

(1) Activity	A child's life through the ages				Risk assessment carried out by?	Schools Services staff	Date	Reference		
								August 14		SS14-i
(2) Task	(3) Hazard	(4) People	(5) Controls		(6) Residual Risk			(7) Action		
What is the Task? (list the Main Tasks, Break down the Activity)	What are the Hazards?	Tick ✓ who is possibly at risk?	What control measures are already in place?	Implemented & Maintained By Who?	S (Severity) x L (Likelihood) = R (Risk)			Risk Rating V L L M H	What further actions/controls are needed?	By who? By when?
					(S) 1-5	(L) 1-5	(R) 1-25			
<p>A child's life through the ages workshop incl.: Inside session learning about everyday life; a walk across the Museum site and time to play some games.</p> <p><i>All workshops are designed to be led by the Museum team but teachers/school supervisors remain responsible for their pupils at all times during their visit.</i></p>	Trips and slips outside or inside a building.	OPERATOR	Museum 'Important Information for Group Leaders' document issued with booking.	Museum staff and workshop leaders.	3	4	12	M	Constant vigilance required from all adults. Before doing an activity or playing a game children are given instructions and if they are doing something that is likely to be a risk to themselves one of their teachers/supervisors needs to be asked to intervene.	Museum staff and workshop leaders.
		<input checked="" type="checkbox"/> Employee(s)								
		<input type="checkbox"/> Contractor(s)								
	<input checked="" type="checkbox"/> Tutor(s)	Safety briefing at start of session.	Children are constantly supervised by an adult.	2	4	8	L			
	TEAM									
	<input checked="" type="checkbox"/> Employee(s)									
	<input checked="" type="checkbox"/> Contractor(s)									
	<input checked="" type="checkbox"/> Tutor(s)	First aid kit in the building and first aider on site at all times.	Children are constantly supervised by an adult.	4	3	12	M			
	<input checked="" type="checkbox"/> Child > 12 <18									
	BYSTANDER									
	<input type="checkbox"/> Employee(s)									
	<input type="checkbox"/> Contractor(s)									
	<input type="checkbox"/> Tutor(s)									
	<input type="checkbox"/> Site Guest(s)									
	<input type="checkbox"/> Child > 12 <18	All fires to be supervised by a member of museum staff or trained volunteers	Nearest toilets pointed out and children advised to wash hands after the session.	4	3	12	M			
<input type="checkbox"/> Child < 12										
<input type="checkbox"/> Pregnant										
<input type="checkbox"/> Disabled										
<input type="checkbox"/> Non English										
<input type="checkbox"/> Elderly > 70										
VISITOR	Going into a building that may have open fires and/or candles burning - burns and smoke inhalation.	Nearest toilets pointed out and children advised to wash hands after the session.	4	3	12	M				
<input type="checkbox"/> General Public										
<input type="checkbox"/> Child > 12 <18										
<input checked="" type="checkbox"/> Child < 12										
<input type="checkbox"/> Pregnant										
<input type="checkbox"/> Disabled										
<input type="checkbox"/> Non English	Estimated No of People Involved	15 max								
<input type="checkbox"/> Elderly > 70										

Reviewed By	LH	Date	31.7.15	Reviewed By	NT	Date	18.11.16	Reviewed By	NT	Date	23.11.17	Reviewed By	NT	Date	17.01.19
Reviewed By	LH	Date	31.1.20	Reviewed By		Date		Reviewed By		Date		Reviewed By		Date	

Very Low (VL)					Low (L)				Medium (M)			High(H)			
1	2	3	4	5	6	8	9	10	12			15	16	20	25
Trivial					Tolerable				Moderate with Review			Substantial – Stop work/ Implement controls			

Severity	
1	Trivial (eg discomfort, slight bruising, self help recovery or no business interruption)
2	Minor (eg small cut, abrasion, basic first aid needed or minor downtime of activity)
3	Moderate (eg sprain, strain, incapacitation, hospital/doctor visit > 3 days or down time of activity > 3 days)
4	Serious (eg fracture, hospitalization >24hrs, incapacitated >4 wks or down time of activity for > 4 weeks)
5	Fatal (single or multiple death or Improvement or Prohibition Notice issued)

X

Likelihood	
1	Remote (no record of an injury, activity rarely takes place, no possible contact)
2	Unlikely (occurs rarely if ever, activity takes place annually or bi annually, unlikely contact)
3	Possible (could occur, but uncommon, activity takes place monthly, possible contact)
4	Likely (recurrent but not frequent, activity takes place weekly, minimum supervision, likely contact)
5	Very Likely (occurs frequently, activity takes place daily, no supervision, no guarding, no PPE, open hazard)