

## Managing Education Visits during the Pandemic

### Education Visits Risk Assessment - Reviewed August 2021

This document should be read in conjunction with:

- English Heritage Terms and Conditions <https://www.english-heritage.org.uk/learn/school-visits/education-visit-terms-and-conditions/>
- Site Hazard Information Sheet and any relevant Discovery Visit Risk Assessment which can be found on the schools page under the property pages for your chosen site

Hazard	Who is at risk?	Control measures	Risk after controls C x L = R		
<p>Risk of infection from direct transfer into the mouth, eyes or nose e.g. by touching a contaminated surface and then touching your own mouth, nose or eyes OR inhaled into the lungs</p>	<p>Leaders, students, EH staff &amp; EH volunteers</p>	<ul style="list-style-type: none"> <li>• No-one comes to the site if they are displaying symptoms or are supposed to be self-isolating.</li> <li>• Site capacities have been assessed in relation to the Covid-19 risks and are being managed. Some areas may still be closed or have reduced capacity. All group leaders are entitled to a free planning visit so that they can assess the risks and be clear about the operational requirements on site.</li> <li>• Appropriate timed entry slots may be allocated to education groups to avoid 'busy' arrival times on site.</li> <li>• Where appropriate routes from education group parking to site entry to be organised to minimise risk of unnecessary close contact with other staff/visitors.</li> <li>• All education groups will be reminded to maintain 2m/1m+ social distance from staff and visitors where possible.</li> <li>• Raised voices should be avoided as shouting increases the risk. Singing and dancing activities should take place wherever possible.</li> <li>• English Heritage staff will be wearing face masks in indoor spaces and when in close contact with others and will maintain 2m/1m+ from others wherever possible. In some areas screens will be in use, e.g. in shops and on admission.</li> <li>• The site has an enhanced cleaning/disinfecting regime and hand sanitiser is available. Where lunch spaces are used there will be instructions given for the safe disposal of any rubbish. Where handling objects or costumes are available at site appropriate cleaning/disinfecting and quarantine procedures will be followed. Group leaders are advised to check the availability of resources before the visit.</li> <li>• The use of face coverings by visitors is a personal choice but is encouraged in indoor and busy spaces. In some areas, for example where there is limited ventilation, wearing a face covering may be a</li> </ul>	2	2	4

		<p>condition of entry.</p> <ul style="list-style-type: none"> <li>Indoor spaces are as well ventilated as possible – this may include doors and windows being left open where it is safe to do so. Where education rooms are used by multiple schools on the same day, wherever possible the area will be left empty in between use to help ventilate the space.</li> </ul>			
Increased risk of infection for vulnerable students/staff	Leaders, students, EH staff & EH volunteers	<ul style="list-style-type: none"> <li>Where a group has raised any specific needs relating to vulnerable students/adults with the bookings team at least 14 days prior to the visit, the site will provide information via the bookings team to the group about the sites ability to meet the stated needs.</li> </ul>	2	2	4
Someone with Covid-19 symptoms on site.	Leaders, students, EH staff & EH volunteers	<ul style="list-style-type: none"> <li>In line with our terms and conditions, on the day of the visit group leaders should ensure that no member of their group is displaying Covid-19 symptoms prior to arrival on site. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a></li> <li>If someone develops symptoms whilst on site the group leader should ensure the whole group wait somewhere at a safe distance from others, at least 2m away, and alert a member of English Heritage staff. A site First Aider will support the group and ensure appropriate procedures are followed to minimise infection spread; including additional cleaning/disinfecting of visited areas and contact points.</li> <li>English Heritage continue to support the Government with the NHS Test and Trace scheme by retaining NHS QR Code Posters at our staffed site entrances and catering units for visitors to scan in. Use is not mandatory or a condition of entry. This data is managed directly by NHS Test and Trace.</li> </ul>	2	2	4
Risk of inclement weather impacting negatively on the visit as indoor spaces including education rooms are not currently accessible	Leaders, students, EH staff & EH volunteers	<ul style="list-style-type: none"> <li>Questions regarding current availability of indoor space and the impact this may have on the education group's arrangements, especially for lunch, will be answered at the time of booking.</li> <li>We advise groups that they should come dressed suitably for the weather as more time is likely to be spent outside.</li> </ul>	1	2	3

If you have any queries about this document, please contact the education bookings Team on 0370 333 0606 or email [bookeducation@english-heritage.org.uk](mailto:bookeducation@english-heritage.org.uk)