

Risk Assessment for: "School groups visiting Father Christmas at the Grotto"



This document was created in MY Compliance Management on 08/11/2024 15:39:00

Risk Assessment for: School groups visiting Father Christmas at the Grotto			
Start date	25/10/2024	End date	25/10/2026
Contact	Susan Appleby / Cath Rice		
Phone	0191 370 4065		
Location	Grotto		
Description	Groups of school children visiting Father Christmas at the Grotto and receiving a gift.		

Sign off	
Capacity: Health and Safety Manager Name: Tim Hawkins 07/11/2024 14:44:19	

Light levels From Register: 'Beamish General Risk Register'

Hazard:	Light levels					
	Rating Before Control Measures:		<b>9</b>	Rating After Control Measures:		<b>6</b>
	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	Slips and Trips					
Who is harmed and how	Visitors Slip / Trip injuries					
Current Controls (Light levels)	Responsible staff member to ensure events are planned to allow for necessary lighting Responsible staff member to ensure visitors are aware of hazards					
Additional Controls (Light levels)						

Stairs From Register: 'Beamish General Risk Register'

Hazard:	Stairs					
	Rating Before Control Measures:		<b>10</b>	Rating After Control Measures:		<b>5</b>
	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	Trips on outdoor steps					
Who is harmed and how	All pedestrians on site					
Current Controls (Stairs)	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. Step edges to be highlighted with contrasting colour where appropriate. Non-slip tread to be in place where appropriate. Handrails to be in place and secure.					
Additional Controls (Stairs)						

Electrical Equipment		From Register: 'Christmas Risk Register'	
<b>Hazard:</b>	Electrical Equipment		
	<b>Rating Before Control Measures:</b>	<b>15</b>	<b>Rating After Control Measures:</b>
	<b>Risk Level</b>	5 = Loss of life / Illness with potential to cause death or multiple disabilities	<b>Risk Level</b>
	<b>Likelihood</b>	3 - May or may not happen	<b>Likelihood</b>
<b>Description</b>	Christmas lights		
<b>Who is harmed and how</b>	Staff, volunteers, visitors. Electrocution		
<b>Current Controls</b> (Electrical Equipment)	All Christmas lights to be checked before using by Electricians All Christmas lights to be LED and 12 volts. All lights are stored by the Electricians. Electricians and Maintenance team to install lights in high places and exterior areas. Competent staff to put lights on trees and garlands Use Battery operated lights when able too.		
<b>Additional Controls</b> (Electrical Equipment)			

<b>Hazard:</b>	Electrical Equipment		
	<b>Rating Before Control Measures:</b>	<b>15</b>	<b>Rating After Control Measures:</b>
	<b>Risk Level</b>	5 = Loss of life / Illness with potential to cause death or multiple disabilities	<b>Risk Level</b>
	<b>Likelihood</b>	3 - May or may not happen	<b>Likelihood</b>
<b>Description</b>	Electric fires		
<b>Who is harmed and how</b>	All staff, volunteers and visitors Electrocution. Fire		
<b>Current Controls</b> (Electrical Equipment)	All fires are checked before being installed by Electricians. all fires are checked daily to make sure their are no problems. Any faults or defects are reported immediately and the fire taken away to be fixed. The fire is not to be left unattended during usage and at end of the day all fires to be turned off by a competent person. Bags of presents, boxes and fabrics to be placed away from the fire to allow heat to come out and circulate and to help stop anything from catching fire.		
<b>Additional Controls</b> (Electrical Equipment)			

Uneven Surface		From Register: 'Beamish General Risk Register'	
<b>Hazard:</b>	Uneven Surface		
	<b>Rating Before Control Measures:</b>	<b>12</b>	<b>Rating After Control Measures:</b>
	<b>Risk Level</b>	3 = Major Injury (broken bone) / Illness requiring urgent medical treatment, >3 days lost work time or chronic illness	<b>Risk Level</b>
	<b>Likelihood</b>	4 - Likely to happen	<b>Likelihood</b>
<b>Description</b>	Slip / trip hazards on various outdoor surfaces		

