



Assessment No:
AHH 2019 03

Task Risk Assessment Form

Location/Dept	The Ancient High House	Date Assessment Completed	3 Jan 2018	Assessor	N Thomas
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Task or Activity Assessed	School Group Visits and Small Events	Staging Mini Events Tours of the High House
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Who Is At Risk (tick as appropriate)	Employee	Y	Other (please specify)
	Volunteer	Y	
	Members Of The Public	Y	
	Visitors	Y	
	Contractors	Y	

Hazards Identified	Outcome & Injury
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Using shop area including step	Fatality, fractures, cuts and bruises
Moving around building	Injury, cuts and bruises
Groups crossing on landings, corridors and stairs	Fatality, fractures, cuts and bruises
Moving around uneven floors	Trips, cuts and bruises
Standing too close to radiators	Burns
Guides wearing costumes	Breaks, Injury Minor injury
Making pomanders	Stabs, scratches
Minting coins	Fractures, cuts and bruises
Wattle and daub	Eye injuries
Calligraphy	Stabs, eye injuries, cuts and bruises
Children trying on costumes	Fractures, cuts and bruises
Construction of miniature crook building	Fractures, cuts and bruises
Using Town Plan	Muscle strain, cuts and bruises
Children carrying pottery and pewter items	Cuts and bruises
Staff carrying warm drinks	Scolds and burns
Slips, Trips and falls	Cuts and bruises possible fractures
Excessive Pressure	Work related stress
Fire	Fatality, smoke inhalation, burns, fatality

Examine each of the hazards involved in the task and note down any preventative or safety measures you already have in place.

Control Measures Already In Place to Address Above Hazards	Likelihood	Severity	Risk Rating
<u>Using shop area including step</u> <ul style="list-style-type: none"> • Keep numbers in shop to a comfortable level • Children not using shop to return to main group • Children to be reminded to be careful of the step 	1	2	Tolerable
<u>Moving around building</u> <ul style="list-style-type: none"> • Children to move around building under supervision from staff and teachers • Children to be reminded to be careful of the stairs 	1	2	
<u>Groups crossing on landings, corridors and stairs</u>	1	2	Tolerable

<ul style="list-style-type: none"> • Staff to avoid crossing parties. • Hold one group back while the second moves to new room • Staff to use rota to assist safe movement of groups and reduce the possibility of groups crossing • Avoid groups waiting in corridors or on stairs • Staff and teachers to monitor transfer 			
<u>Standing close to radiators</u> <ul style="list-style-type: none"> • Children warned not to touch radiators • Radiators set to 3 and 3 – ensure radiators are on low heat 	1	2	Tolerable
<u>Guides wearing costumes</u> <ul style="list-style-type: none"> • Guide wearing costumes to have appropriate breaks • Guide wearing costumes to drink regularly in hot day and keep out of sun • Guides wearing costumes to ensure they are a good fit and are not a hazard on stairways • Costumes of appropriate sizes 	1	2	Tolerable
<u>Making Pomanders</u> <ul style="list-style-type: none"> • Children not to squeeze orange zest at each –other when making pomanders xxx • Tables and chair set out with sufficient room for children to get in and out safely • Room checked before activity to ensure there are no issues relating to the exhibition area ie pictures/frames or other exhibition items are on wooden cabinet tops by window 	1	2	Tolerable
<u>Minting coins</u> <ul style="list-style-type: none"> • Hammer (mint) in staff care at all times and children handling hammer to be very closely supervised. • Assess every child's ability and offer assistance with coin minting – look for guidance from teachers • Ensure children hold the hammer with their hands away from the hammer-head – in case they miss the die and hit their fingers • Clear demonstration of correct minting techniques and how to use hammer safely • Lead-free blanks used 	1	2	Tolerable

<u>Wattle and daub</u> <ul style="list-style-type: none"> • Ensure children do not play with wattle and poke each-other with the sticks or get the daub in their eyes (rubbing eyes when fingers are covered in daub) • Use disposable gloves and bin as soon as used • Move children who have done activities to a safe area where they can be supervised by staff while activity continues 	1	2	Tolerable
<u>Calligraphy</u> <ul style="list-style-type: none"> • Children to be supervised while using calligraphy pens and ink to avoid stabs and ink getting into eyes 	1	2	Tolerable
<u>Children trying on costumes</u> <ul style="list-style-type: none"> • Costumes to be appropriate sizes for children – children not to walk around in clothes that drag on floor and could present trip hazards • Children not to walk around in hats that obscure vision (ie not too big) 	1	2	Tolerable
<u>Construction of miniature crook building</u> <ul style="list-style-type: none"> • Ensure building work is suitable for age-range • Remind children not to trap fingers when assembling building • Children to work carefully as a team • Children reminded no to swing timbers about in confined area and to be aware of what is going on around them, especially if close to model as it is being assembled. • Care taken when assembling/dis-assembling model • Model and components to be carried in bag carefully and elements carried separately if bag is too heavy. • Do not leave bag or parts of model where they could form a trip-hazard • If not pegged together properly the model can fall apart – ensure pegs are in place, especially when moving components • Report any loss of parts or damage, especially splinters 	1	2	Tolerable
<u>Using Town Plan</u> <ul style="list-style-type: none"> • Care taken when setting –up. Request assistance where necessary to move plan. 	1	2	Tolerable

<ul style="list-style-type: none"> • Do not leave box as a trip-hazard • Remind children not to lean on model as it is loose on a table-top • Ensure tables are steady and properly assembled • Assistance required to move larger table 			
<u>Children carrying pottery and pewter items</u> <ul style="list-style-type: none"> • Items to be of a suitable weight and not too cumbersome for age range • Route to and from tables to be clear (ie one child makes selection at a time) • Children to be suitably dressed (ie not wearing period costume which is too big etc) 	1	2	Tolerable
<u>Staff carrying warm drinks</u> <ul style="list-style-type: none"> • Staff carrying warm drinks not to cross over with school groups • Staff to leave warm drinks in the care of teachers or adults 	1	2	Tolerable
<u>Slips, Trips and falls, etc</u> <ul style="list-style-type: none"> • General good housekeeping. • Children to be warned of uneven floors if loose boards – areas cordoned off if considered dangerous – Property Service to attend • Ensure school group do not leave items such as bags and coats where they could be a trip hazard • Children to walk around building • Children to be made aware of any potential hazards such as loose boards or material that is being moved and is in any way unstable – areas to be cordoned off if hazard perceived 	1	2	Tolerable
<u>Excessive Pressure</u> <ul style="list-style-type: none"> • Sufficient time allowed for tour • Back-up plan should the school arrive later (alternative rota to ensure all children get the whole tour, activities and shop) • Staff liaise with teachers and own staff over room change-overs and break 	1	2	Tolerable
<u>Fire</u> <ul style="list-style-type: none"> • Sufficient trained staff to evacuate building safely 	1	3	Moderate

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| <ul style="list-style-type: none">• Group made aware of fire escape route• Staff to ensure that group do not obstruct escape routes with bags etc• Groups bags etc not to be stored under staircase | | | |
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Further Action Needed to Decrease Risks	Person Responsible	Date Required	Date Implemented	Likelihood	Severity	Risk Rating

Date	3 Jan 2018	Assessor Signature	N Thomas
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Reviews

(If there are no changes then the assessment should just be signed. However if anything changes a new assessment must be completed)

1st Reassessment Date		Assessor Signature	N Thomas
2nd Reassessment Date		Assessor Signature	