

(1) Activity		Terrific trees			Risk assessment carried out by?	Schools Services staff			Date	March 2016		Reference			
										SS16-c					
(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?
This 90 minute session takes the form of a guided walk with activities. Suitable for KS2-KS4. <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>		Bruises, grazing or cuts from trips and slips outside or inside a building or on tree roots or when walking on uneven surfaces in woods Bruises/cuts from livestock bites / contamination from faeces. Touch or ingest plants as we explore which could cause allergic reaction Crushed fingers or toes, or splinters/ cuts from construction activities.		OPERATOR <input checked="" type="checkbox"/> Employee(s) <input type="checkbox"/> Contractor(s) <input checked="" type="checkbox"/> Tutor(s) TEAM <input checked="" type="checkbox"/> Employee(s) <input type="checkbox"/> Contractor(s) <input checked="" type="checkbox"/> Tutor(s) <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 <input type="checkbox"/> Child < 12 <input type="checkbox"/> Pregnant <input type="checkbox"/> Disabled <input type="checkbox"/> Non English <input type="checkbox"/> Elderly > 70 VISITOR <input type="checkbox"/> General Public <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 Estimated No of People Involved 15 max		Museum 'Important Information for Group Leaders' document issued with booking. All groups are reminded to wear suitable footwear for their visit. Safety briefing at start of session. Children are constantly supervised by an adult. First aider on site at all times. Small, supervised group of children. HSE advice sheet on visiting open farms sent with booking			Museum staff and workshop leaders.	3 4 12 4 3 12 4 3 12 4 2 8			M M M L	Verbal reminders at the start of each session to ensure that pupils take care and listen to the instructions of all adults with them, including school staff.	Museum staff and workshop leaders.
Reviewed By	NT	Date	21.11.16	Reviewed By	NT	Date	23.11.17	Reviewed By	NT	Date	18.1.19				
Reviewed By	LH	Date	31.1.20	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)