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<b>Who is harmed and how</b>	All pedestrians on site Slip/trip/ fall injuries
<b>Current Controls</b> (Uneven Surface)	Staff to make a visual check of their work area daily and report significant hazards. Signage erected at the start of any challenging routes. Advice given to visitors on Accessibility section of website. Staff and volunteers to wear footwear suitable for all locations they are expected to work in.
<b>Additional Controls</b> (Uneven Surface)	

**Work at Height** From Register: 'Christmas Risk Register'

<b>Hazard:</b>	Work at Height			
	<b>Rating Before Control Measures:</b>		<b>Rating After Control Measures:</b>	
	<b>12</b>		<b>2</b>	
	<b>Risk Level</b>	4 = Severe injury (loss of sight, loss of limb) / Illness with potential to cause permanent disability	<b>Risk Level</b>	1 = Minor injury (Slight cut, scrape, bruise) / Short term illness or discomfort
	<b>Likelihood</b>	3 - May or may not happen	<b>Likelihood</b>	2 - Unlikely to happen
<b>Description</b>	Gap between the platform and the waggon inside the Goods shed in the station			
<b>Who is harmed and how</b>	Staff, volunteers, visitors. A person could fall through the gap or trip and fall resulting in injury			
<b>Current Controls</b> (Work at Height)	A wooden ramp to be installed to cover the gap at the door ways to the waggons in the good shed. Ramp to be checked daily. Report any faults or defects immediately. restrict access until they are fixed. Fake Christmas presents and other large decorations placed prevent access to any other gaps. Safety rails to be placed around open areas and stairs			
<b>Additional Controls</b> (Work at Height)				

<b>Hazard:</b>	Work at Height			
	<b>Rating Before Control Measures:</b>		<b>Rating After Control Measures:</b>	
	<b>15</b>		<b>6</b>	
	<b>Risk Level</b>	3 = Major Injury (broken bone) / Illness requiring urgent medical treatment, >3 days lost work time or chronic illness	<b>Risk Level</b>	3 = Major Injury (broken bone) / Illness requiring urgent medical treatment, >3 days lost work time or chronic illness
	<b>Likelihood</b>	5 - Almost certain to happen	<b>Likelihood</b>	2 - Unlikely to happen
<b>Description</b>	Station Good shed platform. Staff, volunteers and Visitors walking up ramp to the platform to enter and leave the grotto. Families waiting to go in the grotto at the doorway on platform			
<b>Who is harmed and how</b>	All staff, volunteers and visitors. Anyone could fall from platform and be injured			
<b>Current Controls</b> (Work at Height)	Visitors are not left alone on the platform while waiting to enter the grotto. A member of staff/volunteer are with them. Staff to advise the families to be careful. Platform edge to be roped off and garlands and trees are placed around that area to highlight the route. A light fitted to the roof to highlight the entrance/exit route when it is dark.			
<b>Additional Controls</b> (Work at Height)				

**Temporary Structure** From Register: 'Christmas Risk Register'

<b>Hazard:</b>	Temporary Structure			
	<b>Rating Before Control Measures:</b>		<b>Rating After Control Measures:</b>	
	<b>9</b>		<b>6</b>	



<b>Risk Level</b>	3 = Major Injury (broken bone) / Illness requiring urgent medical treatment, >3 days lost work time or chronic illness	<b>Risk Level</b>	3 = Major Injury (broken bone) / Illness requiring urgent medical treatment, >3 days lost work time or chronic illness
<b>Likelihood</b>	3 - May or may not happen	<b>Likelihood</b>	2 - Unlikely to happen

<b>Description</b>	Fall from Santa's Sleigh
<b>Who is harmed and how</b>	Visitors-adults and children Broken bones
<b>Current Controls</b> (Temporary Structure)	Children should be supervised at all times when sitting in the sleigh for a photograph, Staff member in the marquee should be aware of anyone using the sleigh and if anyone does fall, first aid assistance should be called for immediately.
<b>Additional Controls</b> (Temporary Structure)	

