



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 |

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| Risk Assessment for (Activity/Process/Operation) | Anglo Saxons Day Project at Priory House |
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| Service | Communities | Team / Section | Learning and Community Engagement (LaCE) | | |
| Assessment Date | 29/04/2020 | Review Date | 01/04/21 | 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 |
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| 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 | |

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| Walking down road from coach drop off, walking through WCRO car park to access toilets | <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> | Medium | | | |
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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 | | | |

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| | | <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 | | | |

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| | 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 | | | |

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| | | <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 Activities: listening to CD | <p><i>Risk to:</i> All</p> <p>Risk of sonic shock from sound clips played</p> | <p>Only staff to operate the CD player.</p> <p>Sound level to be checked before the arrival of the visiting</p> | Low | | | |

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| | through CD player | adults and children. | | | | |
| Session Activities: watching powerpoint presentation | <i>Risk to: All</i> Risk of glare from projector hurting eyes | Ensure visiting adults and children are aware of the hazard. There is a sign warning children not to look directly at the projector lens | 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 activity with adult supervision. | Low | | | |
| Session Activities: Replica Anglo Saxon Costume | <i>Risk to: School Groups</i> Suffocation and strangulation when trying on the costume | Ensure visiting adults and children are aware of the hazard. Staff to supervise the trying on of the costume. Staff to select children who will fit into the costume comfortably. Ensure children are under control and working with adult supervision. | Low | | | |

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| | | <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> | | | | |
| <p>Session Activities: Spinning wool</p> | <p>Allergic reaction to handling wool in its natural state</p> <p><i>Risk to:</i> All</p> | <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> <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 | | | |

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| <p>Session Activities:</p> <p>Writing with quill pens and ink</p> | <p>Risk to school groups</p> <p>Injury to eyes from sharp ends on quills; Swallowing ink; allergy to feathers</p> | <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>Staff to have access to a telephone to call emergency services if needed.</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>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 | | | |
| <p>Session Activities:</p> <p>making a brooch with</p> | <p>Risk to school groups</p> <p>Children hurting themselves on</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</p> | Low | | | |

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| model magic | modelling equipment | <p>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> <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> | | | | |
| Session Activities: Rot or Not | <p>Risk to All</p> <p>Choking on small items such as glass beads</p> <p>Hurting themselves on sharp objects such as brooch pins</p> <p>Coins</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>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> | Low | | | |

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| | | <p>Heritage Ed staff have access to the First Aid Kit in the office. There is usually a first aider on site</p> <p>Items such as knives are blunted</p> | | | | |
| Session Activities: Shield and Spear | <p>Risk to all</p> <p>Injury to body or back by carrying heavy shield</p> <p>Hurting themselves on the spear</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>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> <p>Blade of the spear is blunted</p> <p>Only Group Leader handles these objects</p> | Low | | | |
| Session Activities: Reconstructing | <p>Risk to All</p> <p>Injury from sharp edges of broken</p> | <p>Visiting adults and children to be made aware of the hazard.</p> <p>Edges of broken pots to be</p> | Low | | | |

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| pots | <p>pot sherds.</p> <p>Irritated eyes from sand.</p> | <p>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> <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> | | | | |
| Session Activities: Moving Sandboxes | <p>Risk to Staff</p> <p>Damaging back through lifting heavy sandboxes</p> | <p>All staff have completed manual handling training</p> <p>Boxes to be stored close to where they are needed</p> <p>Staff to ask for help with lifting if they are too heavy</p> | Low | | | |

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| 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

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| Initial Review Date | 01/04/19 | | |
| Assessor's Signature | | Date: | |
| Signature of Responsible Manager | | Date: | |

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

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

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

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| Initial Review Date | 48 months from initial review | | |
| Assessor's Signature | | Date: | |

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| 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 |
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