

Workshop Risk Assessment Re: Covid 19

Company: Palaeoquest www.palaeoquest.co.uk

Event: All Workshops

RA Undertaken by Helen Waterhouse 02/07/2020

Hazard	Consequences and to whom	Action to control -attach extra notes if required.
Shared use of palaeoquest equipment (eg. brushes, magnifiers).	Catch or spread virus	Palaeoquest to supply enough equipment for one per child, then collect and disinfect before next workshop. Or: Equipment shared within group/bubble and sanitised before next group.
Use of same room for different groups	Catch or spread virus	Teachers to supervise hand-washing/sanitising before entry to room. Palaeoquest staff to wipe tables between groups. No chairs to be used. Children bring own pencils etc. Make use of all possible ventilation methods. Use school's own covid cleaning regime. Option to do workshop outdoors if practical.
Children at same table / moving between tables within group	Catch or spread virus	School to provide largest tables possible. Spread out tables as much as possible. Children in as small groups as possible, all facing in same direction. Move to next table simultaneously in one way system.
Spread of virus from palaeoquest staff	Catch or spread virus	Govt recommended procedures followed eg, hand washing, use of hand sanitiser, 1- 2 metre distancing. Facemask worn if requested. School contacted if palaeoquest staff develop symptoms.
Spread of virus to palaeoquest staff	Catch or spread virus	Children / staff to follow govt recommended procedures eg, hand washing, use of hand sanitiser, 1- 2 metre distancing. School's own covid-safe procedures to be adhered to during workshops. Contact details left with school in case of outbreak.
Touching specimens (eg. rocks, fossils)	Catch or spread virus	Workshops not booked on consecutive days in different schools. Use double sets of specimens wherever possible, and labels (that are handled), to avoid cross contamination between groups. Spray specimens with anti-viral spray if being shared between bubbles. Specific activities adapted to avoid children touching equipment that cannot be sanitised.
General	Catch or spread virus	Discuss each individual school's Covid-related procedures with teacher beforehand.