<b>Hazard:</b>	Temporary Structure			
	<b>Rating Before Control Measures:</b>		<b>Rating After Control Measures:</b>	
	<b>12</b>		<b>8</b>	
	<b>Risk Level</b>	4 = Severe injury (loss of sight, loss of limb) / Illness with potential to cause permanent disability	<b>Risk Level</b>	4 = Severe injury (loss of sight, loss of limb) / Illness with potential to cause permanent disability
	<b>Likelihood</b>	3 - May or may not happen	<b>Likelihood</b>	2 - Unlikely to happen
<b>Description</b>	Items falling from height			
<b>Who is harmed and how</b>	Staff/visitors Head injury			
<b>Current Controls</b> (Temporary Structure)	Ensure anything that is hanging from a height has been secured in place appropriately using cable ties or a suitable alternative, Anything that appears to be loose must be reported to the site maintenance team immediately.			
<b>Additional Controls</b> (Temporary Structure)				

<b>Hazard:</b>	Temporary Structure			
	<b>Rating Before Control Measures:</b>		<b>Rating After Control Measures:</b>	
	<b>15</b>		<b>6</b>	
	<b>Risk Level</b>	3 = Major Injury (broken bone) / Illness requiring urgent medical treatment, >3 days lost work time or chronic illness	<b>Risk Level</b>	3 = Major Injury (broken bone) / Illness requiring urgent medical treatment, >3 days lost work time or chronic illness
	<b>Likelihood</b>	5 - Almost certain to happen	<b>Likelihood</b>	2 - Unlikely to happen
<b>Description</b>	Temporary walls/ fence screens/ murals inside and outside the grotto buildings			
<b>Who is harmed and how</b>	Staff, Volunteers and visitors maybe injured due to the temporary structure falling down.			
<b>Current Controls</b> (Temporary Structure)	All Temporary structures to be installed by the Maintenance team. Temporary walls/murals and fences to be secured appropriately These are to be checked everyday. Any faults reported immediately . access to these areas restricted until fault is fixed.			
<b>Additional Controls</b> (Temporary Structure)				

<b>Hazard:</b>	Temporary Structure			
	<b>Rating Before Control Measures:</b>		<b>Rating After Control Measures:</b>	
	<b>15</b>		<b>6</b>	



<b>Risk Level</b>	5 = Loss of life / Illness with potential to cause death or multiple disabilities	<b>Risk Level</b>	3 = Major Injury (broken bone) / Illness requiring urgent medical treatment, >3 days lost work time or chronic illness
<b>Likelihood</b>	3 - May or may not happen	<b>Likelihood</b>	2 - Unlikely to happen

<b>Description</b>	Temporary shed inside the council depot building used as a Grotto
<b>Who is harmed and how</b>	Staff, volunteers, visitors. Collapse of shed . Trip/fall on the step entering the shed
<b>Current Controls</b> (Temporary Structure)	Shed to be erected by the maintenance team. Shed checked daily for faults or defects. Report any faults or defects immediately and restrict access until the problem is fixed only staff to be allowed on to the shed area. Sitting area for visitors to be placed outside in the council depot building.
<b>Additional Controls</b> (Temporary Structure)	

<b>Hazard:</b>	Temporary Structure
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<b>Rating Before Control Measures:</b>		<b>9</b>	<b>Rating After Control Measures:</b>		<b>4</b>
<b>Risk Level</b>	3 = Major Injury (broken bone) / Illness requiring urgent medical treatment, >3 days lost work time or chronic illness		<b>Risk Level</b>	2 = Requiring medical attention (burn, deep cut) / Illness requiring medical treatment or 1-3 days lost work time	
<b>Likelihood</b>	3 - May or may not happen		<b>Likelihood</b>	2 - Unlikely to happen	

