

Risk Assessment for: "Traditions of Christmas School Activity"



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Risk Assessment for: Traditions of Christmas School Activity			
Start date	24/10/2024	End date	24/10/2026
Contact	Catherine Rice		
Phone	0191 3704065		
Location	Pockerley Old Hall Spainsfield Farm or Home Farm used if second venue required.		
Description	School group activity involving a craft (peg doll making), playing parlour games and story telling.		

Sign off	
Capacity: Health and Safety Manager Name: Tim Hawkins 24/10/2024 16:29:34	
Capacity: Health and Safety Manager - Review Approval Name: Tim Hawkins 24/10/2024 16:49:13	

Building Fire From Register: 'Learning Risk Register'

Hazard:	Building Fire			
	Rating Before Control Measures:		Rating After Control Measures:	
	15		5	
	Risk Level	5 = Loss of life / Illness with potential to cause death or multiple disabilities	Risk Level	5 = Loss of life / Illness with potential to cause death or multiple disabilities
	Likelihood	3 - May or may not happen	Likelihood	1 - Almost certain never to happen

Description	Fire in building.
Who is harmed and how	Children, supervising staff and museum staff get burns and smoke inhalation
Current Controls (Building Fire)	Fire exits kept clear a all times. In the event of fire Museum staff to evacuate building to muster area.
Additional Controls (Building Fire)	

Coal fire From Register: 'Learning Risk Register'

Hazard:	Coal fire			
	Rating Before Control Measures:		Rating After Control Measures:	
	10		5	
	Risk Level	5 = Loss of life / Illness with potential to cause death or multiple disabilities	Risk Level	5 = Loss of life / Illness with potential to cause death or multiple disabilities
	Likelihood	2 - Unlikely to happen	Likelihood	1 - Almost certain never to happen

Description	Burns from fire and equipment next to fire. Smoke inhalation. Asthma attack from inhaling smoke and dust.
Who is harmed and how	Staff and children
Current Controls (Coal fire)	Guards to be kept on fire and group will be warned not to stand too close it. Fire tools to be kept safely away from the children. Fires not lit where children will be very close to it during activity. Fire exits to be kept clear. Evacuation procedure adhered to. Candles and matches kept out of reach of children. Ventilation of room if it become smoky or go outside. Radiators kept out of the way of the children.

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Additional Controls (Coal fire)	
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From Register: 'Rural Life Risk Register'

Hazard:	Arts and Crafts					
	Rating Before Control Measures:		6	Rating After Control Measures:		3
	Risk Level	3 = Major Injury (broken bone) / Illness requiring urgent medical treatment, >3 days lost work time or chronic illness	Risk Level	3 = Major Injury (broken bone) / Illness requiring urgent medical treatment, >3 days lost work time or chronic illness		
	Likelihood	2 - Unlikely to happen	Likelihood	1 - Almost certain never to happen		
Description	Allergy to wool					
Who is harmed and how	Staff, Volunteers and Visitors					
Current Controls (Arts and Crafts)	School to inform the Museum Learning team about the allergy. Raw (unwashed) wool is kept at Pockerley Old Hall but will not be used as part of the activity and should not be handled by children. If allergic reaction reported, remove person from the area and advise on cleaning hands and getting a lot of fresh air. In case of serious allergic reaction (trouble breathing, high blood pressure), advise to see GP					
Additional Controls (Arts and Crafts)	Ask if participants are aware of allergy to wool or similar					

Hazard:	Arts and Crafts					
	Rating Before Control Measures:		10	Rating After Control Measures:		5
	Risk Level	5 = Loss of life / Illness with potential to cause death or multiple disabilities	Risk Level	5 = Loss of life / Illness with potential to cause death or multiple disabilities		
	Likelihood	2 - Unlikely to happen	Likelihood	1 - Almost certain never to happen		
Description	Use of string and wool					
Who is harmed and how	All participants Strangulation risk if used inappropriately					
Current Controls (Arts and Crafts)	Participants will be watched to ensure that ribbon/string is used appropriately and help is given when needed to cut ribbon to a suitable length.					
Additional Controls (Arts and Crafts)						

Hazard:	Arts and Crafts					
	Rating Before Control Measures:		15	Rating After Control Measures:		5
	Risk Level	5 = Loss of life / Illness with potential to cause death or multiple disabilities	Risk Level	5 = Loss of life / Illness with potential to cause death or multiple disabilities		
	Likelihood	3 - May or may not happen	Likelihood	1 - Almost certain never to happen		
Description	Use of pencils and felt pens					
Who is harmed and how	All participants Choking hazard, Stabbing					
Current Controls (Arts and Crafts)	Staff and carer of the child to supervise the activity and ensure children use materials appropriately.					

