

General Risk Assessment

Please answer the questions as fully as possible. Guidance: Hold the cursor over the question a help box will appear. Please complete relevant boxes coloured light yellow.

Site:	Blakesley Hall	Assessed by:	Katherine Bosworth	Signature:	K Bosworth	Date:	01-Sep-20
		Reviewed by:	Coral Lewis	Signature:	C Lewis	Date:	07-Sep-20
Unique Ref:	BHFE	Description:	Blakesley Hall Formal Education				

Does this Assessment include any specific areas of Risk ?	Activity risk assessment?	Yes
	Area risk assessment?	Yes

To add a new row above the one selected - select a WHOLE row (line) click COPY, then click INSERT COPIED CELLS.
To delete a row select the whole row, right click, then select delete.

1

Hazards, Consequences and Who	Existing Control Measure	Severity	Probability	Degree of Risk (SxP)
Physical (A factor within the environment that can harm the body without necessarily touching it e.g . Vibration, noise, heat, cold, height)				
Vehicle movement - vehicles and pedestrians using the same road space resulting in injury	Disembarking from coach Bookings to advise teachers/coach drivers to park in Blakesley car park	4	1	4
Slips, trips and falls due to poorly maintained floor, during cleaning or spillages or trailing cables causing injury	Adequate supervision and instruction, teachers and pupils warned of dangers of accidents and to accompany children.	1	2	2
Cutting fingers when using scissors	Adequate supervision and instruction, teachers warned of dangers of using scissors and to accompany children at all times.	1	2	2
Moving around Blakesley Hall And gardens Trips and falls on uneven surfaces	Adequate supervision and instruction, teachers and pupils warned of dangers of accidents and to accompany children.	1	2	2
Securing barn doors before educational activity	Barn doors to be secured prior to school arrival.	1	2	2
Injuring fingers on replica artefacts	Verbal warnings given; safety instructions included with artefacts; pupils supervised at all times. Equipment inspected for sharp edges or burrs	1	2	2
Tripping on long costumes when moving round site	Adequate supervision and instruction, teachers and pupils warned of dangers of accidents and to accompany children	2	2	4

Using stairs in the hall	Adequate supervision and instruction, teachers and pupils warned of dangers of accidents and to accompany children and use existing rope hand rail when moving up and down stairs	2	2	4
One child holding blunt replica sword.	Adequate supervision and instruction, teachers and pupils warned of dangers of accidents and instructed how to correctly hold the sword and never swing.	1	1	1
Bee/Wasp Sting when walking through grounds	Adequate supervision and instruction, on how to avoid contact with bees or wasps.	2	1	2
Catching fingers on Flint and Steel when using	Adequate supervision and instruction, teachers and pupils warned of dangers of accidents and instructed how to correctly handle the Flint and Steel.	1	2	2
Very cold temperatures in autumn and winter months owing to age of the building. Potential to cause ill health/harm to wellbeing	Warm outdoor clothing and extra layers will need to be worn by all pupils, teachers and accompanying adults throughout the autumn and winter months. Staff to verbally remind everyone to wear outdoor coats and layers Classroom and lunchroom should be heated throughout the autumn and winter months. During particularly extreme weather staff to call schools ahead of visit to ensure that this message is passed on to all participants.	2	2	4
Ergonomic (physical factor within the environment that harms the musculoskeletal system. E.g. repetitive movement, manual handling, uncomfortable workstation height & poor body positioning)				
Movement of tables and chairs in classroom and lunchspace. Potential to cause muscular injuries.	Tables to be a 2 person lift. Manual handling training to be provided to staff involved in moving tables and chairs. Sensible footwear to be worn Visual check of classroom and lunchroom furniture once a year by staff	2	2	4
Chemical (could affect a workers health, gases etc which can cause harm through skin, inhalation, injection i.e.acids, carbon monoxide)				
Use of cleaning chemicals. Potential to cause skin irritation - leading to itching, broken skin.	PPE - gloves to be provided. Means of drying hands provided.	1	2	2
Biological (i.e. bacteria, viruses, toxins: inhalation - contact with bodily fluids, ingestion: contaminated food - water or kitchen utensils)				
Ingesting glue	Teachers to be made aware of any glue that might have specific allergic reactions. Adequate supervision and instruction, visitors warned of dangers of using scissors and to accompany children at all times.	2	1	2

Allergic reaction to touching of artefacts	Adequate supervision and instruction, teachers & pupils warned of dangers of using artefacts and to manage pupils at all times.	2	1	2
Staff and pupils touching resources and contracting- COVID-19	All resources to be cleaned before session or left for 72 hours before use again. This to be done by a member of staff PPE anti-bacterial wipes or soap, water and paper towels	4	1	4
School visits contracting COVID-19 whilst visiting site.	<p>Contact details taken from schools at point of booking for Track and Trace - allowing contact if a school or BMT staff contracts COVID within 14 days of the visit.</p> <p>Pre-booked school session to manage on site restrictions. Schools classes will have staggered arrival time when entering site.</p> <p>Signage in place requiring visitors to follow the 2m social distancing guidelines.</p> <p>Each school group will be allocated one member of staff during their visit.</p> <p>Spaces on site thoroughly cleaned before and after use by OCS cleaning staff.</p> <p>Hand sanitiser stations available at entry points and throughout the site.</p> <p>One way system in place around the site for both visitors and staff to maintain social distancing.</p> <p>Visitors aged 12 and above (or Year 7 and above) have to wear face coverings unless they are exempt based on government guidelines in museum and gallery settings</p> <p>Ability to wash hands with soap and water for 20 seconds on site. Soap and paper towels will be available at all sinks that are available in classrooms and in public toilets.</p> <p>Schools groups will be encouraged to wash their hands on arrival, before & after sessions, lunchtime and departure.</p> <p>Signage on display to remind about personal hygiene.</p> <p>Wherever safe to do so external and internal doors to be propped open to reduce frequent touching.</p>	4	1	4

