

Dark Ages Tudor Activity Day In-House Risk Assessment

Background:

This document covers the physical environment and activities relating to an on-site activity day run at the Tudor farm Croft 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 departure of the visiting group, typically understood to be 10:00am to 15:00pm inclusive. Variations to these times may be 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 Tudor Croft and its immediate surroundings 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 Tudor activity day is run on-site for a planned maximum of 36 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's 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 / Med
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.	Low – Med.
Pregnant ewes.	Toxoplasmosis. Abortion in pregnant women.	High.	-Warn of risk to any female staff that may be pregnant.	Low
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 – Med.
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 GL/GA only) specified.	Low
Uneven / slippery surfaces in and around croft.	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
Activity 1. Animal Pen walk round	Slip / trip / fall. Contact with animals	Low – Med Low – Med	- Activity directly supervised by DL or DA. - Children warned of slippery surface DL / DA. No contact with animals planned into tour. See general site safety provisions above.	Low
Activity 2. Copybook Writing,	Slip / trip / fall Bench/table collapse.	Low – Med. Low.	-Children GA's to be warned of hazard. GA's to supervise children. -Sensible speed of movement enforced by all staff. -DA to check furniture throughout day.	Low Low

	Ingestion of ink.	Low.	-Water based non-toxic poster paint used. -Children warned not to put near mouth.	Low
	Allergic reaction to contact with quills.	Low	-Children warned not to put near mouth. -Pens made from bleached feathers. -Pens boil washed on regular basis.	Low
Activity 3. Pomander making.	Slip / trip / fall	Low.	-Area inspected by DA regularly. Hazards removed or brought to attention of children.	Low
	Table/Bench collapse.	Low	-DA to check furniture regularly.	Low
	Allergic reaction to Oranges / Cloves.	Low.	Allergy information checked with school by DL/DA	Low
Activity 4. Candle dipping.	General hazard.	Med	-This activity is constantly supervised by 1 of DL/DA and at least 1 of GL/GA -Children thoroughly briefed on safety.	Low
	Slip/trip/fall	Med	-Area inspected by DL throughout day. Hazards removed.	Low
	Collision impact during movement.	Med	-Adequate space for clear circulation ensured by DL/DA. -Children walk in circle around dipping equipment.	Low
	Contact with hot wax splashes/drips	Med	-Wax heated in bain marie. -Only purpose designed dipping pot to be used.	

	Allergic reaction to wax.	Low	<ul style="list-style-type: none"> -Temperature monitored by DL/DA throughout activity. -Wicks for dipping cut to twice required length. -One child at a time only to dip. -DL/DA guide hands of child dipping. Other hand kept behind back. -Only purpose specific Paraffin wax to be used. -Allergy information checked with school. 	Low
Activity 5. Pike Drill	General hazard level.	Med.	<ul style="list-style-type: none"> -This activity is constantly supervised by GL/GA and at least one of DL/DA -Children thoroughly briefed on safety. 	Low
	Slip/trip/fall.	Low	<ul style="list-style-type: none"> -Activity done in designated area. -AI drill conducted at walking/marching speed. 	Low
	Impact to head / limbs from pikes.	Med.	<ul style="list-style-type: none"> -Helmets worn over padding of hat. -Lightweight wooden pikes used. -Appropriate level of assistance provided to children as required. -Pike heads constructed and monitored to re-enactment safety standards. 	Low
Activity 6. Lunch time.	Relaxation of supervision. Allergic reaction to food items.	Low	<ul style="list-style-type: none"> -Allergy information checked at start of day and again at lunch time. 	Low

	Collapse of table / bench.	Low.	-Condition of furniture checked at start of day. DL. -Behaviour of children monitored throughout meal. All.	Low
Activity 8. House Tour.	Slip/trip/ fall	Low	-General safety monitoring of movement by all adults.	Low
	Slip or fall on galley-type stairs.	Med/High	-Children and adults warned of danger. -Appropriate level of assistance given to those with mobility difficulties. -One adult to stand at top of stairs, one at bottom. -One child at a time only on stairs. -Children to sit when upstairs and wait for leader.	Med.
Leaving site.	Reduction of supervision. Children wondering away from group. Confusion through shop / toilets. Embarkation.	Low.	-Children to be briefed as to what is expected. No running, listen to instructions. -Adults briefed on shop drill. -Embarkation under adult control.	Low.

Additional Notes: