

Risk Assessment for: "Proper Canny Pottery Schools Activity"



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| Risk Assessment for: Proper Canny Pottery Schools Activity | | | |
|--|--|----------|------------|
| Start date | 07/02/2025 | End date | 07/02/2027 |
| Contact | Catherine Rice and Marcin Kopkowski | | |
| Phone | 0191 370 4065 | | |
| Location | Pottery at Pockerley Old Hall | | |
| Description | <p>The session will focus on having a go at working with clay in the Georgian pottery. We will briefly talk about what life was like 200 years ago and see the types of items made by different skilled crafts people. We will focus on pottery, find out about different items made by a potter, what they are used for and look at how they are decorated.</p> <p>All children will have a go on a hand turned pottery wheel, be able to try hand building items with clay and work on a collaborative project, hand building a class plaque. This will be fired by the Museum and returned to the school at the end of the project.</p> | | |

| Sign off | |
|---|--|
| Capacity: Health and Safety Manager Name: Tim Hawkins 06/02/2025 16:31:30 | |
| Capacity: Health and safety manager - Approval of updates Name: Tim Hawkins 04/03/2025 12:24:29 | |

| 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 at all times. In the event of fire Museum staff to evacuate building to muster area. | | | |
| Additional Controls (Building Fire) | Children to be directed to place bag's/coats so as not to present trip hazards in the event that they must evacuate. | | | |

| Handling objects From Register: 'Learning Risk Register' | | | | |
|---|--|---|---------------------------------------|---|
| Hazard: | Handling objects | | | |
|  | Rating Before Control Measures: | | Rating After Control Measures: | |
| | 8 | | 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 |

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| 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 if hazardous. Heavy and easily breakable objects kept on the tables and supervised by adults. Staff to be especially aware of the kick wheel (moving parts) with children only to use if supervised. |
| Additional Controls (Handling objects) | |

Sharp objects From Register: 'Learning Risk Register'

| | | | | |
|--|--|---|---------------------------------------|---|
| Hazard: | Sharp objects | | | |
|  | Rating Before Control Measures: | | Rating After Control Measures: | |
| | 6 | | 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 | Objects that may become sharp if they are broken e.g. 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 breakable objects on the table and advise visitors they do not need to pick them up. Adult supervision when handling objects. | | | |
| 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. | | | |

| | | | | |
|--|---|---|---------------------------------------|---|
| Hazard: | Sharp objects | | | |
|  | Rating Before Control Measures: | | Rating After Control Measures: | |
| | 8 | | 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 | The items made in Pottery might have sharp edges | | | |
| Who is harmed and how | Staff, volunteers, visitors, school children | | | |
| Current Controls (Sharp objects) | Children supervised at all times (by a teacher if school children), Staff to be extra vigilante when handling objects with sharp edges. | | | |
| Additional Controls (Sharp objects) | | | | |

Slip or Trip Hazard From Register: 'Rural Life Risk Register'

| | | | | |
|--|--|---|---------------------------------------|---|
| Hazard: | Slip or Trip Hazard | | | |
|  | Rating Before Control Measures: | | Rating After Control Measures: | |
| | 8 | | 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 |

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|---|--|
| Description | Uneven surfaces on the Courtyard and the footpaths (cobblestones, flagstones, grass) |
| Who is harmed and how | Staff, Visitors, Volunteers |
| Current Controls (Slip or Trip Hazard) | Footpaths kept clean in gritted in the winter to minimise the risk of a slip/trip. |
| Additional Controls (Slip or Trip Hazard) | |

| | | | | |
|--|--|--|---------------------------------------|--|
| 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. |
| Who is harmed and how | Staff and children |
| Current Controls (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. |
| Additional Controls (Slip or Trip Hazard) | Staff to stay vigilant and monitor that visitors or objects aren't unnecessarily blocking/hampering pathways, routes and entrances/exits. If children are based in one space for an activity then they should be informed where they can place their bags and possessions without causing a hazard. |

| | | | | |
|--|--|---|---------------------------------------|--|
| Hazard: | Slip or Trip Hazard | | | |
|  | Rating Before Control Measures: | | Rating After Control Measures: | |
| | 8 | | 3 | |
| | Risk Level | 2 = Requiring medical attention (burn, deep cut) / Illness requiring medical treatment or 1-3 days lost work time | Risk Level | 1 = Minor injury (Slight cut, scrape, bruise) / Short term illness or discomfort |
| | Likelihood | 4 - Likely to happen | Likelihood | 3 - May or may not happen |

| | |
|---|--|
| Description | Working in pottery require water. Water spillage can cause a slip/trip hazard. |
| Who is harmed and how | Staff, volunteers, Visitors |
| Current Controls (Slip or Trip Hazard) | Floor to be moped on regular basics, "wet floor" signs in place |
| Additional Controls (Slip or Trip Hazard) | |

Allergies from objects used with children From Register: 'Rural Life Risk Register'

| | | | | |
|--|---|--|---------------------------------------|--|
| Hazard: | Allergies from objects used with children | | | |
|  | 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 |

