

'Brigantium' Roman Activity Day and Half Day. Risk Assessment

Background:

This document covers the physical environment and activities relating to an on-site Roman full or half activity day run at the Brigantium Roman Fort at the Yorkshire Museum of Farming. It has been drawn up with reference to current HASPEV guidelines. It is intended as a working document for use by YMF Services staff and complements, but does not replace or remove the need for separate risk assessment exercises carried out by representatives of visiting school parties based on an awareness of the nature of the age, needs and capabilities of the visiting pupils and staff. This document is intended to support and facilitate site staff and visiting group leaders and assistants in their shared responsibility for assessing, monitoring and managing risk before, and during, a group visit. This document is subject to continual review and updating.

Abbreviations used below:

YMF – Yorkshire Museum of Farming.

DM – Duty Manager

DL – Day Leader. Member of YMF staff designated to lead the activity day.

DA – Day Assistant. Member of members of YMF staff designated to assist DL.

GL – Group Leader. Member of visiting staff identified as key contact / senior member of staff.

GA – Group assistant. Other members of visiting staff working with children.

Period Covered:

The assessment covers the period of daylight hours between the arrival and the departure of the visiting group, typically understood to be 10:00am to 15:00pm inclusive. Variations to these times may implemented by agreement with the visit management team.

Physical Area Covered:

The assessment covers the area within the site perimeter inclusive of the access road and car park, drop off/pick up point, main site buildings, toilet facilities, access routes to the Roman fort and its immediate surroundings, all as indicated on the plan, Appendix 1.

Weather Conditions:

The assessment is applicable in all standard weather conditions. In the case of extreme conditions further re-assessment on the day may be required.

Numbers of visiting pupils, visiting supervision, site staff supervision.

The Roman activity day is run on-site for a planned maximum of 60 children, working variously in a single group or a maximum of four activity groups. The number of activity groups will be dependent upon the number of adult supervisors accompanying the visiting group. The GL and GA's will remain directly responsible for the supervision of the children throughout the visit.

Two members of YMF staff are assigned to lead (DL) and assist (DA) on the day. The DL and DA will brief the children, GL and GA's on each activity. The DL and DA will have supervisory overview of specified tasks.

Risk Assessment Section 1 – General Site Safety

Hazard / Activity on site	Associated risk	Potential to cause harm	Controls in place, responsibility and action.	Risk Outcome
General fire hazards. Throughout site.	Persons trapped in buildings.	High.	-Daily visual check of exits and signage. DM. -Removal of hazardous materials. DM. -Weekly check of fire alarm system. DM. -Periodic check of extinguishers. Service co. -Periodic staff evacuation procedure training. Management team. -Briefing for visiting staff. DL/GL. (Contd.)	Low.
Alighting from vehicles. Car park.	Slip / trip/ fall.	Low / Med	-Identify designated drop off and parking areas. DL/GL. -Appropriate signage in place. Management team. -Daily visual check of surfaces. All staff.	Low
Moving vehicles / deliveries. Car park and access roads.	Visitor / child struck by moving vehicle.	Med / High	-Clear designation of pedestrian areas. -Appropriate warning signage. -Children to be met at bus and disembark under adult supervision. DL/GL	Low
Running children. Throughout the site.	Slip / trip / fall	Low.	-Daily visual inspection of work area. All Staff. -Adequate adult supervision to be ensured. DL/GL -Adults to be briefed on uneven surfaces / slippery surfaces. DL/GL.	Low

Stairways / access to different levels.	Slip / trip / fall.	Med.	-Daily check of light levels / condition of stairways. All Staff. -Remove temporary hazards. All Staff	Low
Touching animals.	Zoonoses. (Infection from animals to humans).	High.	-Warn children of hazards in pre-contact briefing. -Isolate potentially infected livestock. -Position DO NOT TOUCH signs as appropriate. -All adults to remind children not to put hands in mouth or bite nails while on site. -Facilities for hand and footwear washing to be readily available.	Med.
Pregnant ewes.	Toxoplasmosis. Abortion in pregnant women.	High.	-Warn of risk to any female staff that may be pregnant.	Med.
Water troughs / pond.	Children falling in / potential drowning.	Medium.	-Plan work areas away from water hazards. -Position DANGER DEEP WATER signs as appropriate. -Brief group leaders of location of hazard and safe areas of work.	Low
Hands-on display equipment.	Crushing / bruising of fingers / limbs.	High	- Position DO NOT TOUCH signs as appropriate. - Disable equipment when not in use. - Equipment to be used only under supervision of trained member of staff. - All guards to be in position before operation.	Low
Minor collision / medical need.	Cuts, bruises, minor medical incident.	Low.	-Location of First Aiders and equipment to be identified in reception.	Low

Risk Assessment Section 2 – Activity Breakdown.

