

(1) Activity		Examining the evidence						Risk assessment carried out by?		Schools Services staff			Date		August 14		Reference						
(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 VL L MH		What further actions/controls are needed?		By who? By when?					
Examining the evidence workshop Looking at documents and then exploring a building  Location: BCG/ building from Lavant (map ref. C2/M7) and buildings around Museum  <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>		Paper cuts or poking in the eye from laminated workshop materials  Trips and slips outside or inside the building  May go into house with open fire – burns and smoke inhalation  Livestock bites/contamination through faeces as students go around the site		<b>OPERATOR</b> <input checked="" type="checkbox"/> Employee(s) <input type="checkbox"/> Contractor(s) <input checked="" type="checkbox"/> Tutor(s) <b>TEAM</b> <input checked="" type="checkbox"/> Employee(s) <input type="checkbox"/> Contractor(s) <input checked="" type="checkbox"/> Tutor(s) <input checked="" type="checkbox"/> Child > 12 <18 <b>BYSTANDER</b> <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 <input type="checkbox"/> Child < 12 <input type="checkbox"/> Pregnant <input type="checkbox"/> Disabled <input type="checkbox"/> Non English <input type="checkbox"/> Elderly > 70 <b>VISITOR</b> <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 <input type="checkbox"/> Elderly > 70 <b>Estimated No of People Involved</b> 15 max		Museum 'Important Information for Group Leaders' document issued with booking.  Safety briefing at start of session.  Children are constantly supervised by an adult.  First aid kit in the building and first aider on site at all times.  Regular audits for condition of workshops materials (including a quick check by each workshop leader before the session begins).  HSE advice sheet on visiting open farms sent with booking				Museum staff and workshop leaders.		3		3		9		L		Constant vigilance required from all adults.		Museum staff and workshop leaders.	
										3		4		12		M							
										4		3		12		M							
										5		2		10		L							

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	17.1.19
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Reviewed By	LH	Date	31.1.20	Reviewed By		Date		Reviewed By		Date		Reviewed By		Date	
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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)