Additional Controls (Arts and Crafts)		
Hazard:	Arts and Crafts	
	Rating Before Control Measures: 6	Rating After Control Measures: 4
	Risk Level 2 = Requiring medical attention (burn, deep cut) / Illness requiring medical treatment or 1-3 days lost work time	Risk Level 2 = Requiring medical attention (burn, deep cut) / Illness requiring medical treatment or 1-3 days lost work time
	Likelihood 3 - May or may not happen	Likelihood 2 - Unlikely to happen
Description	Use of scissors	
Who is harmed and how	Museum staff, volunteers, and participants Cuts from scissors	
Current Controls (Arts and Crafts)	Age appropriate safety scissors used. Participants warned to be careful with scissors. Participants will be capable of using scissors correctly, and will be supervised by school staff at all times. First aid will be available directly or via radio.	
Additional Controls (Arts and Crafts)		

Handling objects From Register: 'Learning Risk Register'

Hazard:	Handling objects			
	Rating Before Control Measures: 8	Rating After Control Measures: 4		
	Risk Level 2 = Requiring medical attention (burn, deep cut) / Illness requiring medical treatment or 1-3 days lost work time	Risk Level 2 = Requiring medical attention (burn, deep cut) / Illness requiring medical treatment or 1-3 days lost work time		
	Likelihood 4 - Likely to happen	Likelihood 2 - Unlikely to happen		
Description	Staff and Children handling artefacts during the activity - including but not exclusively tea cups, saucers, tea pot, stocking filler items eg toys, clothing, ruler.			
Who is harmed and how	Staff and children, from splinters, dropping heavy objects, cuts, crushed fingers, bruising.			
Current Controls (Handling objects)	Children to be effectively briefed and instructions given emphasising potential risks. Staff to monitor condition of artefacts and remove if hazardous e.g. broken. Heavy or breakable objects kept on the tables and supervised by adults.			
Additional Controls (Handling objects)				

Sharp objects From Register: 'Learning Risk Register'

Hazard:	Sharp objects		
	Rating After Control Measures: 4		
	Risk Level 2 = Requiring medical attention (burn, deep cut) / Illness requiring medical treatment or 1-3 days lost work time		
	Likelihood 2 - Unlikely to happen		
Description	Objects that may become sharp if they are broken e.g. glass beakers, pottery ware		
Who is harmed and how	Staff and visitors may cut themselves on the broken remains		
Current Controls (Sharp objects)	Handle objects above a table so they do not have as far to fall if dropped. Unwieldy objects like the Just One Spark glass tube should be moved straight from clamp stand to padded packaging and vice versa. Keep objects on the table and advise visitors they do not need to pick them up.		

Additional Controls (Sharp objects)	Objects should be checked for any damage before being used in an activity. If damaged, it should not be used and should be disposed of. If object is dropped, examine for any damage. If object is broken, instruct visitors to step back from the scene whilst a member of staff retrieve cleaning equipment to tidy up. Alert the Learning Team so a replacement/alternative can be sourced.
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Stairs From Register: '1950s Risk Register'

Hazard:	Stairs			
	Rating Before Control Measures:		Rating After Control Measures:	
	6		3	
	Risk Level	3 = Major Injury (broken bone) / Illness requiring urgent medical treatment, >3 days lost work time or chronic illness	Risk Level	3 = Major Injury (broken bone) / Illness requiring urgent medical treatment, >3 days lost work time or chronic illness
	Likelihood	2 - Unlikely to happen	Likelihood	1 - Almost certain never to happen
Description	Steps and thresholds into exhibits - Slips, trips and falls			
Who is harmed and how	All visitors, staff, volunteers and placements. Slip / Trip / Fall Injury			
Current Controls (Stairs)	Steps to be kept clear. Particular care taken on steps at front of Pockerley Old Hall into garden. Children to be supervised at all times by school adults, everyone must follow the rule to always walk.			
Additional Controls (Stairs)				

Vehicle Movements From Register: 'Rural Life Risk Register'

Hazard:	Vehicle Movements			
	Rating Before Control Measures:		Rating After Control Measures:	
	16		4	
	Risk Level	4 = Severe injury (loss of sight, loss of limb) / Illness with potential to cause permanent disability	Risk Level	4 = Severe injury (loss of sight, loss of limb) / Illness with potential to cause permanent disability
	Likelihood	4 - Likely to happen	Likelihood	1 - Almost certain never to happen
Description	Danger of not realizing the road leading through the Home Farm is external.			
Who is harmed and how	Visitors, Staff and Volunteers. Wide variety of injuries from minor to fatal.			
Current Controls (Vehicle Movements)	Staff member on the Farm crossing to advise every visitor about the traffic. Small children sometimes have to be physically stopped from running into the road.			
Additional Controls (Vehicle Movements)	On very busy periods, there is two people on the crossing, one on each side of the road.			