<b>Description</b>	Tunnel of lights
<b>Who is harmed and how</b>	Staff, volunteers, visitors. Trips and falls by all on guide wires holding metal framework in place. Once it is up it is hard to see. Injuries to staff who are putting it together. Christmas lights and garlands attached to the structure
<b>Current Controls</b> (Temporary Structure)	Structure is erected by the Maintenance Team. Guide wires to be covered with a grey pipe insulation and then covered with duck tape to highlight it. ( like candy canes) Close off access to the guide wires as much as possible using christmas trees All Staff to wear cut resistant gloves while erecting it and decorating it. Christmas lights to be attached to framework by Maintenance team. All Christmas lights to be tested before use by Electrician. Lights are on a main switch and controlled by Electrician. Structure checked daily any faults reported immediately.
<b>Additional Controls</b> (Temporary Structure)	

<b>Hazard:</b>	Temporary Structure
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<b>Rating Before Control Measures:</b>		<b>15</b>	<b>Rating After Control Measures:</b>		<b>6</b>
<b>Risk Level</b>	3 = Major Injury (broken bone) / Illness requiring urgent medical treatment, >3 days lost work time or chronic illness		<b>Risk Level</b>	3 = Major Injury (broken bone) / Illness requiring urgent medical treatment, >3 days lost work time or chronic illness	
<b>Likelihood</b>	5 - Almost certain to happen		<b>Likelihood</b>	2 - Unlikely to happen	

<b>Description</b>	Stairs to be used by staff, volunteers and visitors leading into a grotto inside the Good shed.
<b>Who is harmed and how</b>	All staff, volunteers and visitors. Trip and falls
<b>Current Controls</b> (Temporary Structure)	Stairs to be made and secured by a qualified person and secured to the platform. Stairs to be checked daily for faults or defects.

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	<p>If any faults or defects found the stairs will be out of use until the problem is fixed. A hand rail needed. Stairs to have a non slip surface applied to reduce risk. The area to be fitted with lights</p>
<p><b>Additional Controls</b> (Temporary Structure)</p>	

**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 = Major Injury (broken bone) / Illness requiring urgent medical treatment, >3 days lost work time or chronic illness	<b>Risk Level</b>	3 = Major Injury (broken bone) / Illness requiring urgent medical treatment, >3 days lost work time or chronic illness
	<b>Likelihood</b>	3 - May or may not happen	<b>Likelihood</b>	1 - Almost certain never to happen
<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.			

**Doors and Gates** From Register: 'Beamish General Risk Register'

<b>Hazard:</b>	Doors and Gates			
	<b>Rating Before Control Measures:</b>		<b>Rating After Control Measures:</b>	
	<b>6</b>		<b>2</b>	
	<b>Risk Level</b>	2 = Requiring medical attention (burn, deep cut) / Illness requiring medical treatment or 1-3 days lost work time	<b>Risk Level</b>	1 = Minor injury (Slight cut, scrape, bruise) / Short term illness or discomfort
	<b>Likelihood</b>	3 - May or may not happen	<b>Likelihood</b>	2 - Unlikely to happen
<b>Description</b>	Trapping of hands in doors			
<b>Who is harmed and how</b>	Museum Staff, Volunteers, Contractors, Visitors Nips and crush injuries			
<b>Current Controls</b> (Doors and Gates)	Staff to be aware of doors closing etc. Doors held by suitable stops if required. Faults with closure mechanisms to be raised by staff as a maintenance request. Any doors required to be operated by visitors must be easy to use.			
<b>Additional Controls</b> (Doors and Gates)				

**Christmas decoration (baubles)** From Register: 'Christmas Risk Register'

<b>Hazard:</b>	Christmas decoration (baubles)			
	<b>Rating Before Control Measures:</b>		<b>Rating After Control Measures:</b>	
	<b>3</b>		<b>2</b>	
	<b>Risk Level</b>	1 = Minor injury (Slight cut, scrape, bruise) / Short term illness or discomfort	<b>Risk Level</b>	1 = Minor injury (Slight cut, scrape, bruise) / Short term illness or discomfort
	<b>Likelihood</b>	3 - May or may not happen	<b>Likelihood</b>	2 - Unlikely to happen
<b>Description</b>	Christmas Decorations Baubles to hang on trees and garlands at the grotto and other areas on site			

