

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.
Guided Tours of Museum – sometimes with a particular theme. Key Stage 1 – 4.	Slip/trip on uneven surface both out on site and in historic buildings, including staircases.	Children & adults	C1	Health & Safety advice sheet issued with booking. Verbal safety warning & close supervision.	Identify children unlikely to follow safety instructions and ensure accompanying adults take charge of them.
	Climbing on walls/machinery.	Children	C1		
	Livestock contamination.	Children & adults	B3	Briefing/supervision and hand washing facilities.	
	Open fires in some buildings.	Children & adults	B3	Close supervision by accompanying adults & stewards in houses.	
	Sometimes misunderstanding when there is a language problem.	Children	C3	Staff in charge of tour fluent in pupils language.	

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