Uneven Surface From Register: '1950s Risk Register'

Hazard:	Uneven Surface			
	Rating Before Control Measures:		Rating After Control Measures:	
	6		3	
	Risk Level	3 = Major Injury (broken bone) / Illness requiring urgent medical treatment, >3 days lost work time or chronic illness	Risk Level	3 = Major Injury (broken bone) / Illness requiring urgent medical treatment, >3 days lost work time or chronic illness
	Likelihood	2 - Unlikely to happen	Likelihood	1 - Almost certain never to happen
Description	Uneven flooring in and around exhibits e.g. cobbles, rough track, farm yard - Slips and Trips			
Who is harmed	All visitors, staff, volunteers and placements			

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and how	Slip & trip Injuries
Current Controls (Uneven Surface)	Supervising staff to make regular checks of area to ensure upkeep of all flooring and to report any disrepair. All staff to ensure that area is kept clean and tidy. Advise schools of the need for children to wear sturdy footwear.
Additional Controls (Uneven Surface)	

Weather From Register: 'Learning Risk Register'

Hazard:	Weather			
	Rating Before Control Measures:		Rating After Control Measures:	
	9		3	
	Risk Level	3 = Major Injury (broken bone) / Illness requiring urgent medical treatment, >3 days lost work time or chronic illness	Risk Level	3 = Major Injury (broken bone) / Illness requiring urgent medical treatment, >3 days lost work time or chronic illness
	Likelihood	3 - May or may not happen	Likelihood	1 - Almost certain never to happen
Description	Adverse weather conditions during the running of the activity			
Who is harmed and how	Children, school staff, visitors and Museum staff falling on ice or snow, exposed to extreme cold.			
Current Controls (Weather)	Staff to monitor conditions and adapt delivery accordingly. Staff to grit and clear pavements if necessary. Paperwork to advise schools that children need to wear warm clothing and sturdy footwear.			
Additional Controls (Weather)	Staff to follow evacuation procedure if directed. Suitable shoes and clothing to be worn by students. Fires lit and heating on as appropriate.			

Slip or Trip Hazard From Register: 'Learning Risk Register'

Hazard:	Slip or Trip Hazard			
	Rating Before Control Measures:		Rating After Control Measures:	
	9		6	
	Risk Level	3 = Major Injury (broken bone) / Illness requiring urgent medical treatment, >3 days lost work time or chronic illness	Risk Level	3 = Major Injury (broken bone) / Illness requiring urgent medical treatment, >3 days lost work time or chronic illness
	Likelihood	3 - May or may not happen	Likelihood	2 - Unlikely to happen
Description	In interior buildings during activities for school groups. Children fall in dim lighting, over dark furniture, when climbing, over wobbly furniture, on stairs and over other hazards, if get too excited playing parlour games. Hard stone flooring increases impact of falls.			
Who is harmed and how	Staff and children			
Current Controls (Slip or Trip Hazard)	Effective briefing and instructions given, emphasising potential risks and rule to walk at all times. Pre organise furniture, rugs and equipment to minimise risks. Monitor. Children are told not to climb on anything. Museum staff to ensure furniture is secure. Children to be supervised by school staff at all times. Monitor children when using the stairs. Staff to maintain light levels as much as possible e.g. keep doors open.			
Additional Controls (Slip or Trip Hazard)				

Animals From Register: 'Learning Risk Register'

Hazard:	Animals			
	Rating Before Control Measures:		Rating After Control Measures:	
	9		3	
	Risk Level	3 = Major Injury (broken bone) / Illness requiring urgent medical	Risk Level	3 = Major Injury (broken bone) / Illness requiring urgent medical



	treatment, >3 days lost work time or chronic illness		treatment, >3 days lost work time or chronic illness
Likelihood	3 - May or may not happen	Likelihood	1 - Almost certain never to happen

Description	Children being bitten, trampled, kicked, stood on, having allergies, illnesses
Who is harmed and how	Children, Beamish staff and teaching staff hurt by livestock (particularly horses)
Current Controls (Animals)	Group informed and anyone with allergy to livestock kept at a safe distance. Handler will manage the horse for the children. Supervising adults to keep children at a safe distance.
Additional Controls (Animals)	Handler manages children so they do not all crowd around. Children wash their hands after seeing the horse and before eating.

