



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) **Walk like an Egyptian outreach workshop**

Service	Communities	Team / Section	Learning and Community Engagement (LaCE)		
Assessment Date	19/11/19	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.	RF	
Setting up workshop	Risk of attack or injury	Staff to sign in and out of School reception on arrival and departure.				

Lone working in school	Risk to: Staff	<p>Staff to ensure they are aware of school's fire procedure.</p> <p>Staff to carry a mobile phone with contact numbers for the Office and managers.</p> <p>If not returning to base on day of session Staff are to call the Office and speak to member of staff or to call and speak to a manger when they reach home at the end of the day.</p>				
<p>Movement of resources to teaching space</p> <p>Moving boxes of resource between car and classroom</p> <p>Moving tables</p>	<p>Back and other bodily injury Risk to: Staff</p> <p>Fingers being trapped between tables. Tables being dropped onto toes</p> <p>Injury to back from incorrect lifting</p>	<p>Ensure equal distribution of weight in boxes being carried.</p> <p>Ensure boxes are not over loaded.</p> <p>Follow correct lifting procedures.</p> <p>Use of portable sack trolley by staff where required</p> <p>Tables to be moved in pairs. Ask another adult to help.</p> <p>Follow correct lifting procedures.</p>				
<p>Session Activities</p> <p>Playing sound</p>	Risk to: Staff	Only staff to operate the CD				

clips through CD player	Risk of sonic shock from sound clips played Risk to: All	player. Sound level to be checked before the arrival of the visiting adults and children.				
Pencils	Sharp object in the eye/stabbing body Risk to: children	Point out hazard before the activity starts. Ensure the children are under control and carrying out the activity with adult supervision.				
Children dressing up as archaeologists	Injury from home made costumes Risk to: children	Suggestions for home made costumes are made by Heritage Ed in accompanying information sent to school. Children/teachers and parents to ensure that costumes are safe and activities can be carried out comfortably in them (eg, no risk of strangulation from items hanging round neck, etc)				
Map activity on floor	Being stood on by others. Risk to: Children	Visiting adults and children to be made aware of the hazard. Staff to give clear instructions on how to carry out the activity. Ensure children are under control and working with adult supervision.				
Writing with reed pens and ink	Injury to eyes from sharp ends Swallowing ink	Visiting adults and children to be made aware of the hazard. Children of an age where they				

	Risk to: Children	<p>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>				
Hieroglyphics drama activity	<p>Being stood on by others.</p> <p>Risk to: Children</p>	<p>Visiting adults and children to be made aware of the hazard.</p> <p>Staff to give clear instructions on how to carry out the activity.</p> <p>Ensure children are under control and working with adult supervision.</p>				
Market trader activity	<p>Injury from being bumped into by others</p> <p>Risk to: Children</p>	<p>Visiting adults and children to be made aware of the hazard.</p> <p>Staff to give clear instructions on how to carry out the activity.</p> <p>Children told to walk around the room.</p> <p>Ensure children are under control and working with adult supervision.</p>				
Egyptian Burial Rites activity	<p>Injury to body whilst pulling out the mock body parts from the costume</p> <p>Risk to: teacher/group leader</p>	<p>Group leader to dress teacher in Egyptian tabard. Tabard has been designed for ease of access to mock body parts so no risk of injury to teacher. No children involved directly in this activity; observing only.</p>				

Parcel activity	Injury from dropping objects on foot, etc	<p>Egyptian objects do not have sharp edges and have been enclosed where appropriate in plastic viewing jars.</p> <p>Staff to give clear instructions on how to carry out the activity and handle objects to minimise the risk of dropping heavier objects on foot, etc.</p>				
Shabti activity	<p>Being stood on by others.</p> <p>Risk to: Children</p>	<p>Visiting adults and children to be made aware of the hazard.</p> <p>Staff to give clear instructions on how to carry out the activity.</p> <p>Ensure children are under control and working with adult supervision.</p>				
Working with model magic and craft materials	<p>Injury from craft materials</p> <p>Risk to: children</p>	<p>Visiting adults and children to be made aware of the hazard.</p> <p>Staff to give clear instructions on how to carry out the activity.</p> <p>Craft materials such as modelling tools are child friendly</p> <p>Ensure children are under control and working with adult supervision.</p>				

Name of Assessor	Rebecca Coles	Signature	

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	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		
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