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<b>Who is harmed and how</b>	All staff, volunteers and visitors. Baubles could get broken and anyone handling them could cut hands
<b>Current Controls</b> (Christmas decoration (baubles))	All Baubles to be checked for Damages. If they are broken, throw away. Try and use plastic baubles. Anyone decorating trees or garlands to wear cut resistant gloves.
<b>Additional Controls</b> (Christmas decoration (baubles))	

**Christmas Garlands (fake)** From Register: 'Christmas Risk Register'

<b>Hazard:</b>	Christmas Garlands (fake)			
	<b>Rating Before Control Measures:</b>		<b>Rating After Control Measures:</b>	
	<b>3</b>		<b>2</b>	
	<b>Risk Level</b>	1 = Minor injury (Slight cut, scrape, bruise) / Short term illness or discomfort	<b>Risk Level</b>	1 = Minor injury (Slight cut, scrape, bruise) / Short term illness or discomfort
	<b>Likelihood</b>	3 - May or may not happen	<b>Likelihood</b>	2 - Unlikely to happen
<b>Description</b>	Christmas garlands in grottos, outside in the grotto areas, Entrance, tea rooms			
<b>Who is harmed and how</b>	All staff, Volunteers and visitors. Anyone putting up the decorations could cut hands on foliage and wired branches			
<b>Current Controls</b> (Christmas Garlands (fake))	All staff to wear cut resistant gloves when handling the garlands. Any damaged garlands to be thrown away. Once hung up any sharp edges should be out of reach of visitors.			
<b>Additional Controls</b> (Christmas Garlands (fake))				

**Real Christmas trees** From Register: 'Christmas Risk Register'

<b>Hazard:</b>	Real Christmas trees			
	<b>Rating Before Control Measures:</b>		<b>Rating After Control Measures:</b>	
	<b>9</b>		<b>2</b>	
	<b>Risk Level</b>	3 = Major Injury (broken bone) / Illness requiring urgent medical treatment, >3 days lost work time or chronic illness	<b>Risk Level</b>	1 = Minor injury (Slight cut, scrape, bruise) / Short term illness or discomfort
	<b>Likelihood</b>	3 - May or may not happen	<b>Likelihood</b>	2 - Unlikely to happen
<b>Description</b>	Moving and decorating Christmas trees Allergies to pine tree sap			
<b>Who is harmed and how</b>	Staff volunteers, visitors. Cut hands while moving or decorating trees Allergies to the pine sap muscle strains			
<b>Current Controls</b> (Real Christmas trees)				
<b>Additional Controls</b> (Real Christmas trees)	Anyone involved in moving trees should have manual handling training . Use lifting equipment where able to. Anyone involved in decorating the trees should wear cut resistant gloves.			

**Fake Snow** From Register: 'Christmas Risk Register'

<b>Hazard:</b>	Fake Snow			
	<b>Rating Before Control Measures:</b>		<b>Rating After Control Measures:</b>	
	<b>9</b>		<b>6</b>	



<b>Risk Level</b>	3 = Major Injury (broken bone) / Illness requiring urgent medical treatment, >3 days lost work time or chronic illness	<b>Risk Level</b>	3 = Major Injury (broken bone) / Illness requiring urgent medical treatment, >3 days lost work time or chronic illness
<b>Likelihood</b>	3 - May or may not happen	<b>Likelihood</b>	2 - Unlikely to happen

<b>Description</b>	Spraying Fake snow around the site
<b>Who is harmed and how</b>	Maintenance Staff, All staff, Volunteers, visitors. Inhalation of the fake snow. Snow could get into eyes.
<b>Current Controls</b> (Fake Snow)	The area should be kept clear while the snow spraying is taking place, or this activity should take place early in the morning. Only the maintenance team to spray the snow as they have had training and have knowledge of the machine. Masks to be worn during the spraying process by the staff including anyone working in that area. Goggles to be worn
<b>Additional Controls</b> (Fake Snow)	

