

Risk Assessment Form

Directorate: Environment & Culture
Location/Division/Premises: Aston Hall

Date of Risk Assessment: September 2010

Type of Risk assessment (describe): Generic

Name of Person(s) carrying out Risk Assessment: Ailyse Hancock

Signature of Risk Assessor **Date**

Signature of Manager **Date**

Review Record

Review Date	Reviewed by	Changes necessary	Signature
8 th April 2011	Richard Statham / Ailyse Hancock	No	

This risk assessment covers school groups booked with the Aston Hall teacher. Teachers bringing classes for a self guided visit must come to Aston Hall beforehand to devise their own risk assessment suited to their individual needs.

Hazard	Who might be harmed and how?	What control measures are in place? Are they sufficient?	What further action required	Action by whom	Action by when	Date completed
Disembarking at front of Aston Hall	Pupils - occasional car/ working vehicle in Park Pupils climbing on horizontal railings or skidding/falling on gravel	Pupils must be supervised by own teachers	Pupils must be supervised by own teachers.	Teachers	Ongoing	Ongoing
Moving around Aston Hall: uneven and polished floors, old stairs, low rope barriers, rope barriers, fire (when lit).	Pupils - slipping, falling, tripping or rope burns, doors swinging, splinters, sparks	Verbal warnings; hold rail; doors held; adults positioned at strategic places	Pupils must be supervised by own teachers.	Teachers	Ongoing	Ongoing
Random, unforeseen behaviour by pupils	Themselves, fellow pupils, own teachers and adults, museum staff	Teachers requested on confirmation slip to inform of special needs pupils beforehand. Constant vigilance by teachers and adults with group.	Pupils must be closely supervised by own teachers and adults, who know them best.	Teachers	Ongoing	Ongoing
Museum staff engaged in cleaning, conservation or other curatorial tasks.	Pupils, teachers, adults tripping over leads, ladders, scaffolding or work tools and materials.	Museum Teacher and own teacher and adults to be alert to problems outside public opening times. Verbal warning, adults to stand in front of hazards that cannot be moved out of the way.	Pupils must be closely supervised by own teachers and adults.	Teachers / Museum Teacher	Ongoing	Ongoing
Toilets	These are public toilets and staff and pupils must be aware that other members of the public may be using them.	Schools are advised to bring male and female helpers with mixed sex classes.	Pupils must be supervised by own teachers and assistants.	Teachers	Ongoing	Ongoing

Sessions with Museum Teacher

Tudor/Stuart sessions: costume, handling artefacts including armour and weapons	Pupils - dropping on foot, hitting someone, tripping on long skirts	Verbal warning; close supervision	Pupils must be supervised by own teachers	Teachers	Ongoing	Ongoing
Victorian sessions: handling artefacts including blunted cut throat razor.	Pupils - dropping on foot, poking or cutting someone, tripping on long skirts	Verbal warning; close supervision	Pupils must be supervised by own teachers	Teachers	Ongoing	Ongoing
Kitchen sessions,	Pupils - tripping;	Verbal warning;	Pupils must be supervised by	Teachers	Ongoing	Ongoing

using artefacts including small meat cleaver and washing mangle	pinching fingers; cutting on implements	1:1 close supervision	own teachers			
Buildings and materials sessions using box of different materials and replica tools	Pupils - dropping on foot, poking or cutting someone.	Verbal warning; close supervision	Pupils must be supervised by own teachers	Teachers	Ongoing	Ongoing
Traditional stories and Nursery Rhymes	Pupils - poking resources or tripping on long skirts	Verbal warning; 1:1 close supervision	Pupils must be supervised by own teachers	Teachers	Ongoing	Ongoing
Art/craft/mask making sessions	Pupils - use of scissors: cutting, poking	Verbal warning; pupils spaced out; close supervision	Pupils must be supervised by own teachers	Teachers	Ongoing	Ongoing
'Let there be light': experiments with candles/lamps	Pupils - burns; broken glass	Close supervision; 1 child involved in demonstration; fire blanket/ extinguishers near	Pupils must be supervised by own teachers	Teachers	Ongoing	Ongoing
Sketching and taking notes around the house with pencils and clipboards	Pupils - poking pencil in eye or hitting someone with clipboard.	Verbal warning; close supervision	Pupils must be supervised by own teachers	Teachers	Ongoing	Ongoing
Working outside the house/gardens /stable court	Pupils - stranger danger	Verbal warning to stay in groups, near the house and not to speak to strangers; close supervision	Pupils must be supervised by own teachers	Teachers	Ongoing	Ongoing
Education Suite	Pupils- falling off chairs/stools/tripping.	Verbal warning regarding inappropriate behaviour; close supervision	Pupils must be supervised by own teachers	Teachers	Ongoing	Ongoing
Education Suite Outside Doors	Pupils - unbolting doors and escaping outside/stranger danger	Verbal warning. If Aston Hall staff not present pupils must be supervised by own teachers. ONLY Aston Hall staff unbolt outside doors unless an emergency.	Pupils must be supervised by own teachers	Teachers	Ongoing	Ongoing
Immediate environs of Aston Hall and Gardens	Pupils - climbing on horizontal fences, falling off low walls, skidding/falling on gravel slipping in the water channels, getting wet in the fountain.	Pupils must be supervised by own teachers	Pupils must be supervised by own teachers	Teachers	Ongoing	Ongoing

NB Aston Park is not included in this Risk Assessment

Further Information

Hazard	Additional Information