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|---|---|
| Description | Some people might have an allergies to molds that are normally contained in aging clay |
| Who is harmed and how | Staff, volunteers, visitors, school children |
| Current Controls (Allergies from objects used with children) | Staff and volunteers to inform the manager about an allergy and cease working with clay. Schools to be contacted in advance of activity to check for allergies. |
| Additional Controls (Allergies from objects used with children) | |

Dropping heavy objects From Register: 'Learning Risk Register'

| | | | | |
|--|---|--|---------------------------------------|--|
| Hazard: | Dropping heavy objects | | | |
| | 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 | Heavy weights or items dropped | | | |
| Who is harmed and how | Heavy weights/items e.g. pottery wheels, falling onto fingers or toes causing bruising, broken bones or crush injury. | | | |
| Current Controls (Dropping heavy objects) | Clear instructions. Designated area where pottery wheels are used. Close supervision of children using the pottery wheel to ensure careful use. | | | |
| Additional Controls (Dropping heavy objects) | Heavy cast iron wheels used which are difficult to move. | | | |

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 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 | Children being bitten, trampled, kicked, stood on, having allergies, illnesses | | | |
| Who is harmed and how | Children, Beamish staff and teaching staff hurt by livestock. Geese roam free around Pockerley area. | | | |
| Current Controls (Animals) | Group informed and anyone with allergy to livestock kept at a safe distance. Experienced handler will manage any livestock being moved e.g. horses. Supervising adults to keep children at a safe distance. If geese are a problem they can be penned up. | | | |
| Additional Controls (Animals) | Children to wash their hands after activity and before eating. | | | |

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 = Requiring medical attention (burn, | Risk Level | 2 = Requiring medical attention (burn, |



| | | | |
|-------------------|--|-------------------|--|
| | deep cut) / Illness requiring medical treatment or 1-3 days lost work time | | 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: | | 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 | 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 Specific Area such as Town or Pit Village, to keep in their groups and not split up. Accompanying staff to supervise groups as closely as possible so they can step in if required. 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. |

Moving heavy objects From Register: 'Rural Life Risk Register'

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|--|--|---|---------------------------------------|---|
| Hazard: | Moving heavy objects | | | |
|  | Rating Before Control Measures: | | Rating After Control Measures: | |
| | 8 | | 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 | Moving heavy pottery implements such as potters wheel bags of clay, pottery tools, pots full of water etc. |
| Who is harmed and how | Staff and volunteers |
| Current Controls (Moving heavy objects) | Staff and volunteers use common sense while heavy lifting. All staff has done heavy lifting training on iHASCO. |
| Additional Controls (Moving heavy objects) | |

| | |
|----------------|----------------------|
| Hazard: | Moving heavy 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 | The Pottery doors are very heavy and could cause a serious injury if not secured in the windy weather | | | | | |
| Who is harmed and how | Staff, Volunteers, Visitors | | | | | |
| Current Controls (Moving heavy objects) | Staff to make sure the Pottery doors are sufficiently secured | | | | | |
| Additional Controls (Moving heavy objects) | | | | | | |

Abrasive Disks / Wheels From Register: 'Rural Life Risk Register'

| | | | | | | |
|---|--|---|----------|---------------------------------------|--|----------|
| Hazard: | Abrasive Disks / Wheels | | | | | |
|  | Rating Before Control Measures: | | 8 | Rating After Control Measures: | | 3 |
| | Risk Level | 2 = Requiring medical attention (burn, deep cut) / Illness requiring medical treatment or 1-3 days lost work time | | Risk Level | 1 = Minor injury (Slight cut, scrape, bruise) / Short term illness or discomfort | |
| | Likelihood | 4 - Likely to happen | | Likelihood | 3 - May or may not happen | |
| Description | Risk of abrasion caused by using the potters wheel | | | | | |
| Who is harmed and how | Staff, volunteers and visitors using the potters wheel | | | | | |
| Current Controls (Abrasive Disks / Wheels) | Children will have a go on the hand turned potters wheel under close supervision by trained staff. Staff will give clear instructions to children on what they need to do. One child per wheel to avoid over crowding. | | | | | |
| Additional Controls (Abrasive Disks / Wheels) | | | | | | |

Climbing on Walls and Benches From Register: 'Rural Life Risk Register'

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|--|--|--|----------|---------------------------------------|--|----------|
| Hazard: | Climbing on Walls and Benches | | | | | |
|  | Rating Before Control Measures: | | 4 | Rating After Control Measures: | | 2 |
| | Risk Level | 1 = Minor injury (Slight cut, scrape, bruise) / Short term illness or discomfort | | Risk Level | 1 = Minor injury (Slight cut, scrape, bruise) / Short term illness or discomfort | |
| | Likelihood | 4 - Likely to happen | | Likelihood | 2 - Unlikely to happen | |
| Description | Shelving units at Pottery start quite low and might encourage some visitors (mainly children) to climb on them | | | | | |
| Who is harmed and how | Visitors, especially children | | | | | |
| Current Controls (Climbing on Walls and Benches) | Children to be supervised at all times by an responsible adult. Staff to monitor visitor behaviour. | | | | | |
| Additional Controls (Climbing on Walls and Benches) | | | | | | |