<p>BMT staff contracting COVID-19 whilst a school is visiting site and during the course of their duties.</p>	<p>L&E staff to wear PPE - face coverings i.e. face masks to be wore in public spaces and delivery sessions, if they are less than 2 metres away from the group. Staff to maintain 2m (or 1m plus face covering must be worn by staff and visitors aged 12 and above) social distancing from all visitors. L&E staff staff to have PPE- Hand Sanitiser on them if unable to wash their hands during delivery of sessions. BMT staff to wash hands frequently with soap and hot water for 20 seconds, especially on arrival, before departure, before and after sessions, and eating. Staff to monitor this and advise school groups to maintain social distancing from other visitors. To follow the one way system in place on site at all times. All staff to complete the E learning COVID awareness courses. If staff developing symptoms whilst at work they are to alert their line manager immediately who will follow government guidelines. Any BMT staff member working on site must confirm:</p> <ul style="list-style-type: none"> • They are not showing any symptoms of COVID 19 • No one in their household is showing any symptoms of COVID 19 • They have not been in close contact with anyone else showing symptoms of COVID 19 • They will wash their hands immediately on arrival, frequently throughout the day and prior to leaving • They will maintain the 2m social distancing rule 	4	1	4
Psychological (Stress through bullying, intimidation, depression, excessive workload, lack of communication, physical environment in poor / cramped condition, involvement in a major incident leading to post traumatic stress)				
<p>Abuse from attendees. Potential harm to wellbeing/stress.</p>	<p>Company Policy including training of staff in handling abuse, calling for assistance and means of calling for help provided, i.e. radios, walky talkies - procedure known by staff. Unruly individuals will be politely asked to stop misbehaving and if refuse or continue, request they leave (undertaken by Duty Manager / Security as appropriate).</p>	2	2	4

Blakesley Hall/tearoom/toilets are part of a public building used by anyone and everyone. Potential harm to wellbeing/abduction/abuse.	School groups must adhere to BMT stated ratio of pupils:adults (Fdn and KS1 1:6. KS2 and over 1:10) Pupils must be supervised by own Teachers and accompanying adults at all times. Teachers and accompanying adults should be mindful that that members of the public may be present in the grounds, shop, and toilet block. Staff to verbally instruct Teachers that toilets are public toilets during welcome. Written information displayed in classroom also reiterates this. Schools are advised to bring male and female helpers with mixed sex classes.	2	2	4
Stress due to returning to work and working with the public	BMT's Help and Support line Communication between staff and managers COVID-19 guidance from the Government PPE provided to staff to prevent contracting COVID-19	4	1	4

2 What further actions are necessary to control the Risk? (in priority order)

Action	Action Owner	Target Completion	Comment	Status

Supporting Documentation

1		2		3	
4		5		6	
7		8		9	
10		11		12	

Yes / No

Consider: Are the proposed actions likely to create a different hazard?

No

3 Who Might Be Harmed

Staff	<input checked="" type="checkbox"/>	Public	<input checked="" type="checkbox"/>	Cleaners	<input type="checkbox"/>	Security	<input type="checkbox"/>	Contractors	<input type="checkbox"/>	Vulnerable Grps	<input checked="" type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	
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4 Assessment of Risk

Assessment of Risk				
5	10	15	20	25
4	8	12	16	20
3	6	9	12	15
2	4	6	8	10
1	2	3	4	5
Severity				
Probability				

Severity	Probability
1 Little or no lost time/negligible ill health	1 Improbable
2 Up to 7 days / minimal ill health	2 Unlikely
3 Over 7 days / moderate ill health	3 Possible
4 Severe injury or ill health	4 Likely
5 Fatality, major injury / critical ill health	5 Almost Certain

Risk
1 - 4 Monitor and maintain controls
5 - 12 Improve controls
15 - 25 Cease activity until corrected

5 Assessor Section: I confirm the above controls have been put in place

Assessor Name and Title:	Katherine Bosworth, Learning and Engagement Manager	Signature:	K Bosworth	Date Approved:	01/09/2020
Reviewers Name and Title	Coral Lewis, Health & Safety Manager	Signature:	C Lewis	Date Approved:	07/09/2020

When should this be reviewed next?	Next 12 months
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6 Version Control: Record of annual review				
Reviewers Name and Title	Date of Review:	Where Controls Satisfactory?	Are Additional Controls Required?	Details of Additional Controls Required and date implemented?
Will Graham Learning Officer	18/11/2022	Yes	No	Verbal Warnings given for handling of flint and steel and for holding replcia sword.
Will Graham Learning Office	27/04/2023	Yes	No	ough grounds - Adequate supervision and instruction, on how to