

Name of assessor: Alison Giles

Date: 11 May 2020

Time: 13.30

Work area/task: School visit

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	Residual risk rating			Action/monitored by whom?	Action/monitored by when?
				L	C	R		L	C	R		
Vehicles in the street	Children, members of the public	Collisions, injuries	Roads and paths clearly marked, coach drops off in quiet residential street.	2	4	8	Children supervised by school and museum staff, high vis jackets if walking	1	4	4	Education officer Teachers	At start and end of every visit
Mill equipment and ladders if relevant	Children, teachers	Cuts, bruises and trapped fingers Trips and falls	One child at hand quern at a time, adult supervision at all times.	2	3	6	Supervision by museum staff, adult on each floor used at all times, children allowed to stay on ground floor	1	3	3	Education officer Teachers	During time in the mill
Museum objects, displays and outside areas	Children, adults	Trips, slips and falls Poisoning Crush injuries	Displays are regularly checked for hazards Clear rules about how to move around the museum	2	3	6	Wash hands thoroughly before eating Adult supervision and clear rules about touching objects	1	3	3	Education officer Teachers	Throughout visit – children must be supervised by school staff at all times

Craft materials and handling objects	Children, adults	Injuries from scissors or sharp pencils Allergic reactions to gluten or hessian	Craft activities planned according to age of children Safety scissors Allergies checked before visit	1	2	2	Hand washing equipment provided Children to be supervised at all times	1	1	1	Education officer	Before visit to see that everything is in place
Hot water and possible wet floor in the tea room	Children, adults	Water spilling causing slips Scald injuries	Area staffed, paper towels used to mop up spills. Adults to supervise hand washing	1	2	2	Safety cups if teachers have them Supervision at all times	1	1	1	Education officer	Before visit to see that everything is in place

Due for review: May 2021