



# 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)	Children's Parties in St Johns House and Garden
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Service	Communities	Team / Section	Learning and Community Engagement (LaCE)		
Assessment Date	03/04/2020	Review Date	01/04/2021	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 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	
General Activities inside St Johns						

Uneven floor in main hall	Tripping <i>Risk to: All</i>	Warn visitors and staff as necessary  Encourage children to walk and not run	Low.	None.		
Wet floor in hall (if raining/snowing)	Slipping <i>Risk to: All</i>	Warn visitors and staff as necessary  Ensure 'wet floor' signs are put out when needed  Mop floor as required	Low.	None.		
Three steps into Wood room	Tripping or slipping <i>Risk to: All</i>	Warn visitors and staff as necessary  Ensure steps are maintained	Low.	None.		
<b>Cooking in the Kitchen</b>						
Wet quarry tile floor	Slipping <i>Risk to: All</i>	Warn visiting adults and children of the hazard.  Staff to keep floor mopped.  Wet floor signs to be used and left in visible places.	Low.	None.		

Traditional ice-cream maker	Trapping fingers in the machinery <i>Risk to: All</i>	<p>Ensure full instructions of how to use the machine.</p> <p>Children to be supervised by an adult at all times.</p> <p>One child at a time to use the machine with one adult supervising.</p>	Low.	None.		
Handling the ingredients	Allergic reaction <i>Risk to: All</i>	<p>Pre-visit information to make responsible adults aware of this hazard so they can come prepared.</p> <p>High risk ingredients such as nuts avoided where possible.</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. Accompanying adults are responsible for visiting children.</p>	Low.	None.		

Eating and drinking	Choking <i>Risk to: Children</i>	<p>Staff to ensure they are aware of which individual visiting adults or children have allergies.</p> <p>Ensure children are under control and working with adult supervision.</p> <p>Staff to be aware of children when eating and drinking.</p> <p>First aid kit to hand and staff have access to phone in case of emergency.</p>	Low.	None.		
	Food Poisoning <i>Risk to: All</i>	<p>Ensure work surfaces and equipment are clean.</p> <p>Ensure all staff, visiting adults and children have washed their hands with soap before beginning the session.</p> <p>When eating ice-cream and drinking lemonade ensure visiting adults and children do not share spoons, bowls or drinking cups.</p> <p>Ensure all ingredients are bought from a reputable source which adheres to food safety standards i.e. Tesco</p>	Low.	None.		

	<p>Allergic reaction</p> <p><i>Risk to: All</i></p>	<p>Ensure all ingredients are stored appropriately.</p> <p>Ensure all staff handling food has received basic food hygiene training.</p> <p>Pre-visit information to make responsible adults aware of this hazard so they can come prepared. Accompanying adults are responsible for visiting 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> <p>Staff to ensure they are aware of which individual visiting adults or children have allergies.</p>	Low.	None.		
Graters	<p>Cuts and scratches</p> <p><i>Risk to: Children</i></p>	<p>Staff to ensure visiting adults and children are aware of the hazard.</p>	Low.	None.		

Pestle and Mortars	Trapped fingers. <i>Risk to: Children</i>	<p>Children to be given clear instructions on how to use the grater safely.</p> <p>Ensure children are under control and working with adult supervision.</p> <p>Staff to ensure visiting adults and children are aware of the hazard.</p> <p>Children to be given clear instructions on how to use the grater safely.</p> <p>Ensure children are under control and working with adult supervision.</p>	Low.	None.		
Weights for weighing scale	Injury to feet from dropping weights. <i>Risk to: All</i>	<p>Staff to 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.		
Sharp knife	Cuts <i>Risk to: Children and staff.</i>	<p>Staff to ensure visiting adults and children are aware of the hazard.</p> <p>Sharp knife is not to be left on the table during the session and</p>	Low.	None.		

Lemon squeezer	<p>Squashed fingers and lemon juice in the eye.</p> <p><i>Risk to: Children</i></p>	<p>should be kept out of children's reach.</p> <p>Ensure children are under control and working with adult supervision.</p> <p>Staff to give full attention to what they are doing when using sharp knife.</p> <p>Staff to ensure visiting adults and children are aware of the hazard.</p> <p>Children to be given clear instructions on how to use the lemon squeezer safely.</p> <p>Ensure children are under control and working with adult supervision.</p> <p>Ensure there is a source of water nearby to wash out eyes.</p>	Low.	None.		
Sitting on benches and stools	<p>Injury to head or other parts of the body from falling backwards</p> <p><i>Risk to: Children</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.		

