



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)	Anglo Saxon Chronicles
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Service	Communities	Team / Section	Learning and Community Engagement (LaCE)		
Assessment Date	14/11/2019	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.	RF	
Safeguarding of children, staff and adults	Physical, sexual or verbal abuse	Children are not left with staff who have not been DBS checked. All	Low	None		

	<p>Children getting lost.</p> <p>Site is visited by the general public</p> <p>Risk to: All</p>	<p>our staff have regular DBS checks</p> <p>Although Kingsbury is visited by the general public, activities take place in a separate classroom that is not accessible to the public.</p> <p>Children to be supervised at all times, including lunch and visits to the toilet</p>				
Pre-visit/activity organisation	<p>Misunderstanding of the events and activities that have been booked;</p> <p>Lack of knowledge of site</p> <p>Risk to: Children</p>	<p>Pre-visit information sent to all schools and organisations giving necessary information, including required ratios.</p> <p>HCW leading the event ensure that there are sufficient adults to children: ratios.</p>	Low	None		
Arrival of bus. Disembarking	<p>Getting hit by a car when getting off coach or walking to classroom</p> <p>Risk to: All</p>	<p>Schools to report to reception for access.</p> <p>Disembarkation to take place in the safety of a car park.</p> <p>Support assistant to meet group.</p> <p>All children to be supervised when crossing car park/roads</p> <p>Adults to exercise care when crossing car parks/roads</p>	Low	None		
Emergency situation	<p>Adults and children not knowing what to do in event of emergency.</p>	<p>Staff to follow the emergency evacuation procedure</p>	Low	None		

	Public safety such as fire, emergency evacuation Risk to: all	Teaching staff to have a register and be aware of where the children are				
Working in the Kingsbury Classroom						
Sitting on Stools	Injury from fall Risk to: All	Point out hazard to children and accompanying adults Ensure children under control and correct children not sitting correctly on stools.	Low	None		
Moving tables during session	Fingers being trapped between tables. Tables being dropped onto toes Being knocked by tables as they are being moved. Injury to back from incorrect lifting Risk to: All	Only staff to move tables. Tables to be moved in pairs Visiting adults and children to made aware tables are being moved. Visiting adults and children told to stand in a safe place while tables are being moved.	Low	None		
Trailing cables between CD player and power socket.	Injury from trip or fall.	Cables to be placed in rubber safety housing.	Low	None		

	Risk to: visiting children and adults and HE staff	<p>CD player 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>CD player to be unplugged and cable rolled up once the CD player is no longer needed.</p> <p>Ensure children are under control when walking around the room.</p>				
Session Activities						
Playing sound clips through CD player	<p>Risk of sonic shock from sound clips played</p> <p>Risk to: All</p>	<p>Only staff to operate the CD player.</p> <p>Sound level to be checked before the arrival of the visiting adults and children.</p>	Low	None		
Pencils	<p>Sharp object in the eye/stabbing body</p> <p>Risk to: children</p>	<p>Point out hazard before the activity starts.</p> <p>Ensure the children are under control and carrying out the activity with adult supervision.</p>	Low	None		
Replica Anglo Saxon Costume	<p>Suffocation and strangulation</p> <p>Risk to: Children</p>	<p>Visiting adults and children made aware of the hazard.</p> <p>Staff to supervise the trying on of the costume.</p> <p>Staff to select children who will fit into the costume comfortably.</p>	Low	None		

Spinning wool	Allergic reaction to handling wool in its natural state Risk to: All	<p>Ensure children are under control and working with adult supervision.</p> <p>Visiting adults and children made aware of the hazard.</p> <p>Ensure visiting adults have appropriate first aid supplies to hand and have permission from parents to use the contents on their child.</p> <p>Visiting adults to be aware of individual children and visiting adults who experience severe allergic reactions and those who carry epipens.</p> <p>Ensure children are under control and working with adult supervision.</p>	Low	None		
	Writing with quill pens and ink	<p>Injury to eyes from sharp ends</p> <p>Swallowing ink</p> <p>Risk to: Children</p>				
	Allergy to feathers Risk to: All	<p>Visiting adults and children to be made aware of the hazard.</p> <p>Children of an age where they don't eat and drink non-food items.</p> <p>Non-toxic water based ink used.</p> <p>Ensure children are under control and working with adult supervision.</p> <p>Pre-visit information to make responsible adults aware of this hazard so they can come prepared.</p>				