**Working with Children** From Register: 'Christmas Risk Register'

<b>Hazard:</b>	Working with Children			
	<b>Rating Before Control Measures:</b>		<b>Rating After Control Measures:</b>	
	<b>12</b>		<b>8</b>	
	<b>Risk Level</b>	4 = Severe injury (loss of sight, loss of limb) / Illness with potential to cause permanent disability	<b>Risk Level</b>	4 = Severe injury (loss of sight, loss of limb) / Illness with potential to cause permanent disability
	<b>Likelihood</b>	3 - May or may not happen	<b>Likelihood</b>	2 - Unlikely to happen
<b>Description</b>	Accusations of inappropriate conduct with children			
<b>Who is harmed and how</b>	Children visiting the grotto Staff acting as Father Christmas Children's safeguarding. Prosecution			
<b>Current Controls</b> (Working with Children)	All staff acting as Father Christmas to be DBS All staff to have safeguarding training. All Staff to be given training by the museum on what to do and say . All children to be accompanied by an appropriate adult, parent , guardian or Teacher. Present bags placed in the grottos to create a comfortable distance for all. Father Christmas helpers to be nearby.			
<b>Additional Controls</b> (Working with Children)				

<b>Hazard:</b>	Working with Children			
	<b>Rating Before Control Measures:</b>		<b>Rating After Control Measures:</b>	
	<b>9</b>		<b>4</b>	
	<b>Risk Level</b>	3 = Major Injury (broken bone) / Illness requiring urgent medical treatment, >3 days lost work time or chronic illness	<b>Risk Level</b>	2 = Requiring medical attention (burn, deep cut) / Illness requiring medical treatment or 1-3 days lost work time
	<b>Likelihood</b>	3 - May or may not happen	<b>Likelihood</b>	2 - Unlikely to happen
<b>Description</b>	Father Christmas and Helpers using inappropriate language while talking to children			
<b>Who is harmed and how</b>	All staff working at the grotto could be affected and it could lead to disciplinary .			
<b>Current Controls</b>				

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(Working with Children)	All staff to be given training by the museum, on Safe Guarding and what to do and say when dealing with children. Father Christmas to have a DBS
<b>Additional Controls</b> (Working with Children)	

<b>Hazard:</b>	Working with Children			
	<b>Rating Before Control Measures:</b>		<b>Rating After Control Measures:</b>	
	<b>9</b>		<b>6</b>	
	<b>Risk Level</b>	3 = Major Injury (broken bone) / Illness requiring urgent medical treatment, >3 days lost work time or chronic illness	<b>Risk Level</b>	3 = Major Injury (broken bone) / Illness requiring urgent medical treatment, >3 days lost work time or chronic illness
	<b>Likelihood</b>	3 - May or may not happen	<b>Likelihood</b>	2 - Unlikely to happen

<b>Description</b>	Grotto helper being accused of inappropriate conduct with children
<b>Who is harmed and how</b>	Helper and child Prosecution
<b>Current Controls</b> (Working with Children)	All children should be accompanied by a responsible adult, parent, guardian or teacher. Helper is not left alone with the child. All helpers are given safe Guarding training by the museum.
<b>Additional Controls</b> (Working with Children)	

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

<b>Hazard:</b>	Mismanaging children during activities			
	<b>Rating Before Control Measures:</b>		<b>Rating After Control Measures:</b>	
	<b>6</b>		<b>2</b>	
	<b>Risk Level</b>	2 = Requiring medical attention (burn, deep cut) / Illness requiring medical treatment or 1-3 days lost work time	<b>Risk Level</b>	2 = Requiring medical attention (burn, deep cut) / Illness requiring medical treatment or 1-3 days lost work time
	<b>Likelihood</b>	3 - May or may not happen	<b>Likelihood</b>	1 - Almost certain never to happen

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

Christmas gift From Register: 'Learning Risk Register'

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

<b>Description</b>	Gift is given to children at Father Christmas' grotto.
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<b>Who is harmed and how</b>	If gift is not age appropriate it could present a choking hazard to younger children.
<b>Current Controls</b> (Christmas gift)	All gifts chosen to be safe for the appropriate age group. Staff to ensure the correct gift is given to the child, suitable for their age.
<b>Additional Controls</b> (Christmas gift)	