Other equipment in the room	Tripping <i>Risk to: All</i>	Ensure visiting adults and children are aware of the hazard.  Ensure children are under control and working with adult supervision.	Low.	None.		
Handling of geological/ archaeological specimens	Injury or harm by mishandling of historic objects. <i>Risk to: All</i>	Ensure all historic objects are handled with care and always under staff supervision  All handling objects to be displayed on a table and children invited to handle items with care over the table to minimise risk from dropping heavy or fragile items.  Clear advice given to staff and visitors as to whether items are sharp, heavy or fragile before handling or moving.  Pupils to wash hands before eating food after handling geological/archaeological specimens.	Low.	None.		
<b>General Workshops and Craft Activities inside</b>  Stools/seats/benches without backs	Falling backwards <i>Risk to: Children</i>	Warn visitors before they sit down	Low.	None.		



Using scissors and sharp pencils during craft activities	Sharp object in the eye/stabbing body Risk to: Children	Seating with backs provided where possible  Point out hazard visitors before they begin the activity  LACE staff to remain vigilant	Low.	None.		
Handling objects or craft materials	Allergic reaction or injury, eg, sharp object Risk to: visitors	Ensure all those taking part are aware of the risks	Low.	None.		
Making fossils - Use of modelling tools for model magic	Injury from improper use of modelling tools  Risk to: Children	Visiting adults and children to be made aware of the hazard.  Ensure children are working with adult supervision and in a controlled manner.	Low.	None.		
Making archaeological poo - Use of foodstuffs including seeds	Choking hazard from swallowing small parts  Risk to: Children  Allergic reaction to materials  Risk to: All	Ensure children are working with adult supervision and in a controlled manner.  Ensure adults are informed of risk.  Visiting adults to be aware of individual children and visiting adults who experience severe allergic reactions and those who carry epipens.  Staff to ensure they are aware of which individual visiting adults or children have allergies.	Low.  Low.	None.  None.		

<b>Fossil Hunt (in garden)</b>  <b>Additional Risks for activities in the Garden</b>  <b>Severe weather:</b>		Activities to be moved inside in case of extreme weather				
	Hot weather	Dehydration and sunburn Risk to: All	Make sure children and adults are aware of the risks. Children are the responsibility of the accompanying adults  Discourage excessive moving around  Provide water and sun cream if necessary	Low.	None.	
	Cold/wet weather	Hypothermia Risk to: All	Encourage use of adequate clothing and footwear  Activities to be moved inside in case of cold/wet weather	Low.	None.	
	Thunder and Lightning	Electrocution Risk to: All	Activities to be moved inside in case of storm	Low.	None.	
	Biting or stinging insects	Being bitten or stung Risk to: All	Ensure appropriate first aid supplies to hand	Low.	None.	

Ground may be slippery, muddy or uneven	Slipping or tripping Risk to: All	Encourage children to stay on grass or pathed areas where risk is less  Warn children and adults of risk  Encourage children to walk and not run  Move activities inside if ground is wet or icy	Low.	None.		
Traffic in car park	Injury from being hit by car or bike Risk to: All	Activity to be held in garden area away from car park area  Encourage children to walk and not run  Ensure appropriate first aid supplies to hand. Staff have access to phone in case of emergency.	Low.	None.		
Plants	Allergic reaction Risk to: All	Encourage children to stay on grass or pathed areas where risk is less	Low.	None.		
<b>Playing with and handling toys</b>						
Playing with small toys i.e. marbles	Choking hazard from small parts Risk to: Children	Ensure visiting adults and children are aware of the hazard.	Low.	None.		

Outdoor toys	Tripping, falling and being hit Risk to: Children	<p>Ensure children are under control and playing with toys under adult supervision.</p> <p>Children playing with toys are beyond the age where they put toys in their mouths.</p> <p>Tell the children to respect the toys and play with them carefully as they are historic objects.</p> <p>Ensure visiting adults and children are aware of the hazard.</p> <p>Ensure children are under control and playing with toys under adult supervision.</p> <p>Tell the children to respect the toys and play with them carefully.</p>	Low.	None.		
	Children wandering off into car park Risk to: Children	<p>Ensure children are working under adult supervision Staff to ensure visiting staff are aware of the risk.</p> <p>Ensure visiting adults and children are aware of the hazard.</p>	Low.	None.		
Playing with jointed toys	Trapped fingers Risk to: Children	<p>Ensure children are under control and playing with toys under adult supervision.</p>	Low.	None.		

Broken Toys	Cuts from sharp edges or splinters, i.e. porcelain or wooden toys Risk to: all	<p>Tell the children to respect the toys and play with them carefully.</p> <p>Ensure visiting adults and children are aware of the hazard.</p> <p>Ensure children are under control and playing with toys under adult supervision.</p> <p>Tell the children to respect the toys and play with them carefully.</p> <p>Staff to remove toys should they become broken.</p>	Low.	None.		
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<b>Name of Assessor</b>	<b>Rebecca Coles</b>	<b>Signature</b>	

<b>Name of Manager responsible for activity / process</b>	<b>Emma Andrews</b>	<b>Signature</b>	

## 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:	



<b>Risk Assessment(s) for (Activity/Process/Operation)</b>	
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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


