

RISK ASSESSMENT

STAFF

NAME: RACHEL MERCER- SCHOOLS SERVICES MANAGER

DEPARTMENT: SCHOOLS DEPT W.D.O.A.M.

What is the Task?	What are the Hazards?	Who is at Risk?	Risk Grading LMH A1 C3	Controls already in Place	Further Action to Reduce Risks.
Collections Quiz – Be a history detective KSI.	Handling artefacts including some items with sharp edges or points.	Children/adults	C3	Safety & handling briefing before session gets underway. Regular checks for condition of artefacts.	Vigilance required from adults with group.
	Crushed or bruised fingers, toes from handling heavy objects.	Children/adults	C3	Adult child ratio 1:8 and often more, so everyone is well monitored.	Recommended number of staff or volunteer floating so can “see” an accident before it happens.
	Wooden benches tipping on uneven floor surface.	Children/adults	C3	First Aid kit in Lavant and staff are First Aider trained.	Possibly use small chairs rather than benches.

Risk Grading	Low (L) A1, A2, A3	Medium (M) B1, B2, B3	High (H) C1, C2, C3
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I have identified the hazards indicated above and agree to follow relevant health & safety practices to reduce risk.

Signed.....Rachel Mercer**Date**... Reviewed April 2010...

SAFETY IS THE CONCERN OF EVERYONE