

RISK ASSESSMENT FORM- MANAGING HEALTH AND SAFETY

Directorate & Team: Place: City Renewal Service. Museum Education					Completed By: Bryony Jackson			Date: 5.1.2017							
Activity Workplace: The Potteries Museum & Art Gallery					Manager: Jean Milton			Review Date: 5.1.2017							
Hazard					Initial risk			Action plan			Residual risk				
Details of hazard		Who is affected and how?		Likelihood	Consequence	Risk L/M/H	What controls are already in place			Further action required	By whom	By when	Likelihood	Consequence	Risk L/M/H
Emergency evacuation due to fire or bomb alert.		All Risk of being left in building during major emergency e.g. fire		1	4	L	Museum staff must be fully conversant with emergency procedures and will take action in the event of a major emergency such as a fire. If left without museum staff, eg lunchtime, school staff will be instructed in the evacuation procedure. They will be shown the emergency exits.								
Ingestion of clay <i>During Clay Workshops</i>		Children/Adults		1	1	L	Clay used is non-toxic but consumption should be discouraged. Children should be monitored by school staff.								
Skin allergy, wound on hands or sensitivity to clay (e.g. eczema).		<ul style="list-style-type: none"> Children/Adults Allergic reaction Infection 		1	1	L	Children or adults affected to be offered vinyl (non latex) gloves to use.								
Injury caused by clay modelling tools. <i>During Clay</i>		<ul style="list-style-type: none"> Children Sharp or broken tools could cut 		2	2	L	All wooden tools with sanded down edges. Children supervised by								

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Workshops		users			teachers, shown how to use tools correctly. Broken tools thrown away.								
Hazard		Initial risk			Action plan			Residual risk					
Details of hazard	Who is affected and how?	Likelihood	Consequence	Risk L/M/H	What controls are already in place	Further action required	By whom	By when	Likelihood	Consequence	Risk L/M/H		
Use of scissors	<ul style="list-style-type: none"> All Could cut themselves with scissors 	2	2	L	Children's scissors are used with rounded edges								
Paper fasteners	<ul style="list-style-type: none"> All Paper fasteners have a sharp end that could cut 	2	1	L	Museum staff and teachers show children how to use the pins properly								
Use of dowelling	All splinters	1	1	L	Any split wood to be covered with tape.								
Ingestion of paint or workshop materials	<ul style="list-style-type: none"> Children could eat the paint or small craft materials 	2	1	L	Children supervised by teachers. Non- toxic paint used								

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Damage to clothing from paint or glue	<ul style="list-style-type: none"> Children could get paint on their clothing 	2	1	L	Aprons provided						
Workshops where dress up as part of the activity, the children may trip on costumes	Children	2	1	L	Children supervised by museum staff and teachers. Told not to run in the costumes.						
Children could be allergic to some of the food that they can smell or eat in the roman Food workshop	children	2	4	M	Ask the teacher if the children have any food allergies						
Child could choke on the food in the Roman Food workshop if not chewed carefully	children	2	4	M	Children supervised by museum staff and teachers. Only small amount of food is passed around. Children sit still on the floor and told to chew the food carefully. Nuts are not used.						
Injuries caused by handling heavy replica Anglo-Saxon armour: shield, helmet and chain mail in the Anglo-Saxon Battle Games and Homes	Children	2	3	M	Museum staff to closely supervise handling and support weight of objects where necessary.						

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workshop														
Injuries caused by replica Anglo-Saxon weapons. Sword and seax, axe and spear in the Anglo-Saxon Battle Games and Homes workshop	Children, adults	2	4	M	Seax (small knife) to be worn by staff member at all times and not be to be handled by children, Sharp Spearhead and Axe not to be handled by children. Children may hold handle of sword, only if museum staff member is holding the blade (which is blunt). Children may only hold blunted spear when supervised by an adult and are asked to point spear towards ceiling									
Ceramic vessels if broken will have sharp edges	Children and adults handling broken ceramics	1	2	L	Handling of ceramics to be supervised by museum staff. If ceramics break children to be moved away from area and museum staff member to clear with brush and pan.									
Ingestion of harmful material from bones when handled	All participants	2	4	M	Tell children that they should not put their fingers in their mouths after touching bones and before washing their hands.	Tell teachers that the children must wash their hands at the end of the session.								

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Injuries from sharp skeleton parts, e.g. antlers and teeth	All participants	2	2	L	Before handling, warn the children of the hazardous nature of sharp teeth and horns/antlers. Closely supervise handling of red deer antlers.						
Children could hurt themselves or each other with the trowels whilst digging during the Digging Detectives workshop	Children	2	2	L	Children supervised by the teachers and museum staff. Told not to put their hands in the sand and shown how to use the trowels correctly and safely.						
Damage by nail used in the scratch test during Rocks workshop	All participants	2	2	L	Before the children are given nails, warn them of danger of sharp ends and that they should scratch away from their hands						
Ingestion of rock dust during Rocks workshop	All Participants	1	3	L	Ensure hands are washed after						
Children may be allergic to henna used in Eid workshop.	All Participants	2	2		Museum staff to check with teacher and children and provide alternative activity for those with an allergy.						

The level of risk is calculated by:

The likelihood

x

The Consequence

- 1- Very unlikely
- 2- Unlikely
- 3- Fairly likely

- 1- Insignificant (no injury)
- 2- Minor (minor injury needing first aid)
- 3- Moderate (up to 3 days absence)

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4- Likely
5- Very likely

4- Major (more than 3 days absence)
5- Catastrophic (death)

Risk rating:

1 – 4	Low (acceptable)	No further action required
5 – 9	Medium (adequate)	If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review
10 – 16	High (tolerable)	Identify further control measures to reduce risk rating. Seek further advice e.g. line manager, H&S team, etc.
17 - 25	Very High (unacceptable)	Do not undertake the activity. Implement immediate improvements