



Risk Assessment Form



		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGH LIKELY	ALMOST CERTAIN
SEVERITY	NEGLIGIBLE	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

Risk Assessment for (Activity/Process/Operation)	The Fire of Warwick Day Project at Priory House
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Service	Resources	Team / Section	Learning and Community Engagement (LaCE)		
Assessment Date	01/04/2020	Review Date	01/10/2020	Reference Number	LaCE

What are the hazards <i>(i.e. what can cause harm)</i>	Who might be harmed and how? <i>(e.g. employees, pupils, members of the public, etc. and the significant risk(s))?</i>	What existing control measures are in place to reduce / prevent the risk? <i>(i.e. what are you already doing?)</i>	Considering existing controls, what is the current risk level <i>(i.e. high, medium or low – use the matrix above)</i>	Further Action to be taken to control the risk? <i>(i.e. only record action/additional controls measures you are going to implement)</i>	Assigned to	Completed by whom & when
All activities.	Risk to: Visiting members of the public.	Visiting adults briefed by LaCE staff before they begin activity. Guardians/Teachers asked to be vigilant in their supervision of children at all times	Low.	Where there is a particular risk with the activity not covered here separate risk assessment to be carried out Staff to carry out a check of the building before activities start to assess any other risks Please also see BUILDING risk assessments and fire procedures.	RC	

<p>Walking down road from coach drop off, walking through WCRO car park to access toilets</p>	<p>Risk to: school groups, staff</p> <p>Injury caused by being knocked down by vehicle/bicycle</p>	<p>School has responsibility of escorting children from end of road to WCRO. There is a pavement running up the drive to the car park, and a marked red footpath around the edge of the car park. Allocated parking spaces should help children to identify danger areas. Children are brought to and from WCRO events by teachers. Signs have been attached to lampposts warning people in cars that children might be around and they should slow down.</p> <p>Support Assistants to use red shaded path and instruct children to do the same when taking them to and from the toilet at WCRO.</p> <p>If necessary, Support Assistants to ask WCRO Staff to ask people to move cars so this shaded path is not obscured.</p> <p>Staff to have access to a telephone to call emergency services if needed.</p> <p>Visiting school brings their own first aid kit and a first aider.</p>	<p>Medium</p>			
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		Heritage Ed staff have access to the First Aid Kit in the office. There is usually a first aider on site.				
Using the toilets at WCRO	<p>Risk to school groups</p> <p>Inappropriate contact with staff/members of the public</p>	<p>Visitors to be warned about the hazard.</p> <p>Children to be escorted to toilets by school and Heritage Ed Staff</p> <p>All Heritage Ed staff and WCRO staff who regularly work with children are DBS checked.</p> <p>Use of toilets by accompanied children is responsibility of teacher.</p>	Low			
General movement around the buildings	<p>Risk to: school groups</p> <p>Children getting lost, separated from the group, abducted</p>	<p>Ensure visiting adults and children are aware of the hazard.</p> <p>Ensure children are under control and working with adult supervision</p> <p>Students told to remain with an adult at all times; schools told to ensure adequate staff to child ratio for the trip so that children are not left unsupervised.</p> <p>General public cannot access</p>	low			

		<p>Priory House unsupervised</p> <p>Staff to have access to a telephone to call emergency services if needed.</p>				
Working in Priory House	<p>Risk to all</p> <p>Injury from fall off stools</p>	<p>Point out hazard to children and accompanying adults</p> <p>Ensure children under control and correct children not sitting correctly on stools.</p> <p>Staff to have access to a telephone to call emergency services if needed.</p> <p>Visiting school brings their own first aid kit and a first aider. Heritage Ed staff have access to the First Aid Kit in the office. There is usually a first aider on site.</p>	Low			
Working in Priory House	<p>Risk to All</p> <p>Fingers being trapped between tables, tables being dropped onto toes, being knocked by tables as they are being moved.</p> <p>Injury to back</p>	<p>Only staff to move tables.</p> <p>Tables to be moved in pairs and practice safe lifting procedures. All staff have undertaken manual handling training</p> <p>Visiting adults and children to made aware tables are being moved.</p>	Low			

	from incorrect lifting of tables	<p>Visiting adults and children told to stand in a safe place while tables are being moved.</p> <p>Staff to have access to a telephone to call emergency services if needed.</p> <p>Heritage Ed staff have access to the First Aid Kit in the. There is usually a first aider on site.</p>				
Working in Priory House	<p>Risk to all</p> <p>Injury from tripping/falling over trailing cables between electrical equipment (such as CD player, laptop, projector) and power socket.</p>	<p>Ensure visiting adults and children are aware of the hazard.</p> <p>Cables to be placed in rubber safety housing.</p> <p>Electrical equipment to be positioned close to the power socket to reduce the length of trailing cable.</p> <p>Hazard to be pointed out to visiting adults and children at the beginning of the session.</p> <p>Electrical equipment to be unplugged and cable rolled up when not in use</p> <p>Ensure children are under control when walking around</p>	Low			

