



Managing Education Visits during the Covid-19 Pandemic

Education Visits Risk Assessment

This document should be read in conjunction with English Heritage Terms and Conditions, the Site Hazard Information Sheet and any relevant Discovery Visit Risk Assessment.

Hazards?	Who is at risk?	Control measures	Risk after controls C x L = R		
Increased risk of transmission of infection between individuals due to exposure of the 'education group bubble' with other staff/visitors	Leaders, students, EH staff & EH volunteers	<ul style="list-style-type: none"> Site capacities have been assessed in relation to the Covid-19 risks and related operational measures needed. 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. Appropriate timed entry slots to be allocated to education groups to avoid 'busy' arrival times on site. Routes from education group parking to site entry to be organised to minimise risk of unnecessary close contact with other staff/visitors. All education groups will be reminded to maintain social distance between their 'bubble' and other staff/visitors and follow site signage about distancing at all times whilst on site. 	2	2	4
Risk of infection spread through respiratory droplets	Leaders, students, EH staff & EH volunteers	<ul style="list-style-type: none"> Raised voices should be avoided as shouting increases the risk. English Heritage staff will be wearing appropriate PPE in indoor spaces and will maintain a suitable distance. In some areas screens will be in use, eg in shops. Masks to be worn in line with government guidance by all adults and all students in Year 7 and above in any indoor spaces and where social distancing is difficult to maintain. Staff and signage will be in place to remind visitors when this is necessary. https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own 	2	2	4
Increased risk of infection for vulnerable students/staff	Leaders, students, EH staff & EH volunteers	<ul style="list-style-type: none"> 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. 	2	2	4
Ability to ensure appropriate and timely action is taken with regard to any infection contact risk with all members of a group booking. Should this not occur there would be an increased risk of infection spread.	Leaders, students, EH staff & EH volunteers	<ul style="list-style-type: none"> Group leader to ensure that all necessary contact information is shared at point of booking and updated if any details change so that English Heritage can track and trace if needed. English Heritage will make immediate contact with the group leader in the event of suspected contact with a case of Covid-19. Group leader to ensure a register is taken and held so that they can communicate any necessary track and trace information to everyone who has been part of their group booking. 	2	2	4
Poor adult/student ratios may impact on ability to organise small enough groups in line with site requirements for facilities such as toilets, shops and any indoor spaces. Inability to follow site guidance could lead to increased risk of infection transmission.	Leaders, students, EH staff & EH volunteers	<ul style="list-style-type: none"> Ratios for entry into indoor spaces may be significantly lower than normal expectations for site visits and groups will be advised of this requirement. Where groups have less than the advised ratio entry to all or parts of the site may be refused. All sites will have created a visitor experience which reduces the risk of close contact, queues and pinch points. This may mean that some areas are closed and one way systems may be in place. All signage regarding routes and social distancing must be followed. School groups will be sharing some spaces with other visitors may have to wait slightly longer at times in order to ensure everyone can maintain appropriate safe distances. 	2	2	4

It is expected that education groups will manage social distancing within their 'bubble' in line with government guidance appropriate to the age and needs of the students.

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

Hazards?	Who is at risk?	Control measures	Risk after controls C x L = R		
Risk of infection from touching contaminated surfaces.	Leaders, students, EH staff & EH volunteers	<ul style="list-style-type: none"> The site will ensure there are appropriate handwashing/hand sanitisation facilities around the site. The site will ensure that appropriate enhanced cleaning regimes are in place to maintain hygiene levels including in outdoor play areas and any lunch spaces where they are available. Where lunch spaces are used there will be instructions given for the safe disposal of any rubbish. Staff guidance and signage will be used to ensure that visitors refrain from touching anything unnecessary. Where bag storage areas are used students should drop their bags in small groups and touch no one else's belongings but their own. There will be no handling objects or costumes in general use on sites whilst the risk of Covid-19 is current. 	2	2	4
Someone with Covid-19 symptoms on site.	Leaders, students, EH staff & EH volunteers	<ul style="list-style-type: none"> 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 https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/ 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. If the individual showing symptoms needs to use a toilet, the toilet must be cleaned and disinfected before it is used by anyone else. The group leader must ensure a member of English Heritage staff is notified immediately if a toilet has been used so that the cleaning can be carried out. Any person who has had contact with someone with symptoms must wash their hands thoroughly for 20 seconds or sanitise their hands after the contact. The area around the person showing symptoms will be cleaned and disinfected after they have left. English Heritage track and trace procedures will be followed to ensure appropriate communication is made with all those at risk. 	2	2	4
Risk of inclement weather impacting negatively on the visit as many indoor spaces including education rooms are not currently accessible.	Leaders, students, EH staff & EH volunteers	<ul style="list-style-type: none"> 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. We advise groups that they should come dressed suitably for the weather as more time is likely to be spent outside. 	1	2	3

It is expected that education groups will manage social distancing within their 'bubble' in line with government guidance appropriate to the age and needs of the students.

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