



Risk Assessment Form

Directorate: Environment & Culture

Location/Division/Premises: Blakesley Hall

Date of Risk Assessment: 14th April 08

Type of Risk assessment (describe): Generic

Name of Person(s) carrying out Risk Assessment: Ruth Millett

Signature of Risk Assessor

Date

Signature of Manager

Date

Review Record

Review Date	Reviewed by	Changes necessary	Signature
1 April 2011	Richard Statham / Ruth Millett	No	

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 from coach	Pupils / Traffic if roadside parking used	Coach driver should use drive to side Hall and/or car park at rear	If coach drives pupils at roadside, supervision is responsibility of own teachers	Teachers	Ongoing	Ongoing
Moving around Blakesley Hall: polished floors, old stairs, uneven floors, especially when dancing	Pupils / Slipping, falling, splinters	Verbal warning; hold rail/rope; adults positioned at strategic places; children asked to spread out along the Long Gallery when dancing.	Pupils must be supervised by own teachers (Min ratio 1:15)	Teachers / Museum Teacher	Ongoing	Ongoing
Walking down back stairs to kitchen	Pupils / Tripping down unexpected last step	Verbal warning; adult placed at bottom of stairs.	Pupils must be supervised by own teachers (Min ratio 1:15)	Teachers / Museum Teacher	Ongoing	Ongoing
Heavy doors into classroom and schools toilets	Pupils Trapping fingers	Verbal warning; pupil chosen to hold door for rest of class	Pupils must be supervised by own teachers (Min ratio	Teachers / Museum Teacher	Ongoing	Ongoing

			1:15)			
Outer door of barn slamming in high wind	Pupils / Trapping	Hook fitted to hold door open	Pupils must be supervised by own teachers (Min ratio 1:15)	Teachers / Museum Teacher	Ongoing	Ongoing
Walking from barn to house	Pupils / Tripping on Raised paving stones, slipping on wet paving slabs		Pupils must be supervised by own teachers (Min ratio 1:15)	Teachers / Museum Teacher	Ongoing	Ongoing
Walking from barn to house; playing at lunchtime	Pupils / Gravel being kicked, thrown	Taking different route; verbal warning; teachers must supervise children if playing at lunchtime and keep children off gravel.	Pupils must be supervised by own teachers (Min ratio 1:15)	Teachers / Museum Teacher	Ongoing	Ongoing
Classroom and Garden Session						
Handling artefacts – sharp edges, trapping fingers; heavy lifting of box	Pupils / Cuts, bruises, strain	Verbal warning; close supervision	Pupils must be supervised by an adult (Min ratio: 1:10)	Teachers / Museum Teacher	Ongoing	Ongoing
Herb garden	Pupils / Allergy to plants; stings; prickles	Verbal warning not to eat; close supervision; only adults to pick the herbs.	Pupils must be supervised	Teachers / Museum Teacher	Ongoing	Ongoing



			by an adult (Min ratio: 1:10)			
Practical cutting activities eg mask making	Pupils / Cuts; poking in eyes; swallowing small parts eg sequins	Verbal warning; pupils well spaced apart; close supervision	Pupils must be supervised by an adult (Min ratio: 1:10)	Teachers / Museum Teacher	Ongoing	Ongoing
Role play sessions in costumes – long skirts etc	Pupils Tripping	Verbal warning not to eat; constant reminders to reinforce warning	Pupils must be supervised by an adult (Min ratio: 1:10)	Teachers / Museum Teacher	Ongoing	Ongoing

Further Information

Hazard	Additional Information