		<p>the room.</p> <p>Staff to have access to a telephone to call emergency services if needed.</p> <p>Visiting school brings their own first aid kit and a first aider. Heritage Ed staff have access to the First Aid Kit in the office. There is usually a first aider on site.</p>				
Working in Priory House	<p><i>Risk to:</i> All</p> <p>Injury from tripping or falling on stairs when moving between rooms on different floors at Priory House.</p>	<p>Ensure visiting adults and children are aware of the hazard.</p> <p>Staff to ensure all children are supervised by an adult when moving around the building.</p> <p>Staff to have access to a telephone to call emergency services if needed.</p> <p>Visiting school brings their own first aid kit and a first aider. Heritage Ed staff have access to the First Aid Kit in the office. There is usually a first aider on site.</p>	Low			
Session Storybox ritual	<p><i>Risk to:</i> All</p> <p>Risk of splinters, fingers being shut in lid, and paper</p>	<p>Only staff to use the storybox.</p> <p>Caution to be exercised when opening and shutting storybox</p>	Low			

	cuts from clues.	lid. Clues to be laminated to reduce paper cut risk.				
Session Activities: tour of Warwick	<i>Risk to: All</i> Risk of extremes of weather. Weather conditions can be very hot, cold, or wet	Visiting school to be made aware the tour is taking place and to encourage dress accordingly for weather. A decision to be undertaken before going out on the tour about whether it is sensible to proceed.	Low			
	<i>Risk to: All</i> Crossing roads - being hit by cars Walking on pavement – causing obstruction or ending up on road	Visiting school to be made aware that the children are their responsibility during the tour. Crossing the road should only be done when there are staff members free to stand and stop the flow of traffic. SA to keep to rear of group and shepherd kids onto pavement. Visiting school brings their own first aid kit and a first aider.	Low			
Session Activities: using pencils/pens	<i>Risk to: children</i> Injury from sharp object in the eye/stabbing body	Ensure visiting adults and children are aware of the hazard. Ensure the children are under control and carrying out the	Low			

		activity with adult supervision.				
Session Activities: Claimant Costume	<i>Risk to:</i> School Groups Suffocation and strangulation when trying on the costume	<p>Ensure visiting adults and children are aware of the hazard.</p> <p>Staff to supervise the trying on of the costume.</p> <p>Ensure children are under control and working with adult supervision.</p> <p>Staff to have access to a telephone to call emergency services if needed.</p> <p>Visiting school brings their own first aid kit and a first aider. Heritage Ed staff have access to the First Aid Kit in the office. There is usually a first aider on site.</p>	Low			
Session Activities: Moving around Priory House	<i>Risk to:</i> All Injury from trips or falls using stairs	<p>Visiting adults and children made aware of the hazard.</p> <p>Staff to have access to a telephone to call emergency services if needed.</p> <p>Visiting school brings their own first aid kit and a first aider. Heritage Ed staff have access to the First Aid Kit in the office. There is usually a first aider on site.</p>	Low			

Session Activities: Moving resources	Risk to Staff Damaging back through lifting heavy resources	All staff have completed manual handling training Boxes to be stored close to where they are needed Staff to ask for help with lifting if they are too heavy	Low			
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Name of Assessor	Rebecca Coles	Signature	

Name of Manager responsible for activity / process	Emma Andrews	Signature	

Risk Assessment Review Log

Only use this log to confirm that there have been no changes to the current assessment; otherwise an updated risk assessment must be done

Initial Review Date			
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Next Review Date			
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	24 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	36 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	48 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Risk Assessment(s) for (Activity/Process/Operation)	
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This form can be used to record and demonstrate that the above risk assessment(s) has been provided to relevant employees (as below) to inform them of the risk assessment findings (i.e. the hazards, risks, and control measures associated with their work).

Name of Persons involved in the Activity/ Process/ Operation	Signature	Date
