



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) **Archaeology Mini Dig Workshop at St Johns**

Service	Communities	Team / Section	Learning and Community Engagement (LaCE)		
Assessment Date	03/04/2020	Review Date	01/01/2021	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.	RF	
Craft Activities						

Scissors	Cuts from scissors Risk to: Children	Ensure visiting adults and children are aware of the hazard. Only safety scissors are used. Ensure children are under control and working with adult supervision.	Low.	None.		
Model replicas	Injury from modelling tools <i>Risk to: Pupils</i> Choking and poisoning from ingestion of modelling material <i>Risk to: Pupils</i>	Warn pupils about the hazard and a member of staff to supervise the activity. Ensure the children are under control and working with adult supervision. Material used is model magic, a non-toxic material. Staff to warn pupils the material is not edible.	Low.	None.		
Cocktail sticks	Choking or damage to inside of mouth <i>Risk to: Children</i>	Ensure visiting adults and children are aware of the hazard. Staff to be clear these lolly pop sticks are not from food items and are for play acting with. Children are of an age where they no longer eat non food items. Ensure children are under control and working with adult supervision	Low.	None.		

<p>Stairs to the Study Centre/ramp to the Wattlewood room</p>	<p>Tripping and falling</p> <p><i>Risk to: All</i></p>	<p>Staff to verbally warn children and visiting staff of the risk.</p> <p>Children to be told to walk up the stairs in single file, holding onto the bannister.</p> <p>These instructions to be repeated on the way back down the stairs.</p> <p>Wattlewood Room: children warned if ramp likely to be slippy, eg, in wet weather</p>	<p>Low.</p>	<p>None.</p>		
<p>Reconstructing pots</p>	<p>Injury from sharp edges of broken pot shards.</p> <p><i>Risk to: Children</i></p>	<p>Ensure visiting adults and children are aware of the hazard.</p> <p>Staff to be clear these lolly pop sticks are not from food items and are for play acting with.</p> <p>Children are of an age where they no longer eat non food items.</p> <p>Ensure children are under control and working with adult supervision</p>	<p>Low.</p>	<p>None.</p>		
<p>Processing Finds</p> <p>Weighing</p>	<p>Injury to feet from dropping weights.</p>	<p>Staff to ensure visiting adults and children are aware of the hazard.</p>	<p>Low.</p>	<p>None.</p>		

Sharp pencils	<p>Sharp object in the eye/ stabbing body</p> <p>Risk to: Children</p>	<p>Ensure children are under control and working with adult supervision.</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>	Low.	None.		
<p>Replica Dig</p> <p>Moving boxes</p>	<p>Injury to back</p> <p><i>Risk to: Staff</i></p>	<p>Only one box at a time to be moved.</p> <p>Staff to follow correct lifting procedures.</p> <p>Staff with pre-existing back injuries to ask for help from other members of staff.</p> <p>Only staff to move the boxes.</p>	Low.	None.		
Using a trowel	<p>Being hit with a trowel by another</p> <p>Injury to fingers or other body parts.</p> <p><i>Risk to: All</i></p>	<p>Staff to give clear instructions on how to use the trowels.</p> <p>Visiting adults and children made aware of the hazards.</p> <p>Ensure children are under control and working with adult supervision.</p>	Low.	None.		

Historic animal bone	<p>Choking or injury from sharp edges</p> <p><i>Risk to: Children</i></p>	<p>Visiting adults and children to be made aware of the hazard.</p> <p>Visiting adults and children given clear instructions on how to handle the objects safely.</p> <p>Children are beyond the age where they put non food items in their mouths.</p> <p>Ensure children are under control and working with adult supervision.</p>	Low.	None.		
Historic pottery pieces	<p>Choking or injury from sharp edges</p> <p><i>Risk to: Children</i></p>	<p>Visiting adults and children to be made aware of the hazard.</p> <p>Visiting adults and children given clear instructions on how to handle the objects safely.</p> <p>Children are beyond the age where they put non food items in their mouths.</p> <p>Ensure children are under control and working with adult supervision.</p>	Low.	None.		
Replica brooches	<p>Injury from sharp ends of brooch pins</p> <p><i>Risk to: All</i></p>	<p>Visiting adults and children to be made aware of the hazard.</p>	Low.	None.		

		<p>Staff to give clear instructions on how to carry out the activity.</p> <p>Ensure children are under control and working with adult supervision.</p>				
<p>Moving around St Johns House</p> <p>Steps into the Wood Room</p>	<p>Tripping and falling</p> <p><i>Risk to: All</i></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>	Low.	None.		
<p>Eating lunch/working in the garden area (by the back of the museum)</p>	<p>Getting hit by a car (the car park is nearby)</p> <p><i>Risk to: All</i></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>	Low.	None.		
<p>Eating lunch in the Bowling Green garden area</p>	<p>Children getting lost, separated from the group or abducted</p> <p><i>Risk to: Children</i></p>	<p>The bowling green garden is used as a public footpath. Visiting staff to be made aware of this fact and to ensure children are supervised during lunch.</p> <p>Children should be supervised by a responsible adult at all times.</p>	Low.	None.		

<p>Uneven floor levels</p>	<p>Tripping</p> <p><i>Risk to: All</i></p>	<p>Visitors to be warned about the hazard.</p> <p>All children should be supervised by a responsible adult.</p> <p>Staff to have access to a telephone to call emergency services if needed.</p>	<p>Low.</p>	<p>None.</p>		
<p>Wet floor (if raining/snowing)</p>	<p>Tripping or slipping</p> <p><i>Risk to: All</i></p>	<p>Visitors to be warned about the Hazard.</p> <p>Put out 'Wet floor' signs when needed.</p> <p>Staff to mop floor as necessary.</p> <p>Staff to have access to a telephone to call emergency services if needed.</p>	<p>Low.</p>	<p>None.</p>		
<p>Access to museum by general public: children moving around the building unsupervised</p>	<p>Children getting lost, separated from the group or abducted</p> <p><i>Risk to: Children</i></p>	<p>Staff to ensure visiting adults are aware of the hazard.</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 the downstairs area of St John's, only the Regimental Museum upstairs.</p>	<p>Low.</p>	<p>None.</p>		

<p>Extremes of weather i.e. cold, wet and hot weather</p>	<p>Hypothermia and dehydration <i>Risk to: All</i></p>	<p>A Regimental Museum volunteer sits on reception to direct members of the general public upstairs. If a volunteer isn't present, HCW staff lock the front door so that general public cannot access the downstairs museum unsupervised.</p> <p>The Regimental Museum upstairs is supervised by Regimental Museum staff.</p> <p>Pre-visit information to advise the adult responsible for the trip that the project will take place in bad weather and advise them to come prepared for the forecast weather.</p> <p>Outdoor activity takes place in a marquee providing some protection from extremes of weather</p> <p>Staff to be aware of the forecast weather and to make a decision to postpone the trip in circumstances of expected extreme weather conditions.</p>	<p>Low.</p>	<p>None.</p>		
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Name of Assessor	Rebecca Coles	Signature	

Name of Manager responsible for activity / process	Emma Andrews	Signature	
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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	14/11/19		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Next Review Date	01/10/2020		
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
