

# Risk Assessment for: "Once upon a Time activity at Pockerley Old Hall"



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Risk Assessment for: Once upon a Time activity at Pockerley Old Hall			
<b>Start date</b>	29/08/2023	<b>End date</b>	29/08/2026
<b>Contact</b>	Simon Woolley		
<b>Phone</b>	01913704011		
<b>Location</b>	1820s Waggonway, Eston Church and Pockerley Old Hall		
<b>Description</b>	Once upon a Time activity at Pockerley Old Hall. The children will take part in a range of activities at Pockerley, whilst identifying elements of traditional tales - objects, characters, themes and settings.		

## Coal fire From Register: 'Learning Risk Register'

<b>Hazard:</b>	Coal fire			
	<b>Rating Before Control Measures:</b>		<b>Rating After Control Measures:</b>	
	<b>10</b>		<b>5</b>	
	<b>Risk Level</b>	5 = Severe - Multiple Fatalities	<b>Risk Level</b>	5 = Severe - Multiple Fatalities
	<b>Likelihood</b>	2 - Unlikely	<b>Likelihood</b>	1 - Very Unlikely

<b>Description</b>	Burns from fire and equipment next to fire. Smoke inhalation. Asthma attack from inhaling smoke and dust.
<b>Who is harmed and how</b>	Staff and children
<b>Current Controls</b> (Coal fire)	Guards to be kept on fire and group will be warned not to stand too close to 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 becomes smoky or goes outside. Only staff do toasting. Radiators kept out of the way of the children.
<b>Additional Controls</b> (Coal fire)	

## Arts and Crafts From Register: '1950s Risk Register'

<b>Hazard:</b>	Arts and Crafts			
	<b>Rating Before Control Measures:</b>		<b>Rating After Control Measures:</b>	
	<b>10</b>		<b>5</b>	
	<b>Risk Level</b>	5 = Severe - Multiple Fatalities	<b>Risk Level</b>	5 = Severe - Multiple Fatalities
	<b>Likelihood</b>	2 - Unlikely	<b>Likelihood</b>	1 - Very Unlikely

<b>Description</b>	Choking on split pins or other small craft items
<b>Who is harmed and how</b>	Museum staff, volunteers, and participants Risk of loss of life or severe injury by swallowing items
<b>Current Controls</b> (Arts and Crafts)	Craft items must not be put in or near mouth, particularly by young children. Participants will be supervised by their parent or guardian at all times.
<b>Additional Controls</b> (Arts and Crafts)	

<b>Hazard:</b>	Arts and Crafts			
	<b>Rating Before Control Measures:</b>		<b>Rating After Control Measures:</b>	
	<b>3</b>		<b>1</b>	
	<b>Risk Level</b>	1 = Low - Minor Injury	<b>Risk Level</b>	1 = Low - Minor Injury
	<b>Likelihood</b>	3 - Possible	<b>Likelihood</b>	1 - Very Unlikely

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<b>Description</b>	Using dip pens with sharp nibs
<b>Who is harmed and how</b>	Children, supervising adults and visitors as well as museum staff
<b>Current Controls</b> (Arts and Crafts)	Museum staff will give instructions on how to use the dip pens to the school groups or to the visitors who will be using the pens. staff will monitor their use to ensure they are being used correctly.
<b>Additional Controls</b> (Arts and Crafts)	Supervising adults will also be asked to monitor their group.

## Handling objects From Register: 'Learning Risk Register'

<b>Hazard:</b>	Handling objects			
	<b>Rating Before Control Measures:</b>		<b>Rating After Control Measures:</b>	
	<b>8</b>		<b>4</b>	
	<b>Risk Level</b>	2 = Medium - Temporary Disability or Illness	<b>Risk Level</b>	2 = Medium - Temporary Disability or Illness
	<b>Likelihood</b>	4 - Likely	<b>Likelihood</b>	2 - Unlikely

<b>Description</b>	Staff and Children handling artefacts during the activity.
<b>Who is harmed and how</b>	Staff and children, from splinters, dropping heavy objects, cuts, crushed fingers, bruising.
<b>Current Controls</b> (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.
<b>Additional Controls</b> (Handling objects)	

## Uneven Surface From Register: 'Beamish General Risk Register'

<b>Hazard:</b>	Uneven Surface			
	<b>Rating Before Control Measures:</b>		<b>Rating After Control Measures:</b>	
	<b>12</b>		<b>6</b>	
	<b>Risk Level</b>	3 = High - Permanent Disability or Major Injury	<b>Risk Level</b>	3 = High - Permanent Disability or Major Injury
	<b>Likelihood</b>	4 - Likely	<b>Likelihood</b>	2 - Unlikely

<b>Description</b>	Trips over damaged flagstones, curbs or paths
<b>Who is harmed and how</b>	All pedestrians on site Trip injuries
<b>Current Controls</b> (Uneven Surface)	Staff to make visual check of working area daily. Damage to be reported via maintenance request for repair. Significant hazards to be fenced/cordoned off or visually marked with tape.
<b>Additional Controls</b> (Uneven Surface)	

## Weather From Register: 'Learning Risk Register'

<b>Hazard:</b>	Weather			
	<b>Rating Before Control Measures:</b>		<b>Rating After Control Measures:</b>	
	<b>9</b>		<b>3</b>	
	<b>Risk Level</b>	3 = High - Permanent Disability or Major Injury	<b>Risk Level</b>	3 = High - Permanent Disability or Major Injury



**Likelihood**

3 - Possible

**Likelihood**

1 - Very Unlikely

<b>Description</b>	Adverse weather conditions during the running of the activity
<b>Who is harmed and how</b>	Children, school staff, visitors and Museum staff falling on ice or snow, exposed to extreme cold.
<b>Current Controls</b> (Weather)	Staff to monitor conditions and adapt delivery accordingly. Staff to grit and clear pavements if necessary.
<b>Additional Controls</b> (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'

