



Risk Assessment Form



		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGHLY 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)	Victorian Workshops at St Johns House
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Service	Communities	Team / Section	Learning and Community Engagement (LaCE)		
Assessment Date	4/11/19	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.	RC	
Laundry		General precautions: Laundry session only run under supervision of trained Heritage				

Wet quarry tile floor	Slipping Risk to: All	Education laundry maid 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.			
Graters	Cuts and scratches Risk to: Children	Staff to ensure visiting adults and children are aware of the hazard. Children to be given clear instructions on how to use the grater safely. Ensure children are under control and working with adult supervision.	Low.			
Soap powder	Can be irritant when inhaled or rubbed in eyes Risk to: All	Staff to ensure visiting adults and children are aware of the hazard. Staff to ensure they are aware of any individuals who are asthmatic. Ensure there is a source of water nearby to wash eyes out	Low.			
Moving dolly tubs full of water	Back strain Risk to: All	Ensure visiting adults and children are aware of the hazard. Remove excess water using buckets to reduce weight. Ensure there are sufficient children to carry the tub between	Low.			

Using the mangle rollers and gears	Trapped fingers and hair Risk to: All	<p>them.</p> <p>Tubs must be lifted with the help of an adult.</p> <p>Advise children and adults as to the correct way to lift</p> <p>Ensure children are under control and working with adult supervision.</p> <p>Ensure visiting adults and children are aware of the hazard.</p> <p>Staff must ensure clear instructions have been given to visiting adults and staff before unlocking the mangle.</p> <p>Mangle must only be used with adult supervision.</p> <p>Lock mangle with chain and padlock through the gears when not in use.</p>	Low.			
Wet or icy path by washing line	Slipping Risk to: All	<p>Ensure visiting adults and children are aware of the hazard.</p> <p>Ensure children are accompanied by an adult when hanging out washing</p> <p>Hang the washing indoors if conditions outside are too hazardous.</p>	Low.			
Cast iron irons	Injury from dropping irons Risk to: Children	<p>Ensure visiting adults and children are aware of the hazard.</p> <p>Staff to give clear instructions on</p>	Low.			

Using the water pump	Trapping fingers Risk to: children	<p>how to handle the irons.</p> <p>Ensure children are under control and working with adult supervision.</p> <p>Warn visiting adults and children of the hazard.</p> <p>Staff to supervise the individual children using the water pump.</p> <p>Ensure children are under control.</p>	Low.			
	Hitting face with handle Risk to: Children	<p>Warn visiting adults and children of the hazard.</p> <p>Staff to supervise the individual children using the water pump.</p> <p>Staff to be aware of where individual children are standing in relation to the handle of the water pump.</p> <p>Ensure children are under control.</p>	Low.			
Sitting on benches and stools	Falling off bench Risk to: Children	<p>Warn visiting adults and children of the hazard.</p> <p>Ensure children are under control.</p>	Low.			
Other equipment in the room	Injury to head or other parts of the body from falling backwards Risk to: Children	<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.			

	Tripping Risk to: All	Ensure visiting adults and children are aware of the hazard. Ensure children are under control and working with adult supervision.	Low.			
Schoolroom session		General precautions: Schoolroom session only run under supervision of trained Heritage Education schoolteacher. Other visitors to schoolroom are accompanied by Heritage Education or Museum staff.				
Sitting on benches	Injury to head or other parts of the body from falling backwards Risk to: Children	Ensure visiting adults and children are aware of the hazard. Ensure children are under control and working with adult supervision.	Low.			
Handing out equipment	Tripping, dropping equipment on seated children. Risk to: Children	Ensure visiting adults and children are aware of the hazard. Clear instructions of how to hand out equipment given. Equipment to be passed along the benches and not passed overhead.	Low.			
Drill	Tripping, being hit by another child Risk to: Children	Ensure children are under control and working with adult supervision.	Low.			
Mob caps and top hats						

Replica Costume	Suffocation and strangulation Risk to: Children	<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> <p>Ensure children are under control and working with adult supervision.</p>	Low.			
Sitting on Stools	Injury from fall Risk to: All	<p>Point out hazard to children and accompanying adults</p> <p>Ensure children under control and correct children not sitting correctly on stools.</p>	Low.			
Upstairs/Downstairs						
Hinges on model house	Fingers being caught Risk to: Children	<p>Ensure visiting adults and children are aware of the hazard.</p> <p>Children to be under control and working with adult supervision.</p>	Low.			
Handling collection objects	Trapping fingers, dropping heavy objects on foot, etc Risk to: Children	<p>Ensure children are under control and handling objects with adult supervision.</p> <p>Tell the children to respect the objects and handle them carefully as they are historic objects.</p> <p>Ensure children are under control and working with adult supervision.</p>	Low.			

Torches	Damage to eyes from being shone into by torch Risk to: All	Ensure visiting adults and children are aware of the hazard. Children to be under control and working with adult supervision.	Low.			
Discovering St Johns						
Uneven floor Levels	Tripping Risk to: All	Visitors to be warned about the hazard. All children should be supervised by a responsible adult. Staff to have access to a telephone to call emergency services if needed.	Low.			
Wet floor (if raining/snowing)	Tripping or slipping Risk to: All	Visitors to be warned about the Hazard. Put out 'Wet floor' signs when needed. Staff to mop floor as necessary. Staff to have access to a telephone to call emergency services if needed.	Low.			
Stairs from the Ground Floor to the First Floor	Tripping or slipping Risk to: All	Staff to ensure reasonable precautions e.g. gripper strip on edge of steps, are taken. Staff to ensure there are no obstructions on the stairs.	Low.			

		<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>				
Garden of Museum	<p>Children getting lost, separated from the group or abducted</p> <p>Risk to: Children</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>	Low.			
Steps in the Wood Room	<p>Tripping and falling</p> <p>Risk to: All</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.			
Access to museum by general public; children moving round the building unsupervised	<p>Children getting lost, separated from the group or abducted</p> <p>Risk to: Children</p>	<p>Staff to ensure visiting adults are aware of the hazard.</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 unsupervised.</p> <p>The Regimental Museum upstairs</p>	Low.			

		is supervised by Regimental Museum staff.				

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	13/3/19		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Next Review Date	March 2019		
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		
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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
