

Risk Assessment for: "The Inside Scoop Activity"



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Risk Assessment for: The Inside Scoop Activity			
Start date	22/03/2023	End date	22/03/2024
Contact	Robert Martin		
Phone	01913704066		
Location	Welfare Hall		
Description	Participants will: 1) handle ice cream related objects from collections at a table in groups of 4. 2) taste roasted chestnuts (depending on seasonal availability & food allergy/dietary requirements information). 3) create a basic ice cream using MILK, sugar and vegan vanilla extract (Almond milk available on request). Ice and salt is placed in a freezer bag and the mixture is placed in a second freezer bag which is then placed inside the first bag. The bag is squeezed until the ice cream mixture freezes. 4) taste their ice cream		

Building Fire				From Register: 'Learning Risk Register'			
Hazard:	Building Fire						
	Rating Before Control Measures:		15	Rating After Control Measures:		5	
	Risk Level	5 = Severe - Multiple Fatalities		Risk Level	5 = Severe - Multiple Fatalities		
	Likelihood	3 - Possible		Likelihood	1 - Very Unlikely		
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)							

Handling objects				From Register: 'Learning Risk Register'			
Hazard:	Handling objects						
	Rating Before Control Measures:		8	Rating After Control Measures:		4	
	Risk Level	2 = Medium - Temporary Disability or Illness		Risk Level	2 = Medium - Temporary Disability or Illness		
	Likelihood	4 - Likely		Likelihood	2 - Unlikely		
Description	Staff and Children handling artefacts during the activity.						
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 is hazardous. Heavy object kept on the tables and supervised by adults. Use of Mangle, carpet beater, grater especially to be supervised. Ensure children at a safe distance when using carpet beater. Only adults open and close piano lids and other lids that could suddenly drop. Only staff do toasting.						
Additional Controls (Handling objects)							

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Sharp objects		From Register: 'Learning Risk Register'	
Hazard:	Sharp objects		
	Rating After Control Measures:		4
	Risk Level	2 = Medium - Temporary Disability or Illness	
	Likelihood	2 - Unlikely	
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. Keep objects on the table and advise visitors they do not need to pick them up.		
Additional Controls (Sharp objects)	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.		

Slip or Trip Hazard		From Register: 'Facilities Register'		
Hazard:	Slip or Trip Hazard			
	Rating Before Control Measures:		12	
	Rating After Control Measures:	6		
	Risk Level	3 = High - Permanent Disability or Major Injury	Risk Level	3 = High - Permanent Disability or Major Injury
	Likelihood	4 - Likely	Likelihood	2 - Unlikely
Description	Mopping floors - Water spillage or residual water			
Who is harmed and how	All staff, volunteers, visitors and contractors Slips/falls			
Current Controls (Slip or Trip Hazard)	Clean up ASAP. Mops to be rung out as much as possible. Squeegee the floor to remove excess water. Report spillages and clean up immediately. Dry mop floors/stairs afterwards. Cleaning team members should ensure that cleaning solutions are made up using dilutions as directed by instruction Use the wet floor warning signs. Good housekeeping and training .			
Additional Controls (Slip or Trip Hazard)				

Food contamination		From Register: 'Learning Risk Register'		
Hazard:	Food contamination			
	Rating Before Control Measures:		12	
	Rating After Control Measures:		4	
	Risk Level	3 = High - Permanent Disability or Major Injury	Risk Level	2 = Medium - Temporary Disability or Illness
	Likelihood	4 - Likely	Likelihood	2 - Unlikely
Description	Food which is eaten or made during the activity is contaminated with harmful bacteria due to poor hygiene and/or incorrect storage procedure.			
Who is harmed and how	Staff, volunteers & participants: Causing low to high levels of food poisoning			
Current Controls (Food contamination)	Activity deliverer to complete Food Safety & Hygiene Course Level 2 and adhere to all food safety procedures. Cleaning of all work surfaces and all equipment used in baking/cooking before and after sessions. All staff & volunteers to wash hands using soap and hot water. Participants to be encouraged to wash hands or use hand sanitiser before handling food.			

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	Food ingredients are kept in lidded containers away from raw food or chemicals. Check use by dates of all ingredients before every session.
Additional Controls (Food contamination)	Roast chestnuts (availability depending)- once opened should be stored in own sealed box and the date of opening recorded so that it is used/disposed of within the time recommended on the packaging. Have fridge/freezer in same building that the session takes part in.