Hazard / Activity on site	Associated risk	Potential to cause harm	Controls in place, responsibility and action.	Risk Outcome
Unspecified risks in out of bound areas.	Children wondering out of controlled areas.	High.	-Permissible areas identified with children by DL/GL. -Children to be kept under supervision. All Staff. -Unscheduled toilet visit procedure (accompanied by GA only) specified.	Low
Uneven / slippery surfaces on and around fort.	Slip / trip / fall	Med - High	-Visual inspection of all areas at set up time. DL/DA. -No running / climbing safety rules reiterated. All staff -Children to be well supervised. All staff.	Low
Stairways to access platforms.	Slip / trip / fall.	Med – high.	-Visual inspection at set up. DL to decide if safe for use. Decision communicated and reviewed throughout day.	Low
Activity 1. Drill	Collision impact. Dropping of objects on feet / toes.	Low - Med	-No running rules enforced. All staff. - No weapons in barracks rule enforced. All staff. -Brisk but calm atmosphere. DL/all staff. -Close supervision of children GL/GA	Low
Activity 2. Writing.	Bench or table collapse. Slip / trip / fall	Low – Med.	-Children GA's to be warned of hazard. -Sensible speed of movement enforced by all staff. -Brisk but calm atmosphere. DA/GA	Low

Activity 3. Guard Duty.	Slip / trip / fall. 'Play fights'	Med – high.	<ul style="list-style-type: none"> -Children GA's to be warned of hazard. - No use of towers if considered unsafe by DL. -No weapons taken into towers. All. - Children closely supervised. All. 	Low – Med.
Activity 4. Weapons training.	'Play fights' Impact / collision.	Med.	<ul style="list-style-type: none"> - At discretion of DL/GL this activity may be withdrawn or restricted. -Children to be warned of hazard. DL/DA. -All GA's to be warned of importance of close supervision. -Calm atmosphere to be maintained. All. -Only directed activities undertaken. DL/DA -Sword drill: Children to move to command only, in straight lines. DL/DA - Handover of swords to be demonstrated and monitored. DL/DA -Spear drill: Children to move to command only. Importance of barrier to be stressed. Throw / retrieve together. Move in single line in same direction. All. 	Low – Med.
Activity 5. Clay work.	Bench / table collapse. Allergic reaction. Ingestion of clay.	Low.	<ul style="list-style-type: none"> - DA to check furniture throughout day. -Children warned of hazard. DA. -Check for known allergies.DL/DA/GL 	Low.

Activity 6. Lunch cart handling.	Collision impact. Crush / nip.	Med - High	- Cart only to be handled by designated children under adult supervision. DL/DA - Cart position in column carefully monitored. DL/DA - Only designated adult to say 'go', anyone to say 'stop'. -No children to walk alongside. All.	Low
Activity 7. Lunch time.	Relaxation of supervision. Allergic reaction to food items.	Med	-Children to eat in or around barracks only. - Calm atmosphere to be maintained. -Allergy information checked at start of day and again at lunch time.	Low.
Activity 8. Raid!	Panic / impact collision.	Med	-DL to warn GL/GA's of likely event. -Atmosphere to be controlled by DL with close attention to children's reactions. -Column to be maintained in good order with no running. -Raider to be made aware of any issues before raid takes place. DL.	Low
Activity 9. Sacrifice.	Impact collision. Falling into water (shallow)	Med.	-Children to be warned of hazard. -Keep children behind fence away from water. -Good visual contact with children at all times.	Low
Activity 10. Pay parade.	Slip / trip / fall. Nip fingers in pay chest.	Low.	-Children to be warned of hazard. -DL to supervise.	Low

Leaving site.	Lunch cart handling (as above). Reduction of supervision. Children wondering away from group. Confusion through shop / toilets. Embarkation.	Low.	- Lunch cart handling as above. -Children to be briefed as to what is expected. No running, listen to instructions. -Adults briefed on shop drill. -Embarkation under adult control.	Low.
General: Toilet usage.	Slip/trip/fall on wet surfaces. Contact with harmful substances. Contact with public.	Low.	-Children to be warned of slippery surfaces. All. -Appropriate signage to be displayed. DM. -Children informed that no unaccompanied visits to toilets allowed. GL/DL. -All cleaning materials to be kept in secure cleaning cupboards. DM.	Low.

Additional Notes: