



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) Ice Cream and Away Days at St John's Museum

Service	Communities	Team / Section	Learning and Community Engagement (LaCE)		
Assessment Date	29/04/2020	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/school children/school groups	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	

General movement around the building	<p>Risk to: school groups, staff</p> <p>Tripping on uneven floor levels</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>Visiting school brings their own first aid kit and a first aider. Heritage Ed staff have access to the First Aid Kit in the Attendants office. There is usually a first aider on site.</p>	Low			
General movement around the building	<p>Risk to: school groups, staff</p> <p>Wet floor (if raining/snowing) leading to tripping or slipping</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>Visiting school brings their own first aid kit and a first aider. Heritage Ed staff have access to the First Aid Kit in the Attendants office. There is usually a first aider on site.</p>	Low			

General movement around the building	<p>Risk to: school groups, staff</p> <p>Stairs from the Ground Floor to the First Floor leading to tripping or slipping; Steps to the Wood Room</p>	<p>Visitors to be warned about the Hazard.</p> <p>Staff to ensure reasonable precautions e.g. gripper strip on edge of steps, are taken.</p> <p>Staff to ensure there are no obstructions on the stairs.</p> <p>All children to be supervised by a responsible adult.</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 Attendants office. There is usually a first aider on site.</p>	Low			
General movement around the building	<p>Risk to: school groups, staff</p> <p>Banging heads on low level ceilings causing injury such as concussion</p>	<p>Visitors to be warned about the Hazard.</p> <p>Where possible, cushioned bars are attached to low level ceilings to help prevent serious injury</p> <p>Staff to have access to a telephone to call emergency services if needed.</p> <p>Visiting school brings their own</p>	Medium	Warning tape, such as black and yellow tape, to be attached to areas where it's not possible to attach cushioned bars (eg, where these would prevent doors opening)	RC	

		first aid kit and a first aider. Heritage Ed staff have access to the First Aid Kit in the Attendants office. There is usually a first aider on site.				
General movement around the building	<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 the downstairs area of St John's, only the Regimental Museum upstairs. 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</p>	low			

		<p>unsupervised.</p> <p>The Regimental Museum upstairs is supervised by Regimental Museum staff.</p> <p>Staff to have access to a telephone to call emergency services if needed.</p>				
Outside the Museum	<p>Risk to: school groups,</p> <p>Children getting lost, separated from the group, abducted when using the side Garden of Museum (eg, at lunchtime)</p>	<p>Children should be supervised by a responsible adult at all times.</p> <p>Ensure visiting staff are aware the garden is used by the public</p> <p>Staff to have access to a telephone to call emergency services if needed.</p>	Low			
Outside the Museum	<p>Risk to: school groups,</p> <p>Children getting knocked over by cars in the two car parks, especially at lunchtime when they use the garden by the Wattlewood</p>	<p>Children should be supervised by a responsible adult at all times.</p> <p>Ensure visiting staff are aware the garden is next to the car park which is frequently used</p> <p>School groups do not need to enter the first car park.</p> <p>Staff to have access to a telephone to call emergency services if needed.</p>	Low			

	Room	Visiting school brings their own first aid kit and a first aider. Heritage Ed staff have access to the First Aid Kit in the Attendants office. There is usually a first aider on site.				
Making ice cream and lemonade in the kitchen	<p>Risk to: school groups,staff</p> <p>Slipping on the wet quarry tile floor</p>	<p>Warn visiting adults and children of the hazard.</p> <p>Staff to keep floor mopped.</p> <p>Wet floor signs to be used and left in visible places.</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 Attendants office. There is usually a first aider on site.</p>	low			
Making ice cream and lemonade in the kitchen	<p>Risk to: school groups,staff</p> <p>Trapping fingers in the traditional ice-cream maker</p>	<p>Ensure full instructions of how to use the machine are given.</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</p>	Low			

		supervising.				
Making ice cream and lemonade in the kitchen	<p>Risk to: school groups, staff</p> <p>Allergic reaction when handling the ingredients</p>	<p>Pre-visit information to make responsible adults aware of this hazard so they can come prepared.</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> <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 Attendants office. There is usually a first aider on site.</p>	Low			

Making ice cream and lemonade in the kitchen	<p>Risk to: school groups</p> <p>Choking when eating and drinking ice-cream and lemonade</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>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 Attendants office. There is usually a first aider on site.</p>	Low			
Making ice cream and lemonade in the kitchen	<p>Risk to: school groups</p> <p>Food poisoning</p>	<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</p>	Low			

		<p>safety standards i.e. Tesco</p> <p>Ensure all ingredients are stored appropriately.</p> <p>Ensure all staff handling food have received basic food hygiene training.</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 Attendants office. There is usually a first aider on site.</p>				
Making ice cream and lemonade in the kitchen	<p>Risk to: school groups, staff</p> <p>Cuts and scratches from Graters, sharp knives</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. Adults only to use sharp knives and to be kept away from children. Knife has a protective sheath on it when not in use</p> <p>Ensure children are under control and working with adult supervision.</p>	Low			

		<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 Attendants office. There is usually a first aider on site.</p>				
Making ice cream and lemonade in the kitchen	<p>Risk to visiting schools, staff</p> <p>Trapped/crushed fingers when using pestle and mortars</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 pestle and mortar safely.</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 Attendants office. There is usually a first aider on site.</p>	Low			
Making ice cream and lemonade in the	Risk to visiting schools, staff	Staff to ensure visiting adults and children are aware of the	Low			

kitchen	Injury to feet from dropping weights for weighing scale	<p>hazard.</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 Attendants office. There is usually a first aider on site.</p>				
Making ice cream and lemonade in the kitchen	<p>Risk to visiting schools, staff</p> <p>Squashed fingers and lemon juice in the eye when using the lemon squeezer</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> <p>Staff to have access to a telephone to call emergency services if needed.</p>	Low			

		<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 Attendants office. There is usually a first aider on site.</p>				
Making ice cream and lemonade in the kitchen	<p>Risk to visiting schools,</p> <p>Injury to head or other parts of the body from falling backwards when sitting on benches and stools</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>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 Attendants office. There is usually a first aider on site.</p>	Low			
Making ice cream and lemonade in the kitchen	<p>Risk to visiting schools, staff</p> <p>Tripping on other equipment in the room</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>Staff to have access to a telephone to call emergency</p>	Low			

		<p>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 Attendants office. There is usually a first aider on site.</p>				
Schoolroom session	<p>Risk to visiting schools, staff</p> <p>General precautions</p>	<p>Schoolroom session only run under supervision of trained Heritage Education schoolteacher. Other visitors to schoolroom are accompanied by Heritage Education or Museum staff.</p>	Low			
Schoolroom session	<p>Risk to visiting schools,</p> <p>Injury to head or other parts of the body from falling backwards whilst sitting on benches</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>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 Attendants office. There is</p>	Low			

		usually a first aider on site.				
Schoolroom session	<p>Risk to visiting schools,</p> <p>Tripping, dropping equipment on seated children when handing out equipment</p>	<p>Ensure visiting adults and children are aware of the hazard.</p> <p>Clear instructions of how to hand out equipment given. Equipment to be passed along the benches and not passed overhead.</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 Attendants office. There is usually a first aider on site.</p>	Low			
Schoolroom session	<p>Risk to visiting schools,</p> <p>Tripping, being hit by another child during physical drill</p>	<p>Ensure visiting adults and children are aware of the hazard.</p> <p>Staff to give clear instructions on how to carry out drill.</p> <p>Staff to ensure there is enough space between children to</p>	Low			

		<p>safely carry out drill.</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 Attendants office. There is usually a first aider on site.</p>				
Craft Activity	<p>Risk to visiting schools,</p> <p>Cuts from Scissors</p>	<p>Ensure visiting adults and children are aware of the hazard.</p> <p>Only safety scissors are used.</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 Attendants office. There is usually a first aider on site.</p>	Low			

Craft Activity	<p>Risk to visiting schools,</p> <p>Sharp object in the eye/ stabbing body with sharp pencils</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>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 Attendants office. There is usually a first aider on site.</p>	Low			
Craft Activity	<p>Risk to visiting schools, staff</p> <p>Choking from swallowing split pins or stabbing from sharp ends</p>	<p>Ensure visiting adults and children are aware of the hazard.</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>Staff to have access to a telephone to call emergency services if needed.</p>	Low			

		<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 Attendants office. There is usually a first aider on site.</p>				
Craft Activity	<p>Risk to visiting schools,</p> <p>Choking or damage to inside of mouth from Lolly pop sticks</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>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 Attendants office. There is usually a first aider on site.</p>	Low			

Name of Assessor	Rebecca Coles	Signature	
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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	01/04/2019		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Next Review Date	March 2020		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	12 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:	
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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
