</p>	3	2	6	<p>School group to be made aware of this during initial health and safety briefing at start of day.</p> <p>School staff provided with cleaning materials.</p> <p>RB to monitor cleaning materials stock levels.</p>	3	1	3

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Spread of germs – Proximity to others	All participants	The Lunt is not accessible by members of the public during term time. Visiting school groups will be able to remain in secure bubbles. Lunt staff to socially distance from group at all times. Facial coverings to be worn by Lunt staff, school staff and secondary school children while inside the museum building.	3	2	6	School group to be made aware of this during initial health and safety briefing at start of day. Spare facial coverings to be provided to those who need them. RB to monitor facial covering stock levels.	3	1	3
Spread of germs – Handling money (Gift Shop)	All participants – Lunt staff in particular	Lunt staff to clean cash with disinfectant spray at beginning and end of day, and to wear nitrile gloves while handling cash. Visitors are encouraged to use contactless card payments where possible.	3	2	6	RB to monitor nitrile gloves stock levels. School groups to purchase pre-booked goody bags rather than handling shop stock.	1	1	2
General hazards									
Large heavy wooden doors – (risk of doors swinging and hurting visitors and staff)	All participants	Doors held back by hooks. Verbal warning to visitors on entering the site	2	2	4	Check frequently that doors are in good order	1	1	2

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Barriers, benches, loose chairs/ stools, loose items (e.g. armour, dressing up clothing, etc.) interactives, plinths - (risk banging/ walking into, tripping specifically to young children)	All participants	Clear walkway areas and access to interactive areas without barriers Staff undertaking good housekeeping in Granary museum Staff coats and bags hung up or stored appropriately	3	2	6	Staff to undertake regular checks of display areas			
Lift up interactive displays – (risk - could result in dropping, straining, sharp edges – could result in cuts)	All participants especially children or frail adults	Metal edges filed smooth and rounded so no sharp edges. Regular checks by staff	2	3	6				
Open display objects - (risk if become broken, could result in cuts)	All participants especially children	All display objects securely fixed so they cannot be moved without staff involvement. Regular checks for any damage to interactive displays. School supervisory staff responsible for monitoring their children.	2	2	4	Removal / repair / change of any damaged objects Regular inspection of fixings for weapons and other items on open display	1	1	2

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Non interactive reachable displays (e.g. legionary model, cavalryman, horse) - (risk of misuse and catching of hands or fingers)	All participants especially children	Small plinth limits access. All weaponry securely fixed so it cannot be moved without staff involvement. Lunt staff in galleries vigilant in preventing unauthorised handling. School supervisory staff responsible for monitoring their children. 'Please do not touch' signs installed on both models.	2	2	4				
Plug sockets floor and wall - (risk trip hazard if not down properly, electrocution)	All participants especially children	Where appropriate plug covers used Regular checks that covers are in place	3	2	6				
Small parts in interactives in granary activities - (risk small parts could be swallowed)	Children	Vigilance from Lunt staff School staff responsible for monitoring their children Melon beads secured by leather thong Wooden counters are large (28mm) so unlikely to be ingested	2	2	4				

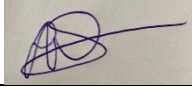
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Tripping / slipping / falling over whilst on site – (risk as gravel and grass surfaces, wooden floor and steps are slippery when wet)	All participants	Staff remind all school parties to watch their step, particularly in cold, damp or wet weather and advised not to go near edge of ditches outside the Gateway. Lunt staff remind all school parties not to pick up, kick or throw stones or sand in the Gyrus, and not to run as the ground is uneven. School staff responsible for monitoring their children. School staff to ensure that their children do not attempt to climb the steps to the gateway. First Aid Kit on site and kept up-to-date. Qualified First Aiders usually on site	2	3	6	Renew signage for outdoor site, warning of slip/trip hazards and danger of climbing on structures			
Cuts, bruises or fractures	All participants especially children	First Aid kit up-to-date and all staff made aware of location. Qualified First Aiders usually on	3	2	6				

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(risk of accident whilst working on site)		<p>site when open to visitors to give immediate help</p> <p>Staff verbally remind all school parties to mind their step, particularly watching out for rabbit holes</p> <p>Vigilance by staff responsible for outdoor spaces</p> <p>School supervisory staff responsible for monitoring their children</p> <p>Staff to wear appropriate PPE if required on site</p>							
Battle drill activity – (risk of accident when undertaking activity)	All participants especially children	<p>Children instructed in safe use of wooden sword and wooden shield.</p> <p>Verbal warnings and reminders re. unsafe behaviour</p> <p>Equipment inspected for damage before each session, & set aside for repairs if needed</p>	2	2	4	Regular checks and repairs carried out to any damaged equipment			
Electrical sparks and arson – (risk of fire)	All participants	<p>No gas on site, only electricity. Appliances PAT tested regularly and plug sockets maintained in good working order.</p> <p>Only PAT tested devices used on site. Staff visually check leads, plugs and cables for obvious damage.</p>	3	2	6				

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		<p>Fire procedure in place for evacuation of Granary museum. Quarterly fire drills undertaken to ensure understanding and competence in carrying out fire procedure.</p> <p>Fire extinguishers in good working order.</p> <p>Regular disposal of paper and flammable waste documents, with necessary documents filed</p> <p>Wood not to be stored in or near the Granary, Gateway or Gyrus.</p> <p>No smoking on site without exception, including re-enactors</p>							
Child protection	Children	<p>All appropriate staff DBS checked. Teachers, parents & carers to accompany children on school visits and family activities, with no child left alone with any single member of staff.</p> <p>Culture Coventry Trust guidelines on child protection given to all staff.</p>	2	1	2				

Submission

I accept that this risk assessment is adequate and appropriate and that this activity will be conducted in accordance with this risk assessment, implementing the control measures outlined above. Changes will be made to the activity, if required, to manage any emerging risks to ensure safety.

Assessor Lisa Ford	Signature 	Date 22 March 2021
Line / Event Manager F.Ranford	Signature	Date 23 March 2021

Indicate others involved in the preparation of this risk assessment.

Monitor and Review Controls

Complete during and / or after the activity.

	Yes	No
Are the planned control measures sufficient and effective in minimising the level of risk?		
Have there been any changes to the planned control measures?		
Are further control measures required in future?		

Details

Review completed by - Name

Signature

Date