<b>Hazard:</b>	Slip or Trip Hazard			
	<b>Rating Before Control Measures:</b>		<b>Rating After Control Measures:</b>	
	<b>9</b>		<b>6</b>	
	<b>Risk Level</b>	3 = High - Permanent Disability or Major Injury	<b>Risk Level</b>	3 = High - Permanent Disability or Major Injury
	<b>Likelihood</b>	3 - Possible	<b>Likelihood</b>	2 - Unlikely

<b>Description</b>	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.
<b>Who is harmed and how</b>	Staff and children
<b>Current Controls</b> (Slip or Trip Hazard)	Effective briefing and instructions given, emphasising potential risks. Pre organise furniture, rugs and equipment to minimise risks. Monitor. Children are told not to climb on anything. Staff ensure furniture is secure. Monitor children when using the stairs.
<b>Additional Controls</b> (Slip or Trip Hazard)	

**Allergies from objects used with children**

From Register: 'Learning Risk Register'

<b>Hazard:</b>	Allergies from objects used with children			
	<b>Rating Before Control Measures:</b>		<b>Rating After Control Measures:</b>	
	<b>10</b>		<b>5</b>	
	<b>Risk Level</b>	5 = Severe - Multiple Fatalities	<b>Risk Level</b>	5 = Severe - Multiple Fatalities
	<b>Likelihood</b>	2 - Unlikely	<b>Likelihood</b>	1 - Very Unlikely

<b>Description</b>	Allergic reaction
<b>Who is harmed and how</b>	Staff and children, allergic reaction requiring emergency medical attention
<b>Current Controls</b> (Allergies from objects used with children)	Ensure all participants know the risk. Ensure accompanying staff are aware so they may take children away from the activity when they know a specific child may be affected. First Aider and radio on hand.
<b>Additional Controls</b> (Allergies from)	

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objects used with children)

## Food Allergies From Register: 'Learning Risk Register'

	<b>Hazard:</b> Food Allergies		<b>Rating Before Control Measures:</b> <span style="background-color: orange; color: white; padding: 5px; border: 1px solid black;">15</span>		<b>Rating After Control Measures:</b> <span style="background-color: lime; color: black; padding: 5px; border: 1px solid black;">5</span>	
	<b>Risk Level</b>	5 = Severe - Multiple Fatalities	<b>Risk Level</b>	5 = Severe - Multiple Fatalities		
	<b>Likelihood</b>	3 - Possible	<b>Likelihood</b>	1 - Very Unlikely		

<b>Description</b>	Allergic reaction from food/cross contamination
<b>Who is harmed and how</b>	Staff, visitors and participants may have an allergic reaction from food.
<b>Current Controls</b> (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.
<b>Additional Controls</b> (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.

## Animals From Register: 'Learning Risk Register'

	<b>Hazard:</b> Animals		<b>Rating Before Control Measures:</b> <span style="background-color: yellow; color: black; padding: 5px; border: 1px solid black;">9</span>		<b>Rating After Control Measures:</b> <span style="background-color: lime; color: black; padding: 5px; border: 1px solid black;">3</span>	
	<b>Risk Level</b>	3 = High - Permanent Disability or Major Injury	<b>Risk Level</b>	3 = High - Permanent Disability or Major Injury		
	<b>Likelihood</b>	3 - Possible	<b>Likelihood</b>	1 - Very Unlikely		

<b>Description</b>	Children being bitten, trampled, kicked, stood on, having allergies, illnesses
<b>Who is harmed and how</b>	Children, Beamish staff and teaching staff hurt by livestock (particularly horses)
<b>Current Controls</b> (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.
<b>Additional Controls</b> (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'

	<b>Hazard:</b> Mismanaging children during activities		<b>Rating Before Control Measures:</b> <span style="background-color: lime; color: black; padding: 5px; border: 1px solid black;">6</span>		<b>Rating After Control Measures:</b> <span style="background-color: green; color: black; padding: 5px; border: 1px solid black;">2</span>	
	<b>Risk Level</b>	2 = Medium - Temporary Disability or Illness	<b>Risk Level</b>	2 = Medium - Temporary Disability or Illness		
	<b>Likelihood</b>	3 - Possible	<b>Likelihood</b>	1 - Very Unlikely		

<b>Description</b>	Children pushing one another after no and/or poor instructions given
<b>Who is harmed</b>	Children bumps and bruises

<b>and how</b>	
<b>Current Controls</b> (Mismanaging children during activities )	Beamish Staff manage children effectively giving clear and concise instructions at all times
<b>Additional Controls</b> (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'

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

<b>Description</b>	Children get emotionally affected by the experience offered.
<b>Who is harmed and how</b>	Children - emotionally affected by experience.
<b>Current Controls</b> (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.
<b>Additional Controls</b> (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'

<b>Hazard:</b>	Safeguarding			
	<b>Rating Before Control Measures:</b>		<b>Rating After Control Measures:</b>	
	<b>6</b>		<b>3</b>	
	<b>Risk Level</b>	3 = High - Permanent Disability or Major Injury	<b>Risk Level</b>	3 = High - Permanent Disability or Major Injury
	<b>Likelihood</b>	2 - Unlikely	<b>Likelihood</b>	1 - Very Unlikely

<b>Description</b>	Inappropriate conduct between children and other visitors or children and staff
<b>Who is harmed and how</b>	Children being exposed to inappropriate behaviour be other visitors or staff
<b>Current Controls</b> (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.
<b>Additional Controls</b> (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.



