



# 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)	History Detectives at the County Record Office
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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.e. what can cause harm)	Who might be harmed and how? (e.g. employees, pupils, members of the public, etc. and the significant risk(s))?	What existing control measures are in place to reduce / prevent the risk? (i.e. what are you already doing?)	Considering existing controls, what is the current risk level (i.e. high, medium or low – use the matrix above)	Further Action to be taken to control the risk? (i.e. only record action/additional controls measures you are going to implement)	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 students at all times External staff contracted to lead events will be supervised while the event is running. Schools will have necessary medical details of students (eg, allergies) and will be responsible for monitoring this. All groups to be accompanied by teachers, teaching	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	

		assistants and other adult supervisors who will be responsible for supervising students. Member of H&C staff to be present at all times with the children				
Walking down road from coach drop off, walking through WCRO car park	<p>Risk to: school groups, staff</p> <p>Injury caused by being knocked down by vehicle/bicycle</p>	<p>School has responsibility of escorting students 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 students to identify danger areas. Students are brought to and from WCRO events by teachers. Signs have been attached to lampposts warning people in cars that students might be around and they should slow down.</p> <p>Support Assistants to use red shaded path and instruct students 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</p>	Medium			

		<p>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. Heritage Ed staff have access to the First Aid Kit in the office. There is usually a first aider on site.</p>				
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>Students to be escorted to toilets by school and Heritage Ed Staff</p> <p>All Heritage Ed staff and WCRO staff who regularly work with students are DBS checked.</p> <p>Use of toilets by accompanied students is responsibility of teacher.</p>	Low			
General movement around the buildings	<p>Risk to: school groups</p> <p>Students getting lost, separated from the group, abducted, being</p>	<p>Ensure visiting adults and students are aware of the hazard.</p> <p>Ensure students are under control and working with adult supervision</p>	low			

	approached by members of the public/staff in an inappropriate way	<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 students are not left unsupervised.</p> <p>All Heritage Ed staff and WCRO staff who regularly work with students are DBS checked.</p> <p>General public cannot access searchroom unsupervised</p> <p>Staff to have access to a telephone to call emergency services if needed.</p>				
General movement around the building	<p>Risk to visiting schools</p> <p>Ratio of adults to students insufficient, meaning danger to personal safety of students, students not supervised well enough</p>	<p>Adequate staff to students ratio the responsibility of the school. Supervision and behaviour of students the responsibility of the school. School to inform H&amp;C in advance of numbers.</p>	Low			
Working in	Risk to visiting	Areas that students can visit	.Low			

building	<p>schools</p> <p>Lack of knowledge of layout of premises or emergency evacuation procedures leading to visiting schools getting lost on premises</p>	<p>are restricted to the Events' room, searchroom and reception areas. Occasionally the strongrooms. Students are always supervised by a member of staff</p> <p>Supervising H&amp;C staff know all escape exits and are trained in evacuation of building procedures. Housekeeping session at the beginning of the event will make students/teachers aware of building layout and exits. See Fire risk assessment for more details.</p> <p>H&amp;C staff now have access to a key to the front door so that they more easily get students/teachers out quickly in case of emergency</p>				
Moving around building	<p>Risk to visiting schools</p> <p>Slips/trips leading to cuts, bruises, sprains, grazes etc.on stairs, corridors</p>	<p>Handrail on stairs. Adequate lighting. Areas free from obstacles likely to cause tripping etc.</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.</p> <p>Heritage Ed staff have access to the First Aid Kit in the office.</p> <p>There is usually a first aider on site.</p>				
Visiting strongrooms	<p>Risk to visiting schools, staff</p> <p>Students getting crushed by mobile racking, students getting left behind/locked in, injuries in the confined space</p>	<p>All visits to strongrooms closely supervised by HCW staff. Students counted in and out. Aisles checked before moving racking to ensure no child could be injured.</p> <p>Students warned not to run.</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> <p>Heritage Ed staff have access to the First Aid Kit in the office.</p> <p>There is usually a first aider on site.</p>	Low			
Using readers' tearoom	<p>Risk to visiting schools, staff</p> <p>Risk of scalding from hot water tank providing hot water</p>	<p>Students cannot enter the reader's tearoom unless accompanied by a teacher, teaching assistant or other adult</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.</p> <p>Heritage Ed staff have access to the First Aid Kit in the office.</p> <p>There is usually a first aider on site.</p>				
Session activities: making notes	<p>Risk to visiting schools,</p> <p>Sharp object in the eye/stabbing body with pencils</p>	<p>Point out hazard before the activity starts.</p> <p>Ensure the students are under control and carrying out the activity with adult supervision.</p>	Low			
Session activities: Using equipment	<p>Risk to visiting schools,</p> <p>Allergic reaction caused by dirt/dust from parchment, replica seals, wax, seal matrix, old books/documents ; being hurt by heavy books/documents , eg, dropping it on foot</p>	<p>Schools to have details of student's allergies/medical conditions. Students encouraged to wash their hands at regular intervals</p> <p>Students warned to be careful with equipment. Adequate instruction and supervision. Equipment carefully chosen with view to being as safe as possible; if a document was found to be dirty or mouldy it would not be produced.</p> <p>Children are asked to keep all documents on the table and not to carry them around so they can't be dropped.</p> <p>Staff to have access to a</p>	low			

		<p>telephone to call emergency services if needed.</p> <p>Visiting adults to be aware of individual students 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>				

<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	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	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