Silica exposure From Register: 'Rural Life Risk Register'

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|--|--|--|-------------------|---|---|--|--|
| Hazard: | | | | Silica exposure | | | |
| | Rating Before Control Measures: | | | Rating After Control Measures: | | | |
| | 12 | | | 4 | | | |
| | Risk Level | 4 = Severe injury (loss of sight, loss of limb) / Illness with potential to cause permanent disability | | 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 | | | | Silicosis, a long term lung disease that causes bruising in the lungs | | | |
| Who is harmed and how | | | | Staff and volunteers working in the Pottery for long periods of time | | | |
| Current Controls (Silica exposure) | | | | Wet cleaning surfaces | | | |
| Additional Controls (Silica exposure) | | | | If wet cleaning not possible, wear an appropriate safety mask. Using a vacuum cleaner with a HEPA filter. | | | |

Use of clay tools From Register: 'Learning Risk Register'

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|---|--|---|-------------------|--|--|--|--|
| Hazard: | | | | Use of clay tools | | | |
| | Rating Before Control Measures: | | | Rating After Control Measures: | | | |
| | 6 | | | 2 | | | |
| | Risk Level | 2 = Requiring medical attention (burn, deep cut) / Illness requiring medical treatment or 1-3 days lost work time | | Risk Level | 1 = Minor injury (Slight cut, scrape, bruise) / Short term illness or discomfort | | |
| Likelihood | 3 - May or may not happen | | Likelihood | 2 - Unlikely to happen | | | |
| Description | | | | Children using wooden modelling tools to shape clay. Tools have pointed ends. | | | |
| Who is harmed and how | | | | Pokes to face and eyes, splinters | | | |
| Current Controls (Use of clay tools) | | | | Close adult supervision of children using tools and ensure they have space to work safely. | | | |
| Additional Controls (Use of clay tools) | | | | Children only to be given wooden tools, not the sharp or needle type pointed tools. | | | |

Ingestion of clay From Register: 'Learning Risk Register'

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|---|--|--|-------------------|---|--|--|--|
| Hazard: | | | | Ingestion of clay | | | |
| | 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 | | | | Children ingesting clay during pottery activity. | | | |
| Who is harmed and how | | | | Potential choking risk from small parts and illness caused by consumption of clay. | | | |
| Current Controls (Ingestion of clay) | | | | Children closely supervised by adults whilst in the pottery - at least one adult to every table. Safety briefing to inform children not to put anything in their mouths. All children to wash hands thoroughly at the end of the session and before eating or drinking. | | | |
| Additional Controls (Ingestion of clay) | | | | | | | |

Vinegar From Register: 'Learning Risk Register'

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|----------------|--|--|--|---------|--|--|--|
| Hazard: | | | | Vinegar | | | |
|----------------|--|--|--|---------|--|--|--|

| | | | | |
|--|---|--|---|--|
|  | Rating Before Control Measures: 3 | | Rating After Control Measures: 2 | |
| | Risk Level | 1 = Minor injury (Slight cut, scrape, bruise) / Short term illness or discomfort | Risk Level | 1 = Minor injury (Slight cut, scrape, bruise) / Short term illness or discomfort |
| | Likelihood | 3 - May or may not happen | Likelihood | 2 - Unlikely to happen |
| Description | Small amount of vinegar used to fix clay pieces to clay plaque. | | | |
| Who is harmed and how | Vinegar getting into eyes - irritation | | | |
| Current Controls (Vinegar) | Small amounts of vinegar used. Close supervision of children to ensure sensible behaviour. | | | |
| Additional Controls (Vinegar) | Close supervision of children by school and museum staff. Children to wash hands after activity. | | | |

| Red Terracotta (Low Fire) Clay | | | |
|--------------------------------|--------------------|---------------------------------|--------------------|
| Product Codes: | P1331 | Reference: | Not Set |
| Manufacturer: | PotteryCrafts Ltd. | Quantity in Inv.: | Not Set |
| Inv. Location: | Beamish Museum | Language: | English (English) |
| Hazard Statements | | Precautionary Statements | |
| Code | Description | Code | Description |

WELs: (Red Terracotta (Low Fire) Clay)

Occupational Exposure Limits

Respirable crystalline silica Long-term exposure limit (8-hour TWA): WEL 0.1 mg/m³
The respirable crystalline silica content of the clay is less than 1%

Exposure controls

Appropriate engineering controls: Provide adequate general and local exhaust ventilation. Observe any occupational exposure limits for the product or ingredients.

Eyeface protection: Eyewear complying with an approved standard should be worn if a risk assessment indicates eye contact is possible. The following protection should be worn: Dust-resistant, chemical splash goggles.

Hand protection Barrier cream applied before work may make it easier to clean the skin after exposure, but does not prevent absorption through the skin.

Hygiene measures Wash hands at the end of each work shift and before eating, smoking and using the toilet. When using do not eat, drink or smoke.

Respiratory protection No specific recommendations. Protection against nuisance dust must be used when the airborne concentration exceeds 10 mg/m³

