



Assessment No:

Castle 2019 06

Task Risk Assessment Form

Location/Dept	Stafford Castle	Date Assessment Completed	3 Jan 2019	Assessor	N Thomas
----------------------	-----------------	----------------------------------	------------	-----------------	----------

Task or Activity Assessed	School and other Tours	Castle tour
----------------------------------	------------------------	-------------

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
Slips, Trips and falls	Cuts and bruises possible fractures
Uneven or slippery surfaces	Fatality, fractures, serious injury, injury
Handling chain mail	Cuts, tears, muscle strain
Trying on coif	Tears (Jewellery) hair snag, getting caught in neck or arm holes - stress
Handling weapons	Fatality, serious wounds, injuries, cuts and bruises
Trying on costumes	Breaks, Injury Minor injury
Trying on helmets	Cuts and bruises, trips and falls
Minting Coins	Cuts, bruises, possible fractures
Brass rubbing	Stumbles and falls
Use of pillory or stocks during tour	Trapping fingers, neck injury if too short, cuts and bruises
Manual Handling	Fatigue, muscular strain, cuts, bruises
Fire	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
<p><u>Slips, Trips and falls</u></p> <ul style="list-style-type: none"> • Areas to be walked should be pre-checked for hazards • Children to be controlled by teachers and helper so they do not run around or divert from the trail route • Children to be reminded of the nature of site and not allowed to run ahead of guides (ie to areas of potential danger or where footing conditions differ due to wet soil or leaves, or where nettles encroach on pathways) • Children not to run around visitor centre or around elevated 'fighting platform', along Time-line etc • Children not to be allowed to climbing on walls, swinging on railings etc. Close supervision by Teaching Staff. 	1	2	Tolerable
<p><u>Uneven or slippery surfaces</u></p> <ul style="list-style-type: none"> • Staff to wear appropriate footwear and walk at reasonable pace • Group to be kept to main paths • Arrange for salt to be spread before ice forecast • Signage used to highlight slippery surfaces • Areas with rabbit holes, scrapings or other potential hazards to be cordoned-off if practical (SBC's DSO to fill in holes once reported – SBC's DSO to maintain a programme of monitoring and filling holes) • Uneven surfaces to be reported – street scene to make temporary repairs and make safe • Use matting (including car par boards) to cover dangerous areas if necessary and practical to do so 	1	2	Tolerable
<p><u>Trying on Chainmail</u></p> <ul style="list-style-type: none"> • Assistance required when trying on chain mail, ensure no earrings are worn when trying on and long hair is covered to avoid pulling • Ensure that the weight of the mail is appropriate to the size of the child 	1	2	Tolerable

<ul style="list-style-type: none"> Children trying on chain mail to use hood to prevent hair becoming entangled 			
<u>Handling and trying on coif</u> <ul style="list-style-type: none"> Assistance required when trying on coif, ensure no earrings are worn when trying on and long hair is covered to avoid pulling Children trying on chain mail to use hood to prevent hair becoming entangled 	1	2	Tolerable
<u>Handling Weapons, Blades and Demonstrations</u> <ul style="list-style-type: none"> Care taken when handling weapons. All staff to be proficient at handling weapon type. When not being demonstrated, all weapons kept out of reach of children and in a locked unit or area. Re-enactment weapons to be blunt. Blades to be correctly handled. Correct use (ie cutting techniques). Stored out of reach of children and other members of the public. Demonstrations by those proficient at handling. Children to be supervised by staff or other adults. Advise staff as to which are the best sets of mail for their age/build. Maintain a range of sets of mail Demonstrations to be carried out in a safe area specifically laid-out for activities. All clutter to be removed 	1	2	Tolerable
<u>Trying on Costumes</u> <ul style="list-style-type: none"> Costumes of appropriate sizes Children not allowed to run up and down stairs or along elevated walk-way while wearing helmets and costumes 	1	2	Tolerable
<u>Trying on helmets</u> <ul style="list-style-type: none"> Ensure helmet is of suitable size and weight (selection available, including fibreglass) Ensure visibility is not too restricted Ensure helmet has no sharp edges Ensure helmet is not likely to fall off and <i>fall on someone</i> 	1	2	Tolerable
<u>Minting coins</u> <ul style="list-style-type: none"> Care taken with hammer – close supervision, with demonstration and assistance if required. Ensure that children understand the dangers of using a hammer and take 	1	2	Tolerable

<p>custody of the hammer when not in use, particularly immediately after the coin has been struck as this is when children are most likely to be distracted.</p> <ul style="list-style-type: none"> • Ensure those watching the minting demonstration stand far enough back so as not to be hit with the swinging hammer • Safe storage of hammer – placed in position of safety once used – store in locked box between demonstrations • Lead-free alloys used for discs 			
<p><u>Brass rubbing</u></p> <ul style="list-style-type: none"> • Ensure shorter children to not stand on boxes to do Brass Rubbing (block-mounted Brasses available to do on knees/table tops) 	1	2	Tolerable
<p><u>Use of Pillory and stocks during tour</u></p> <ul style="list-style-type: none"> • Pillory and stocks to be monitored to prevent fingers being trapped or small children being held up to try them and suffering neck injuries 	1	2	Tolerable
<p><u>Manual Handling</u></p> <ul style="list-style-type: none"> • Chain mail of appropriate size/weight for staff to handle • If necessary ask for assistance from a teacher or helper when helping children to try on mail • Move heavy items (Minting block, mail etc) prior to the tour, so they are available when needed and staff do not have to rush around setting-up and risk injury 	1	2	Tolerable
<ul style="list-style-type: none"> • <u>Fire</u> • Group organisers and other parents to be made aware of the fire evacuation procedure, including the location of Fire Exits and the Assembly Point • Ensure that the children's coats and bags are not left where they will block a Fire Exit or Escape Route 	1	3	Moderate

Further Action Needed to Decrease Risks	Person Responsible	Date Required	Date Implemented	Likelihood	Severity	Risk Rating

Date	3 Jan 2019	Assessor Signature	N Thomas
-------------	------------	---------------------------	----------

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	
2nd Reassessment Date		Assessor Signature	
3rd Reassessment Date		Assessor Signature	