



Risk Assessment Form – Managing Health and Safety

Ref. No:

Directorate and Team: People: Adult and Neighbourhood Services	Completed by: Joe Messenger	Manager: Angela Lee
Activity and workplace: Gladstone Pottery Museum school visits		Date: May 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				
Traffic in car park and beside pavement to museum entrance	All Risk of road accident	Advising teachers to warn pupils + adults of nature of hazard and to walk across car park and along pavement in controlled manner	3	L				
Uneven and steep internal and external stairways, some wooden, may be slippery in rain	All Risk of slipping / falling	Warning school groups of hazard and advising them to hold onto the railing. Ensuring that groups use stairs in a controlled manner e.g. adult to go first	2	L				
Emergency evacuation	All Risk of being left in building during major emergency e.g. fire	Museum staff are fully conversant with emergency procedures and will take action in the event of a major emergency such as a fire. School staff will be instructed in the evacuation procedure; they will be shown the emergency exits if being left unguided e.g. at lunch time.	3	L				
Operating machinery	Visitors to Engine House and Slip House Risk of cutting / trapping fingers	Museum staff should tell pupils + adults that they must respect barriers – not to go behind or to lean over them Pug mill to be used only when no visitors in area.	2	L				

Injury Severity

- | |
|--|
| 1. Minor injury (first aid only) |
| 2. Serious injury (medical attention, time off work) |
| 3. Major injury (broken bones etc) |
| 4. Death |

X Likelihood

- | |
|----------------|
| 1. Rare |
| 2. Unlikely |
| 3. Likely |
| 4. Very likely |

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Risk rating

- | |
|---|
| 1-3. Low : no further action needed – keep under review |
| 4-8. Medium: implement reasonable measures as per action plan |
| 9-16. High: work cannot start until risk has been reduced |

Review annually, or after an incident, or if there are changes to the task, environment, equipment or the people affected.				
Review 1	Review 2	Review 3	Review 4	Review 5
Date & Initial	Date & Initial	Date & Initial	Date & Initial	Date & Initial



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Over warm and stuffy area <i>Flower Making area during guided tour</i>	Visitors to Flower Making area Risk of fainting	Demonstrators and/or guides to ensure area is well ventilated and to know how to help someone who has fainted.	2	M	No			
Use of heavy equipment <i>Bowl and mask making workshops</i>	All participants Heavy moulds may be dropped on feet	Participants are asked to leave moulds on table and the tutor will come to them to remove the clay	1	L	No			
Sharp pottery <i>Physical and chemical processes module</i>	All participants Shards of pottery may cause injury	All pupils to be issued with safety goggles before breaking pottery	1	L	No			
Temporary protective flooring <i>Hare and Tortoise workshop</i>	All participants Trip hazard from protective matting	Workshop leader to ensure that matting is flush with carpet	1	L	No			
Dust in air <i>Domestic Bliss workshop</i>	Children beating rug Dust inhalation	Workshop leader to check with pupils and teacher that rug beaters are not asthmatic. Rug beating to be done outside and children to stand upwind of rug.	1	L	No			
Beeswax used to clean brass work <i>Domestic Bliss workshop</i>	Children cleaning brass Possible skin allergy	Workshop leader to check with pupils and teacher that children cleaning brass do not suffer from exzema.	1	L	No			
Eating decorating materials <i>Clarice Cliff decorating workshop</i>	Children	Paint used is non-toxic, but eating of large amounts should be discouraged	1	L	No			

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<p>Bruising of fingers/feet by dropping biscuitware <i>Clarice Cliff workshop</i></p>	<p>Children</p>	<ul style="list-style-type: none"> • Tables laid out by tutor with biscuit to reduce risk of dropping. • Items selected to match age of children so can be easily held 	<p>1</p>	<p>L</p>	<p>No</p>	
<p>Equipment – Electric pencil sharpener Hazard when in operation. Damaging fingers</p>	<p>Children using Top Floor Education Space</p>	<ul style="list-style-type: none"> • To be used by adults only Unplug when children in room 	<p>1</p>	<p>L</p>	<p>No</p>	
<p>Potter’s tools Risk of cutting, stabbing etc -Turning tools, knives, clay cutting wires, scrapers. And potential to get “hidden” in clay. <i>Clay workshops</i></p>	<p>All workshop participants</p>	<ul style="list-style-type: none"> • Sharp tools only to be tutor or adults. Draw attention to sharp edges • point out safe handling during workshop • inform teachers of possible hazards • Plastic tools for children's workshops • Tutors to replace tools in box as work 	<p>1</p>	<p>L</p>	<p>No</p>	
<p>Eating Clay <i>Clay workshops and tour</i></p>	<p>Children</p>	<p>All materials are natural but should be avoided.</p>	<p>1</p>	<p>L</p>		
<p>Peanut Allergy</p>	<p>All visitors</p>	<ul style="list-style-type: none"> • Museum buys oil which does not contain nut oil, or warnings that it is made in a factory which processes nuts. • Ask visitors if they have a nut allergy. Nut allergic people are usually very cautious about touching any oil and will ask. They can be informed that we have minimised risk, they will know their own sensitivity and whether they want to use oil. Should be advised to wash their hands immediately. 	<p>3</p>	<p>L</p>		

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