

RISK ASSESSMENT FORM

Activity/Task: Stone Age to Iron Age – Learning Session

HAZARDS	CONTROLS	RISK RATING (Numeric rating Low, Acceptable, High, Unacceptable)
<p>Paint Making - Cave Painting Activity This is a supervised activity that takes place only in workshops run by museum staff.</p> <p>Pigments – in powder form</p> <p>Binders – egg and honey</p> <p>Allergic reactions to raw materials</p> <p>Powder contact with skin</p> <p>Powder contact with eyes</p> <p>Inhalation of powder</p> <p>Ingestion</p>	<p>None of the pigments are classified as hazardous.</p> <p>Schools to notify museum of any allergies. Paint making is an optional activity and schools may choose not to include it.</p> <p>Advise children to use the measuring implements and avoid direct contact with the powder. Wash any affected areas with soap and plenty of water.</p> <p>If affected, rinse open eyes with plenty of water. If irritation persists, seek medical advice.</p> <p>Very small quantities of powder are used each time. Use in a well-ventilated room. If affected, take person out to the fresh air.</p> <p>Do not allow children to eat during the activity and ensure they are asked to wash their hands afterwards, especially before eating. Drink water and seek medical advice in event of discomfort.</p>	<p>All Low or Acceptable</p> <p>L2 x C2</p> <p>L2 x C1</p> <p>L2 x C1</p> <p>L1 x C2</p> <p>L1 x C2</p>
<p>Object handling – flint tools etc – minor cuts</p>	<p>Warnings from demonstrator on specific hazards. Children to be supervised at all times when handling objects. In event of injury refer to first aider.</p>	<p>L1 x C4</p>
<p>Stone Age Skills Activity This is a supervised activity that takes place only in workshops run by museum staff.</p> <p>Bow Drilling</p> <p>Bow has sharp point, bow may slip during use – cuts and injuries to hands</p> <p>Dust from stones – inhalation</p> <p>Dust from stones – contact with eyes</p> <p>Quern Stone - Grinding Corn</p> <p>Fingers caught between stones – injuries to fingers</p>	<p>Museum staff to demonstrate correct use of bow drill and warn of hazards. Children supervised throughout activity. In the event of injuries refer to first aider.</p> <p>Do not blow dust into the air. If affected, take person out to fresh air.</p> <p>Wash hands after activity. If affected, rinse open eyes with plenty of water. If irritation persists, seek medical advice.</p> <p>Museum staff to demonstrate correct use of quern stone and warn of hazards. In the event of injuries refer to first aider.</p>	<p>L2 x C2</p> <p>L2 x C2</p> <p>L2 x C2</p> <p>L2 x C1</p>
<p>Use of iPads for taking pictures – accessing or sharing inappropriate content</p>	<p>Museum iPads are not connected to the internet. Images and videos created by children are uploaded from the iPads by museum staff and deleted from the iPads before they are used again. For further information please see our separate risk assessment for use of iPads.</p>	<p>L1 x C3</p>
<p>Museum – General</p> <p>Fire</p> <p>Damage to and from glass cases</p>	<p><i>A trained first aider is always on duty at the museum.</i></p> <p>Standard Evacuation Procedure. Ensure teachers are informed of Fire Evacuation procedures. Fire alarm is linked to the Fire brigade.</p> <p>Assistant and school adult supervision. Glass is toughened</p>	<p>L1 x C4</p> <p>L2 x C3</p>

Stairs, trips	or covered with safety film.	L2 x C2
Children going outside, wandering off, abduction, assault	Children to be warned in briefing not to run in museum. Appropriate briefing by staff on arrival and ensure compliance with instructions. No children should leave the building unless supervised by school and museum staff.	L1 x C4
Danger from other museum users	The museum is open to the public during school sessions with museum assistants on duty at the reception desk, and patrolling through the museum; with CCTV access on the front desk (recorded at the Council CCTV Control Room). Museum staff are all DBS certified.	L1 x C4
Open doorways to private areas, giving access to unquantified dangers	Routine locking of private area doors	L1 x C3
Heat exhaustion	Education Room is air conditioned. Water is available.	L1 x C3
Oaklands Park – General	<i>The museum cannot take responsibility for the safety of children in the park</i>	
Vehicles on entrance road and in car park	School staff to supervise children and ensure they do not play on road or in the car park.	L1 x C4
Play equipment – swings, climbing frames, slides etc – trips, falls	School staff to supervise children and deal with incidents as appropriate	L2 x C3
Dogs – bites, fouling	Dog walkers are asked to keep their dogs under control or on a leash, and to clear up any fouling. Dogs are not permitted in the play areas.	L1 x C4

PEOPLE AT RISK:

Tick appropriate box(s)

Employees

Non Employees

SAFE SYSTEM OF WORK - Control Measures Required to Avoid or Minimise Risk

1) Before Starting Work:

- School to make museum aware of any specific needs, allergies, access requirements etc on booking form.
- School staff to carry out a pre-visit if possible and contact the museum in advance of their visit with any concerns or queries.

2) Safe Working:

- Museum staff to give safety briefing at the start of the session.
- Museum and school staff to supervise children throughout their visit and ensure safety rules are being adhered to.

3) Upon Completion:

- School to raise any health and safety concerns with museum.

Overall Residual Risk (Subjective Assessment of Overall Risk) After implementing control measures;
(High, Med, Low) : **Low**

Are the Risks Adequately Controlled: Yes (If No This Activity **Must Not Take Place**. Contact Health, Safety & Welfare for further advice)

Assessor Name: Caroline Hammer Date: 8/1/2020

Date Communicated to Staff: 8/1/2020

RISK ASSESSMENT REVIEW Date:

ADDITIONAL CONTROL MEASURES:

Are Employees Complying Yes / No

Have Any New Hazards Been Identified Yes / No

Are the Risks Adequately Controlled

Yes / No

If No This Activity Must Not Take Place. Contact Health, Safety & Welfare for further advice

REVIEWED BY:

Signature:

Date:

Date Communicated to Staff: