



Risk Assessment for Visits to Schools

Assessor's Names: Victoria Ryder and Andrew Baron

Assessment Date: 1st October 2022

Approved by: David Lyness

Review Period: Annually

Review Date: 1st March 2023 + 1 year

<b>Hazard</b>	<b>Severity rating 1-9</b> 1 being No injury/harm 5 being minor injury / harm 9 being fatality	<b>Likelihood of occurrence</b> 1 being highly unlikely 5 being likely 9 being highly likely	<b>Relevant Workshops</b>	<b>Who it affects / people at risk</b>	<b>Controls to ameliorate risk</b>	<b>Risk rating</b>
<b>Allergic reaction / Skin irritation</b> (caused by clay, powder paints, herbs, Modroc, charcoal, gum Arabic, incense, iron sulphate, oak galls, rose water, glue, emulsifying ointment, soap, flour, salt, olives)	2	2	Egyptians, Greeks, Romans, Vikings, Saxons, Castles Tudors, Great Fire of London, Florence Nightingale, Coronation, Toys, Seaside	Children with allergies, eczema or any other skin conditions	We ask the school to tell us of allergens on booking forms.  Substances could cause skin irritation.  Should be avoided by any child with eczema or skin allergies.  Epi-pens and inhalers (where applicable) should be readily available and bought into the workshop, not left in a classroom.  COSHH sheets available.	4 LOW



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<b>Clay tools and sharpened dowels</b> (possibility of cuts or puncture wounds)	2	1	Egyptians, Greeks, Romans, Vikings, Saxons, Castles Tudors, Great Fire of London, Florence Nightingale, Coronation	All	Adult supervision at tables to ensure safe use.	2 LOW
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<b>Snips / scissors / pliers</b> (possibility of cuts or puncture wounds)	2	1	Egyptians, Greeks, Romans, Vikings, Saxons, Castles Tudors, Great Fire of London, Florence Nightingale, Coronation, Toys, Seaside	All	Close adult supervision required to ensure safe use.	2 LOW
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<b>Gluten intolerance</b> (use of flour in baking activities)	2	1	Egyptians, Great Fire of London, Castles	Children with a gluten intolerance	<p>We ask the school to tell us of allergens on booking forms.</p> <p>Flour is not for ingestion, but could still cause irritation for any children with severe sensitivity.</p> <p>Should be avoided by any children with gluten intolerance.</p> <p>Gluten free flour is available on request.</p>	2 LOW
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<b>Sewing and weaving needles</b> (puncture wounds)	2	2	Florence Nightingale, Coronation, Great Fire of London, Castles, Saxons, Vikings, Tudors, Tudor Christmas, Victorian Big House	All	Close adult supervision required.	4 LOW
<b>Metal tipped pens</b> (puncture wounds)	1	1	Florence Nightingale, Coronation, Victorian School Room, 1940's	All	Close adult supervision required.	1 LOW



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<b>Ceramic mugs, china and ceramic objects</b> (risk of injury from breakages)	1	1	Egyptians, Greeks, Romans, Vikings, Saxons, Castles Tudors, Tudor Christmas, Great Fire of London, Florence Nightingale, Coronation, Toys, Seaside, Victorian School Room, 1940's	All	<p>Close adult supervision required.</p> <p>Objects handled with care and respect.</p> <p>Adult to check ceramic mugs for chips or breakages before giving it to a child to be painted.</p>	1 LOW
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<b>Hammers</b> (bruises)	2	1	Castles, Great Fire of London, Tudors, Tudor Christmas	All	Hammers held correctly – by the top, close to the hammer head, not the end, to give extra control – OTP leader to model this.  Close adult supervision required.	2 LOW
<b>Chisels, small screwdrivers</b> (puncture wounds)	2	1	Castles, Great Fire of London, Tudors, Tudor Christmas	All	Close adult supervision required.	2 LOW
<b>Hole punch</b> (puncture wounds)	1	1	Castles, Toys Florence Nightingale	All	Close adult supervision required.	1 LOW
<b>Wire</b> (sharp ends, risk of puncture wounds)	1	1	Romans	All	Close adult supervision required.	1 LOW