Reconstructing pots	<p>Injury from sharp edges of broken pot sherds.</p> <p>Irritated eyes from sand.</p> <p>Risk to: Children</p>	<p>Ensure visiting adults have appropriate first aid supplies to hand and have permission from parents to use the contents on their child.</p> <p>Visiting adults to be aware of individual children and visiting adults who experience severe allergic reactions and those who carry epipens.</p>	Low	None		
		<p>Visiting adults and children to be made aware of the hazard.</p> <p>Edges of broken pots to be blunted and rounded before being buried in the sand.</p> <p>Children given clear instructions on how to carry out the activity sensibly</p> <p>Staff to have a source of water nearby for washing out eyes</p> <p>Ensure children are under control and working with adult supervision.</p>				
Sitting on floor for listening to story of Beowulf	<p>Being stood on by others.</p> <p>Risk to: Children</p>	<p>Visiting adults and children to be made aware of the hazard.</p> <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>	Low	None		

Making model brooches with model magic	<p>Injury from handling replica brooches with sharp pins Risk to: All</p> <p>Injury from improper use of modelling tools Risk to: Children</p>	<p>Visiting adults and children to be made aware of the hazard.</p> <p>Ensure children are working with adult supervision and in a controlled manner.</p> <p>Modelling tools are to be plastic and all have dulled ends.</p> <p>Ensure children are working with adult supervision and in a controlled manner.</p>	Low	None		
Objects						
Coins	<p>Choking hazard from small pieces.</p> <p>Risk to: visiting children</p>	<p>Ensure children are under control and playing with coins under adult supervision.</p> <p>Children playing with coins are beyond the age where they put things in their mouths.</p> <p>Tell the children to respect the coins and play with them carefully as they are historic objects.</p>	Low	None		
Replica brooches	<p>Injury from sharp ends of brooch pins</p> <p>Risk to: All</p>	<p>Visiting adults and children to be made aware of the hazard.</p> <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>	Low	None		
Replica shield	<p>Injury to body</p> <p>Injury to back</p>	<p>Visiting adults and children to be made aware of the hazard.</p>	Low	None		

Replica spear	<p>Risk to: All</p> <p>Injury to body</p> <p>Injury to back</p> <p>Risk to: All</p>	<p>Staff to give clear instructions on how to carry the shield correctly.</p> <p>Ensure children are under control and working with adult supervision.</p> <p>Visiting adults and children to be made aware of the hazard.</p> <p>Staff to give clear instructions on how to carry the spear correctly.</p> <p>Blade of the spear to be blunted.</p> <p>Ensure children are under control and working with adult supervision.</p>	Low	None		
Safety in case of Fire	May be trapped in building, personal injury	<p>Brief leaders on fire assembly point.</p> <p>Store any flammable substances out of reach of visitors.</p> <p>Two fire extinguishers (foam and water) to be kept in classrooms</p> <p>Both doors to be kept unlocked while visitors are in the classroom</p>	Low	None		
Ingestion of cleaning materials	Personal injury if swallowed or fluid gets on skin	<p>All cleaning materials to be locked away (store cupboard).</p> <p>Children are supervised at all times</p>	Low	None		
Electrical sockets being tampered with	Electric shock causing personal injury or fatality	Children are supervised at all times	Low	None		
Kettle or hot water urn could topple over	Scalding, personal injury	<p>Kettles and hot water urn to be stored away from edge.</p> <p>Children are supervised at all times</p>	Low	None		

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	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
