



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) _____

Service		Team / Section	
Assessment Date		Review Date	Reference Number

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
Cooking in the Kitchen						
Wet quarry tile floor	Slipping Risk to: All	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			
Using the water pump	Trapping fingers Risk to: Children	Warn visiting adults and children of the hazard. Staff to supervise the individual children using the water pump.	Low			

	Hitting face with handle Risk to: Children	<p>Ensure children are under control.</p> <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			
	Falling off bench 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>Ensure children are under control.</p>	Low			
Handling the ingredients	Allergic reaction Risk to: All	<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</p>	Low			

	Food Poisoning Risk to: All	<p>which individual visiting adults or children have allergies.</p> <p>No nuts are used in the Christmas pudding.</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>Ensure all ingredients are bought from a reputable source which adheres to food 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>	Low			
Using graters	Cuts and scratches Risk to: Children	<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> <p>Visiting teaching staff responsible for the first aid of the children they are responsible for and to carry a first aid kit.</p>	Low			

		WCC staff to be first aid trained and have access to a first aid kit.				
Pestle and mortars	Trapped fingers. 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 pestle and mortar safely. Ensure children are under control and working with adult supervision.	Low			
Sharp knives	Injury from knife wounds Risk to: all	Children not allowed to use knives. All cutting (eg, of lemons) to be done by adults. Knives to be kept out of reach of children and never left out on the table when children are unsupervised	Low			
Weights for weighing scales	Injury to feet from dropping weights. Risk to: All	Staff to ensure visiting adults and children are aware of the hazard. Ensure children are under control and working with adult supervision.	Low			
Sitting on benches and stools	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			
Other equipment in the room	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		<p>General precautions:</p> <p>Schoolroom session only run under supervision of trained Heritage Education schoolteacher.</p> <p>Other visitors to schoolroom are accompanied by Heritage Education or Museum staff.</p>				
Sitting on school benches	<p>Injury to head or other parts of the body from falling backwards</p> <p>Risk to: Children</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			
Handing out equipment	<p>Tripping, dropping equipment on seated children.</p> <p>Risk to: Children</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>	Low			
Drill	<p>Tripping, being hit by another child</p> <p>Risk to: Children</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 safely carry out drill.</p>	Low			

		Ensure children are under control and working with adult supervision.				
Craft activity						
Scissors	Cuts from scissors Risk to: Children	Ensure visiting adults and children are aware of the hazard. Only safety scissors are used. Ensure children are under control and working with adult supervision.	Low			
Sharp pencils	Sharp object in the eye/ stabbing body Risk to: Children	Ensure visiting adults and children are aware of the hazard. Ensure children are under control and working with adult supervision.	Low			
Glue	Allergic reaction to consuming glue. Risk to: Children	Ensure visiting adults and children are aware of the hazard. Children are beyond the age where they eat non-food items. Ensure children are under control and working with adult supervision. Ensure visiting adults and children are aware of the hazard.	Low			

Name of Assessor	Rebecca Coles	Signature	
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Name of Manager responsible for activity / process	Emma Andrews	Signature	
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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			
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Next Review Date	12 months from initial review		
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:	

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