Dropping heavy objects		From Register: 'Learning Risk Register'		
Hazard:	Dropping heavy objects			
	Rating Before Control Measures:	9	Rating After Control Measures:	6
	Risk Level	3 = High - Permanent Disability or Major Injury	Risk Level	3 = High - Permanent Disability or Major Injury
	Likelihood	3 - Possible	Likelihood	2 - Unlikely
Description	Heavy weights or items dropped			
Who is harmed and how	Heavy weights/items falling onto fingers or toes causing bruising, broken bones or crush injury.			
Current Controls (Dropping heavy objects)	Clear instructions. Designated area where activities using weights/ heavy items are used e.g. bridge testing area. Supervise to ensure people stand back from any potential falling objects e.g weights testing the strength of bridges.			
Additional Controls (Dropping heavy objects)	Reduce height that bridges are tested.			

Food Allergies		From Register: 'Learning Risk Register'		
Hazard:	Food Allergies			
	Rating Before Control Measures:	15	Rating After Control Measures:	5
	Risk Level	5 = Severe - Multiple Fatalities	Risk Level	5 = Severe - Multiple Fatalities
	Likelihood	3 - Possible	Likelihood	1 - Very Unlikely
Description	Allergic reaction from food/cross contamination			
Who is harmed and how	Staff, visitors and participants may have an allergic reaction from food.			
Current Controls (Food Allergies)	Recipe and/or packets to be retained to show participants if required/requested. Once opened food should be kept in own clearly labelled sealed container to prevent cross contamination. Responsible adults/s asked to confirm any allergies/dietary requirements before the start of the activity. Participants should be made aware of any allergens before starting. Unaccompanied children should not take part in activity/sample food. Surfaces and equipment to be cleaned immediately before and after the session.			
Additional Controls (Food Allergies)	When available the booking contact is contacted before the session to ensure that we are aware of any allergies or dietary requirements before the session- these are then recorded on the booking form for the deliverer. Teachers/group leaders should be aware of all allergies within their group and ensure any necessary medication is available.			

Ice burn		From Register: 'Learning Risk Register'		
Hazard:	Ice burn			
	Rating Before Control Measures:	6	Rating After Control Measures:	2

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Risk Level	2 = Medium - Temporary Disability or Illness	Risk Level	2 = Medium - Temporary Disability or Illness
Likelihood	3 - Possible	Likelihood	1 - Very Unlikely

Description	Handling ice
Who is harmed and how	Staff, volunteers and participants may develop numbness or ice burn when handling ice.
Current Controls (Ice burn)	Only adults to distribute ice. Use of tea towels to insulate hands of participants to prevent prolonged direct contact with ice.
Additional Controls (Ice burn)	

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

Hazard:	Mismanaging children during activities			
	Rating Before Control Measures:		Rating After Control Measures:	
	6		2	
	Risk Level	2 = Medium - Temporary Disability or Illness	Risk Level	2 = Medium - Temporary Disability or Illness
	Likelihood	3 - Possible	Likelihood	1 - Very Unlikely

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.

Emotional Upset From Register: 'Learning Risk Register'

Hazard:	Emotional Upset			
	Rating Before Control Measures:		Rating After Control Measures:	
	4		1	
	Risk Level	1 = Low - Minor Injury	Risk Level	1 = Low - Minor Injury
	Likelihood	4 - Likely	Likelihood	1 - Very Unlikely

Description	Children get emotionally affected by the experience offered.
Who is harmed and how	Children - emotionally affected by experience.
Current Controls (Emotional Upset)	Museum staff are careful to explain at the beginning of any session what will be involved and how the children might be affected. They will need to explain how they are pretending to be the characters from the past.
Additional Controls (Emotional Upset)	Museum staff will need to move from 3rd person delivery to 1st person delivery through the introduction and not be in 1st person delivery from the offset. accompanying staff will be encouraged to monitor their individual children as the session progresses.

Safeguarding		From Register: 'Learning Risk Register'	
Hazard:	Safeguarding		
	Rating Before Control Measures:		Rating After Control Measures:
	6		3
	Risk Level	3 = High - Permanent Disability or Major Injury	Risk Level
Likelihood	2 - Unlikely	Likelihood	1 - Very Unlikely
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 Town Area, to keep in their groups and not split up. Accompanying staff to supervise groups as closely as possible. 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. Discussion with lead teacher before the groups are sent off. Training delivered to all Beamish Staff concerning safeguarding.		

