

| (1) Activity | Apothecary workshop | | | | | | | Risk assessment carried out by? | Schools Services team | | | Date | December 2011 | | | Reference | | | | | | | | | | | | | | | | | | | | |
|--|---|------|----------|-------------------------------------|----------------|------|---|---------------------------------|-----------------------|------------------------------------|----------|-------------|--|---------|----------|-------------------------|----|------|---|--|--|--|--|--|------------------------------------|--|--|---|--|--|----|--|--|----|--|--|
| | | | | | | | | | | | | | | | | SS11-n | | | | | | | | | | | | | | | | | | | | |
| (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 V 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 VL L M H | | | What further actions/controls are needed? | | | By who? By when? | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | (S) 1-5 | (L) 1-5 | (R) 1-25 | | | | | | | | | | | | | | | | | | | | | |
| <p>Apothecary school workshop</p> <p>Location: The Hall from Boarhunt (map ref. E1) or the building from North Cray (map ref. M4).</p> <p>Also part of life on a Tudor and Medieval farmstead all day winter workshop.</p> | <p>Ingestion of substances.</p> <p>Crushing fingers when using the pestle & mortar.</p> <p>Allergic reaction to substances.</p> <p>Slip / trip on floors, steps or staircase.</p> <p>Burns from fireplace & candles.</p> <p>Livestock bites/contamination through faeces as they move through site.</p> | | | OPERATOR | | | <p>Museum 'Important Information for Group Leaders' document issued with booking.</p> <p>Safety briefing at start of session.</p> <p>Children are constantly supervised by an adult at all times.</p> <p>First aider on site at all times.</p> <p>Hand washing facilities are available nearby.</p> <p>Substances are non-harmful – using oils & distillations of a culinary quality</p> <p>Identify children and adults with skin conditions or allergies at start of session.</p> <p>School sent list of ingredients prior to workshop.</p> <p>Sharp objects are on high shelves.</p> | | | Museum staff and workshop leaders. | | | 3 | | | 2 | | | 6 | | | <p>School groups must ensure that two members of their own team are present in this workshop.</p> <p>Asthmatics warned about smoke</p> <p>Information board outside of the building to inform other visitors of session in progress.</p> <p>Teachers should ensure that all children wash their hands with warm water and antibacterial soap before and after the session.</p> | | | Museum staff and workshop leaders. | | | | | | | | | | | |
| | | | | <input checked="" type="checkbox"/> | Employee(s) | | | | | | | | | | | | | | 4 | | | | | | | | | 1 | | | 4 | | | VL | | |
| | | | | | Contractor(s) | | | | | | | | | | | | | | 4 | | | | | | | | | 3 | | | 12 | | | M | | |
| | | | | <input checked="" type="checkbox"/> | Tutor(s) | | | | | | | | | | | | | | 3 | | | | | | | | | 3 | | | 9 | | | L | | |
| | | | | TEAM | | | | | | | | | | | | | | | 4 | | | | | | | | | 2 | | | 8 | | | L | | |
| | | | | <input checked="" type="checkbox"/> | Employee(s) | | | | | | | | | | | | | | 5 | | | | | | | | | 1 | | | 5 | | | VL | | |
| | | | | | Contractor(s) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | <input checked="" type="checkbox"/> | Tutor(s) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | <input checked="" type="checkbox"/> | Child > 12 <18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | BYSTANDER | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | Employee(s) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | Contractor(s) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | Tutor(s) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | Site Guest(s) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | Child > 12 <18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Child < 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Pregnant | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Disabled | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Non English | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Elderly > 70 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| VISITOR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | General Public | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | Child > 12 <18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Child < 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Pregnant | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Disabled | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Non English | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Elderly > 70 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Estimated No of People Involved | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 max | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reviewed by | LH | Date | 16.12.13 | Reviewed by | LH | Date | 31.07.15 | 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 | | 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) |

