



Risk Assessment Form – Managing Health and Safety

Ref. No:

Directorate and Team: Adult Social Care, Health and Community Services.	Completed by: Malgosia Phillips	Manager: Keith Bloor
Activity and workplace: School visits to Ford Green Hall		Date: 2 August 2011

What are the hazards? (i.e. what might cause harm)	Who is affected and how?	What are you already doing to control the hazards?	Risk		Further action required?	By whom	By when	Done
			No.	L/M/H				
Path is slippery in wet weather, especially near to main gate due to honeydew from overhanging tree	All persons visiting site may slip and fall.	Warning notice displayed on gate. Path jet-washed bi-annually.	6	M	No			
Uneven surfaces on exterior paving	All persons visiting site may trip and fall.	Warning notice displayed on main approach.	6	M	No			

Injury Severity

- | |
|--|
| <ol style="list-style-type: none"> 1. Minor injury (first aid only) 2. Serious injury (medical attention, time off work) 3. Major injury (broken bones etc) 4. Death |
|--|

X

Likelihood

- | |
|---|
| <ol style="list-style-type: none"> 1. Rare 2. Unlikely 3. Likely 4. Very likely |
|---|

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Risk rating

- | |
|--|
| <p>1-3. Low : no further action needed – keep under review</p> <p>4-8. Medium: implement reasonable measures as per action plan</p> <p>9-16. High: work cannot start until risk has been reduced</p> |
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Review annually, or after an incident, or if there are changes to the task, environment, equipment or the people affected.				
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Worn surface with holes on path on top of bank at rear of Hall	All persons using path may trip and fall.	The condition of the top path is regularly monitored	6	M	no			
Slippery surfaces on grass bank	All persons visiting garden may slip and fall.	Children should be advised not to run around in the garden and should be supervised at all times.	6	M	No			
Slippery path in ice, snow may cause a fall	All persons	Warning sign at the top of the path Salty grit used on paths	6	M	No			
Steps in front of main entrance to Hall and viewing mound at rear of Hall	All persons visiting site may trip.	The steps at the front of the Hall have white-painted edges to improve visibility. On dark afternoons the outside light over the front door should be switched on. Children should be advised to take care on all steps. There is a disable access, the side path leading to the back entrance.	6	M	No			

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Litter in grounds e.g broken glass, discarded needles	All persons using the garden may be cut.	Children should be warned not to pick anything up, not to run around in the garden and should be supervised at all times. The area is regularly checked and cleaned	6	M	No			
Uneven surfaces inside Hall Slippery surfaces especially during cleaning Splinters from wooden floors Steep staircases, slippery carpet and high step into porch may cause a trip/ fall	All persons in the Hall may trip and fall	Verbal and written warnings to all to take care.	4	M	No			
	All persons in the Hall may slip and fall.	Caution signs put out during cleaning. All cleaning undertaken before opening hours	4	M	No			
	All persons sitting on the floor upstairs may get splinters.	Verbal warnings. Ask children to sit still.	3	L	No			
	All persons	Verbal warning given about step into porch. Warning sign displayed at bottom of main stairs. Verbal warnings given before going upstairs. Children asked to go in single file and use handrail. The carpet fixed to the floor	6	M	Replace the new carpet with the new one	External supplier	Aug 2011	

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Storage heaters may cause burns if accidentally touched	All persons	Verbal and written warnings to stay at a safe distance and not touch radiators.	4	M	No			
Latch on Exhibition Room door	All persons in the vicinity of the exhibition room may be cut or scratched.	Latch is covered to prevent injury as it is sharp and at eye height for many children	4	M	No			
Tour of Hall	All visitors may damage furniture.	Children must be properly supervised at all times. They must not be allowed to run or jump around. They are not allowed to touch, sit or stand on any items of antique furniture. FGH staff will make it clear if it is possible to safely touch any items. No eating or drinking is allowed in the galleries. FGH staff will instruct groups on where to put coats/bags etc.	4	M	No			

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Soap-making activity Still Room Skills	Participants may have allergy to soap or plants used.	If an allergy is known do not allow the child to participate. Soap flakes used are mild and fragrance free.	8	M	no			
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Costume & textiles activity	All Participants: wool/lanolin allergy	Prior the visit, teachers are asked if children have any allergies.	6	M	No			
	Pupils: Injury due to slipping on the wooden floor in bare feet or tripping over long skirts.	Do not allow children to run around.	4	M	No			
	Pupils: Injury from sharp spindle on great wheel	Cork fitted over sharp point of spindle to prevent injury. Children are told not to touch collection items.	4	M	No			
	Pupils: Injury from sharp points on carders	Verbal warnings to keep hands on handles away from sharp points and careful supervision.	4	M	No			
Food activity	Participants with allergy to marzipan/nuts	Prior to visit, teachers are asked if children have allergies.(Alternative materials used in activity)	6	M	No			
Toys & Games	All persons using equipment	Children must be carefully supervised at all times particularly when using toys with moving parts such as the stringmill or cup & ball or heavy items such as the bats. Bear in mind they can get very excited when competing and may not notice hazards such as other children around them.	4	M	No			

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Schoolroom activity (17 th century education)	Pupils: Damage to clothes	Warn children to take care with ink, not to knock inkpots over and not to leave quill pens in inkpots. Report spills immediately so that they can be cleaned up quickly. Ink used is non toxic.	3	L	No			
Rich & Poor	All participants Injury due to slipping on the wooden floor in bare feet	Verbal warning to take care on slippery surface. Children should put their shoes back on before dancing.	3	L	No			
	Pupils: Injury due to use of electrical equipment	FGH staff only to operate electrical equipment. FGH staff to be familiar with operation. All equipment regularly tested.	3	L	No			
Xmas: Pomanders	Pupils: Allergic reaction to spices.	If allergy is known do not allow child to participate. Verbal warnings to be careful not to raise dust when using spices to coat orange.	6	M	No			
Xmas: Masks	Pupils: injury due to use of scissors	All scissors available for children are safety scissors. FGH staff to ensure children do not have access to other scissors. Verbal warning to take care when using glue.	4	M	No			

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Xmas: Dancing	Pupils: Injury due to slipping on wooden floor during dance	Verbal warning to take care on slippery surface. Children should put their shoes back on before dancing.	3	L	No			
	Injury due to use of electrical equipment	FGH staff only to operate electrical equipment. FGH staff to be familiar with operation. All equipment regularly tested.	3	L	No			
Handling Collection	Children participating may drop object or harm each other through mishandling.	All objects used are in good condition. Broken or damaged objects are removed from collection. Verbal warnings to take care with heavy or fragile items. Children are supervised at all times.	3	L	No			
Gingerbread man	Children eating biscuits may have allergic reaction.	If an allergy is known do not allow the child to participate.	6	M	No			

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