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<b>Wax pot</b> (scalds and burns – used for candle making, perfume cones, cresset lamps and wax tablets)	5	3	Romans, Greeks, Egyptians, Vikings, Saxons, Castles, Great Fire of London, Tudors, Tudor Christmas	All	<p>Wax pot is to be placed on table with electrical cable tucked behind the table edge against the wall – i.e., no trailing wires.</p> <p>OTP teacher to place warning signs on the table. Fire Blanket to be placed next to the pot. Heat to approx 60 degrees.</p> <p>Close adult supervision required. Activity to be run by teacher / TA, i.e. not a parent helper.</p> <p>Maximum of 10 pupils, only approaching the wax pot one at a time.</p> <p>OTP teacher to provide instruction and safety briefing and follow up to ensure this is being followed correctly – e.g. minimal wax drips on clay dishes. If safety requirements are not being followed, OTP leader will stop the activity.</p> <p>OTP teacher to train school staff member including attaching the wick, dipping into pot, drips into pot (not the dish or the table), removing the non-dripping wick over clay dish.</p> <p>OTP teacher to ensure all pupils only complete the activity with a staff member present.</p> <p>OTP teacher to ensure the wax pot is not left unsupervised, eg during break - cover the pot and ask an adult to keep guard! OTP teacher to supervise the movement of the hot wax pot after the activity is complete.</p>	15 MEDIUM
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<b>Lamps</b> (risk of burns)	5	3	Romans, Greeks	All	<p>Activity to be run by a teacher or TA, i.e. not a parent helper.</p> <p>OTP leader provides instructions and safety briefing, and follows up to ensure correct procedure is being followed.</p> <p>Ensure children have stepped well back from the table when the flame is lit and do not lean over, i.e. no draping costume pieces or hair. Long hair and loose clothing to be tied back. Pupils to stand so they can move away quickly should the need arise. Pupils to be warned by the adult not to touch the lamps even if unlit as they may still be hot.</p> <p>Lamp to be kept on heat resistant tile. Combustible materials to be removed. No lamps to be carried.</p> <p>Flame to be lit by teacher only. Never to be left unattended. Matches to be disposed of carefully.</p> <p>Fire blanket provided with activity.</p>	15 MEDIUM
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<b>Active role play – e.g. battle practice / guards / fire hooks / jousting</b> (risk of injury from 'fire hooks', spears, lances and shields)	2	1	Saxons, Vikings, Greeks, Egyptians, Romans, Castles, Great Fire of London	All	Adult supervision at all times.  OTP leader to model activities (i.e. jousting) and ensure children are following instructions.  Clear instructions of safety for use of the wooden poles (spears, fire hooks) and shields.  Turn taking to ensure children don't strike each other with swords / lances  Spears have no sharpened points.  Spears are to be held, not thrown.  Arrows are not fired by the bows.  Clearly defined point where they must stop charging.	2 LOW
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<b>Pewter smelting demonstration</b> (risk of burns from gas cooker, hot surface and metal splatters)	5	3	Vikings, Saxons, Great Fire of London	OTP operator  All	Pewter smelting to be done by the OTP lead only. OTP teacher will have been trained in the safe handling of materials. OTP teacher will wear heat resistant apron, gloves and eye safety goggles.  Fire blanket for emergency use.  Students are to remain at least 4m back at all times before and after the activity; clear instructions will be provided to ensure students stay safe.  Clay mould to be hand tested for dryness before use.  Bowl of water used for cooling of ladle and pewter mould. OTP leader to ensure that pewter has set before placing it in the water to cool to avoid metal splatters.  Gas cylinders to be stored separately from gas cooker with the red lid securely fastened.  If the kit is to be left overnight in a school. Gas cylinders to be removed and taken away by the OTP teacher.	15 MEDIUM
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<b>Archaeology dig boxes</b> (risk of cuts or puncture wounds from sharp items in boxes)	1	1	Vikings, Saxons, Great Fire of London, Toys	All	OTP teacher to instruct children not to put hands in the dig boxes.  Adult supervision at all times.  Children to use a brush to locate items and only pick them up when they can see it is safe to do so.	1 LOW
<b>Cocktail sticks</b> (puncture wounds)	1	1	Seaside, Toys	All	Adult supervision at all times.	1 LOW
<b>Paddling pool for ducks</b> (risk of water spillage and slipping, risk of drowning)	9	1	Seaside	All	OTP leader to ensure there is only a few inches of water put into the paddling pool.  OTP leader to ensure the paddling pool is in good repair to avoid leakage and spillages.  Close adult supervision at all times.	9 LOW



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<b>Punch and Judy show, Photo booth</b> (risk of injury if the theatre falls)	2	1	Seaside	All	Puppet theatre and photo booth are heavy – OTP teacher to ensure they are correctly assembled and that children do not play with them.	1 LOW
<b>Cameras, binoculars, glasses</b> (glass in lenses)	1	1	Seaside, Coronation, Florence Nightingale, Victorian School Room	All	Adult supervision at all times.	1 LOW
<b>Tin toys</b> (sharp edges, risk of cuts or puncture wounds)	1	1	Toys	All	Adult supervision at all times.	1 LOW
<b>Heavy boxes and suitcases</b> (risk of strain or injury from dropping)	1	1	Florence Nightingale, Seaside, Victorian School Room	All	Adult supervision at all times.  Adults, not children, to be responsible for the transportation of boxes and suitcases.	1 LOW



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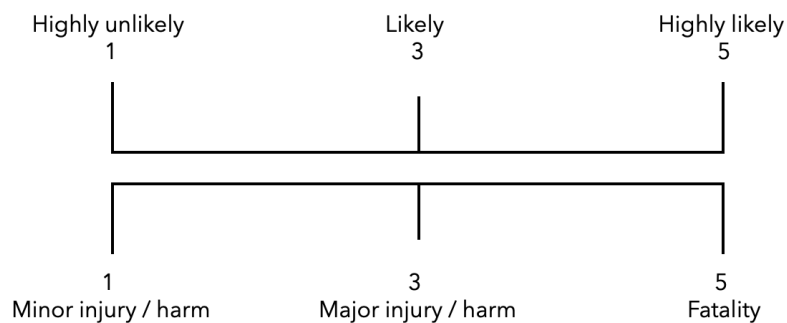
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Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to establish the risk rating.



5	10	15	20	25
4	8	12	16	20
3	6	9	12	15
2	4	6	8	10
1	2	3	4	5
Severity				

Probability

### What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk