

Activities covered by this assessment:		School sessions										
Site Address/Location:		1620s House & Garden at Donington Le Heath				Department/Service/Team:			The Heritage Team			
Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity.												
Hazard (Something with a potential to cause harm)	Who Might be Harmed & How?	Existing Controls	Initial Risk Rating (SxL)			Further Controls Possible (What reasonably practicable control measures could be considered to further reduce the risk rating?)	Residual Risk Rating (SxL)			Action Required		
			Severity	Likelihood	Risk rating		Severity	Likelihood	Risk rating	Who: (Initial)	Date By: (--/--/--)	Done? ✓/✗
Children arriving and departing by coach: road vehicles slips, trips and falls on paths leading to house in wet/icy conditions	Pupils, adults with school party	Coaches should drop the children off in the designated car park. The only other vehicles within the car park are those of staff already on site. School staff are responsible for the supervision of their party to and from the house. Paths are maintained by site staff. In the event of a school group not being able to access the house safely, schools will be informed ASAP. School staff to ensure that pupils wear appropriate footwear/clothing.	L	L	L							

<p>Activities inside the house:</p> <p>Staircase (narrow and quite steep) – risk of slips trips and falls. Potentially slippery in wet conditions.</p> <p>Site injuries – cuts, grazes, bruises, stings etc.</p>	<p>Pupils, adults with school party, facilitators and site staff.</p>	<p>The site is regularly inspected for tripping hazards and any are removed or mitigated.</p> <p>Pupils should be supervised by school staff at all times.</p> <p>Site staff and school staff to ensure the pupils do not run inside the building.</p> <p>Pupils and adults to take care when moving up and down the stairs and are to travel slowly and in single file.</p> <p>Extra care should be taken when carrying items up or down the stairs.</p> <p>Manual handling and first aid are a part of the facilitator training programme.</p> <p>School to ensure that they are able to provide first aid at all times to their group during their visit.</p> <p>All accidents/incidents are to be reported to a member of the site staff in order that it can be recorded in the accident book.</p> <p>School staff to ensure that pupils wear appropriate footwear/clothing.</p>	<p>L</p>	<p>L</p>	<p>L</p>							
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Fire	Pupils, adults with the school party, facilitators and site staff	<p>Emergency procedures are included as part of meet and greet at the beginning of the session.</p> <p>In the event of schools/groups being on site, the leader (teacher) should evacuate the building by the nearest fire exit and assemble by the fire assembly point on the lawn. The leader is to undertake a 'head count' to ensure everyone is present- if anyone is missing the leader is to inform the CLA (SFM) or LCC member of staff who is on site, who in return will inform the Fire Service Chief on their arrival.</p> <p>Everyone to use the fire exit signs in the house to safely remove themselves from the building. There are two fire exits in each part of the buildings.</p>	L	L	L							
Overcrowding	Children, teachers, museum educators and office staff	School pupils are grouped for activities to prevent overcrowding and these numbers are limited by the fire risk assessment	L	L	L							
Lost pupils	Pupils	School pupils to be supervised at all times by school staff.	L	L	L							
Using the toilet facilities	Pupils	School pupils to be supervised at all times by school staff only.	L	L	L							

Glass cases and hands-on exhibits –potential risk of accidental injuries	Pupils, adults with the school party, site staff, facilitators	All glass within the house is safety glass - made to British Standards. All hands-on exhibits comply with agreed safety standards.	L	L	L								
Wooden and stone floors – potentially slippery especially when wet	Pupils, adults with the school party, facilitators, site staff	Care to be taken when moving around the building. Any slippery areas to be cordoned off by site staff until made safe. Site staff/facilitators/school staff - to ensure pupils do not run inside the building.	L	L	L								
Low lighting in some areas– especially in winter months	Pupils, adults with the school party, site staff, facilitators	Care to be taken when moving around the building.	L	L	L								
Low doorways	Pupils, adults with the school party, site staff, facilitators	Adults and taller pupils to be vigilant and take care when moving through low doorways.	L	L	L								
Supervision	Pupils	School staff are responsible for the supervision of their party at all times. Although all facilitators have enhanced DBS certificates, pupils should not be left under the sole supervision of site staff/facilitators at any time. All facilitators leading the activities are DBS checked.	L	L	L								
Handling of museum objects	Pupils	All objects used in sessions are selected for their suitability for handling by pupils and are used under close supervision	L	L	L								

<p>Potential injuries from the use of equipment e.g. scissors and knives</p>	<p>Pupils</p>	<p>All knives used in session are blunt.</p> <p>Scissors are the same kind of scissors used in schools. Knives and scissors and all other equipment are stored in a cupboard when not in use.</p>	<p>L</p>	<p>L</p>	<p>L</p>								
<p>Use of craft materials e.g. ink/food colouring could splash in eyes for the calligraphy activity</p> <p>Potential allergies to products used in the sessions (e.g. egg shells, herbs)</p>	<p>Pupils, adults with the school party, facilitators</p>	<p>Adult supervision required when the pupils are using materials during the activities.</p> <p>Adults with the school party to be aware of pupil allergies and potential allergic reactions and to notify the booking team of any allergies so that the necessary steps can be taken to avoid certain products.</p> <p>Access to eye wash onsite.</p>	<p>L</p>	<p>L</p>	<p>L</p>								
<p>Activities outside the house in the garden:</p> <p>slips, trips and falls</p> <p>potential allergy to certain plants/bites</p> <p>Animal deposits</p>		<p>School staff to ensure that pupils wear appropriate footwear/clothing.</p> <p>School staff are responsible for the supervision of their party at all times.</p> <p>Pupils should be encouraged not to run outside (especially if the ground is wet)</p> <p>Adults with the school party to be aware of pupil allergies and potential allergic reactions.</p> <p>Schools must be aware of children who, if stung, experience anaphylactic shock.</p> <p>Site staff to check lawn for any animal deposits (fox etc) on the lawns before commencement of activity.</p>	<p>L</p>	<p>L</p>	<p>L</p>								

Use of the barn for lunch and activities e.g. dancing		<p>School staff should supervise pupils at all times.</p> <p>School staff to ensure that pupils wear appropriate footwear/clothing.</p> <p>Site staff to ensure that the barn area is clear of trip hazards.</p> <p>Pupils to follow safety instructions given by facilitators/site staff.</p>	L	L	L							
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During this activity, what could go wrong resulting in an emergency situation?	It is possible that even with the above measures in place pupils, adults with the school party, facilitators and site staff could still have an accident which could lead to an emergency – but the risk is very low. However, if there was an emergency on site then site staff would follow emergency procedure to deal with the incident.
How could this emergency situation be prevented / controlled?	The emergency situation could be prevented/controlled by implementing the above controls.
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	The site staff and the facilitators would respond to a potential emergency situation. The site staff and the facilitators have been trained.
Could any non-routine changes affect the safety arrangements in place for this activity? (Weather, People, etc.) What can be done?	As long as the school staff are with the pupils at all times and the above measures are put in place at each location on site then any changes to the normal routine should not affect the normal safety arrangements.

Risk Assessor(s) Name(s):	Melissa Lewis	Risk Assessor(s) Signature(s):	
			

Authorised By:	Richard Knox	Authoriser Signature:			
Date Conducted:	6.03.2018	Date Review Required:	03.09.2018	Date of Last Review:	21.10.2016
		Date Review Required:	01.08.2019	Date of Last Review:	20.10.2017
		Date Review Required:		Date of Last Review:	21.04.2019

Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium
		Low The event is unlikely to happen.	Medium It is fairly likely it will happen.	High It is likely to happen.
		Likelihood of Harm Occurring		

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High, then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious consideration should be given to the validity of carrying out the activity at all. Monitoring of the activity should occur.