

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.
Fire & sketching. Component of Life in Stuart Times all day workshop.	Open fire in Pendean Farmhouse & lighted candles could result in burns, hair being singed.	Children & adults	C3	Open fire, in fireplace always supervised by member of staff or house steward. Asthmatics warned.	Board outside the building to warn other visitors that workshop is in progress.
	Uneven surfaces in buildings & staircase could all result in trips, falls & abrasions.	Children & adults	C3	Safety briefing & constant supervision. First aid kit in building.	Constant reminders of safety procedures & vigilant staff.
					Health & Safety guidelines to be sent out with booking prior to visit.

Risk Grading	Low (L) A1, A2,A3	Medium (M) B1, B2, B3	High (H) C1, C2, C3
---------------------	----------------------	--------------------------	------------------------

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