Mismanaging children during activities From Register: 'Learning Risk Register'

Hazard:	Mismanaging children during activities			
	Rating Before Control Measures:	6	Rating After Control Measures:	2
	Risk Level	2 = Requiring medical attention (burn, deep cut) / Illness requiring medical treatment or 1-3 days lost work time	Risk Level	2 = Requiring medical attention (burn, deep cut) / Illness requiring medical treatment or 1-3 days lost work time
	Likelihood	3 - May or may not happen	Likelihood	1 - Almost certain never to happen
Description	Children pushing one another after no and/or poor instructions given			
Who is harmed and how	Children bumps and bruises			
Current Controls (Mismanaging children during activities)	Beamish Staff manage children effectively giving clear and concise instructions at all times			
Additional Controls (Mismanaging children during activities)	Children made to line up, take it in turns, go in lines, maintain a calm atmosphere, ensure all children can hear instructions given, ask supervising teachers to help.			

Safeguarding From Register: 'Learning Risk Register'

Hazard:	Safeguarding			
	Rating Before Control Measures:	6	Rating After Control Measures:	3
	Risk Level	3 = Major Injury (broken bone) / Illness requiring urgent medical treatment, >3 days lost work time or chronic illness	Risk Level	3 = Major Injury (broken bone) / Illness requiring urgent medical treatment, >3 days lost work time or chronic illness
	Likelihood	2 - Unlikely to happen	Likelihood	1 - Almost certain never to happen
Description	Inappropriate conduct between children and other visitors or children and staff			
Who is harmed and how	Children being exposed to inappropriate behaviour be other visitors or staff			
Current Controls (Safeguarding)	Students to stay in area activity is being delivered, to keep in their groups and to be accompanied by school staff at all times. Leading staff member to be DBS checked.			
Additional Controls (Safeguarding)	Additional support from schools with younger children - 1 adult with each group. Children to be grouped according to the numbers of supporting adults available. Training delivered to all Beamish Staff concerning safeguarding.			

Ribbon From Register: 'Learning Risk Register'

Hazard:		Ribbon			
	Rating Before Control Measures:		Rating After Control Measures:		
	15		5		
	Risk Level	5 = Loss of life / Illness with potential to cause death or multiple disabilities	Risk Level	5 = Loss of life / Illness with potential to cause death or multiple disabilities	
	Likelihood	3 - May or may not happen	Likelihood	1 - Almost certain never to happen	
Description	Strangulation Risk through misuse				
Who is harmed and how	Visitors, particularly young children may experience strangulation from ribbon				
Current Controls (Ribbon)	Staff will ensure that ribbon is used sensibly and the reels are not unwound more than is necessary. Particular care should be taken when young children are present. Supervising staff to be vigilant				
Additional Controls (Ribbon)					

Small Parts		From Register: 'Learning Risk Register'			
Hazard:		Small Parts			
	Rating Before Control Measures:		Rating After Control Measures:		
	15		5		
	Risk Level	5 = Loss of life / Illness with potential to cause death or multiple disabilities	Risk Level	5 = Loss of life / Illness with potential to cause death or multiple disabilities	
	Likelihood	3 - May or may not happen	Likelihood	1 - Almost certain never to happen	
Description	Peg dolls contain small parts - risk of ingesting small part/object				
Who is harmed and how	Children may choke if they place small parts/object in mouth e.g. pieces of ribbon, felt, doily, fabric, wool				
Current Controls (Small Parts)	Children making a peg doll will be over 3 years of age and be supervised by school staff. It will be clear that the children have made a decoration, not a toy. Particular care should be taken when younger children, children with SEN are present. Supervising staff to be vigilant.				
Additional Controls (Small Parts)					

glue sticks		From Register: 'Learning Risk Register'			
Hazard:		glue sticks			
	Rating Before Control Measures:		Rating After Control Measures:		
	9		6		
	Risk Level	3 = Major Injury (broken bone) / Illness requiring urgent medical treatment, >3 days lost work time or chronic illness	Risk Level	3 = Major Injury (broken bone) / Illness requiring urgent medical treatment, >3 days lost work time or chronic illness	
	Likelihood	3 - May or may not happen	Likelihood	2 - Unlikely to happen	
Description	Small parts in glue stick e.g. lid, ingestion of glue				
Who is harmed and how	Children - choking, illness from eating glue				
Current Controls (glue sticks)	Age appropriate glue products used e.g. non toxic, solvent free, suitable for use by children. Supervision of children using glue to ensure small parts are not put into mouths. Particular care taken with younger children and SEN groups.				
Additional Controls (glue sticks)					

