

# 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:	Aston Hall	Completed by:	Ruth Millett
Unique Reference:	FEAH	Verified by:	Katherine Bosworth
		Date:	5-Dec-19

Description:	Formal Education Sessions at Aston Hall
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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	Se ver ity	Prob abilit y	Degree of Risk (SxP)
	<b>Physical</b> (A factor within the environment that can harm the body without necessarily touching it e.g. Vibration, noise, heat, cold, height)				
	<p>Uneven surfaces/steps/railings/ walls/ chains in the grounds and gardens of Aston Hall.</p> <p>Potential injury through slips/trips and falls e.g. sprain/strain/break of limb/cuts/ bruises.</p> <p>Pupils, teachers, accompanying adults and LO (Learning Officer)</p>	<p>Verbal instructions given by LO, teachers and accompanying adults to advise of best route, to walk sensibly and recommended use of North Courtyard (i.e to stay on grass away from railings and gravel).</p> <p>School groups must adhere to BMT stated ratio of pupils:adults (Fdn and KS1 1:6. KS2 and over 1:10)</p> <p>Pupils must be supervised by own teachers/accompanying adults at all times.</p> <p>Teachers must follow own risk assessment if planning to allow playtime in the North Courtyard at lunchtime.</p> <p>First aid box to be made available with a first aider / appointed person nominated to take charge in the event of injury, medical assistance.</p> <p>Procedures in place for reporting maintenance matters.</p> <p>As appropriate areas cordoned off if felt a hazard for visitors until a fix is found.</p>	4	1	4
	<p>Uneven/polished surfaces/slopes/steps/ low rope barriers within Aston Hall.</p> <p>Potential injury through slips/trips and falls e.g. sprain/strain/break of limb/cuts/ bruises.</p> <p>Pupils, teachers, accompanying adults and LO.</p>	<p>Verbal instructions given by LO, teachers and accompanying adults to hold onto rope/bannister/walk one at a time and travel slowly.</p> <p>Adults asked to spread out along line and placed at strategic points on stairs (e.g.bottom, top, half landings). If cellar is to be accessed, LO to ensure that the steps and floor is swept prior to visit.</p> <p>School groups must adhere to BMT stated ratio of pupils:adults (Fdn and KS1 1:6. KS2 and over 1:10)</p> <p>Pupils must be supervised by own teachers/accompanying adults at all times.</p> <p>First aid box to be made available with a first aider / appointed person nominated to take charge in the event of injury, medical assistance.</p> <p>Procedures in place for reporting maintenance matters.</p> <p>As appropriate areas cordoned off if felt a hazard for visitors until a fix is found.</p>	4	1	4

<p>Long costume worn during teaching sessions within Aston Hall.</p> <p>Potential injury through tripping. e.g. sprain/strain/break of limb/cuts/bruises. Pupils.</p>	<p>Movement limited to a few steps and level access i.e LO to ensure that children do not wear long costumes when travelling up or downstairs.</p> <p>Verbal instructions given to hold hem free from feet when pupil moves around.</p> <p>Close supervision when costume is tried on including pupils to be helped into and out of costumes by LO or Teacher.</p>	4	1	4
<p>Very cold temperatures within Aston Hall in autumn and winter months owing to age of the building.</p> <p>Potential to cause ill health/harm to wellbeing</p> <p>Pupils, teachers and accompanying adults.</p>	<p>Warm outdoor clothing and extra layers will need to be worn by all pupils, teachers and accompanying adults throughout the autumn and winter months.</p> <p>LO to verbally remind everyone to wear outdoor coats and layers before entering Aston Hall.</p> <p>Classroom and lunchroom should be heated throughout the autumn and winter months.</p> <p>During particularly extreme weather LO to call schools ahead of visit to ensure that this message is passed on to all participants.</p>	2	2	4
<p>Spillages of food and/or drink in lunchspaces.</p> <p>Potential injury through slips/trips and falls e.g. sprain/strain/break of limb/cuts/bruises.</p> <p>Pupils, teachers, accompanying adults and LO.</p>	<p>All spillages to be cleaned up immediately.</p> <p>Wet floor signs to be used as appropriate (removing after floor is dry).</p> <p>Food / drink only permitted in designated areas</p> <p>First aid box to be made available with a first aider / appointed person nominated to take charge in the event of injury, medical assistance.</p> <p>Cupboards and drawers to be closed immediately after use</p> <p>All areas to be maintained in a clean and tidy condition at all times.</p> <p>Rubbish to be disposed of immediately in the correct recepticals.</p>	4	1	4
<p>Sharp/heavy objects, sometimes with moveable parts e.g. replica objects/fire hook/weapons/dowsing rods/pencils.</p> <p>Potential injury to eyes/body through poking or hitting/cuts, bruises or pinches to fingers/injury to feet if dropped.</p> <p>Pupils, teachers, accompanying adults and LO.</p>	<p>All educational items used for object handling ie. replica eapons to be blunted</p> <p>LO present at all times and supervise use of any weapons.</p> <p>Verbal instructions given to children about how to handle replica objects/dowsing rods/pencils etc.</p> <p>Written safety instructions included with artefacts in self-guided classroom time.</p> <p>LO to ask teacher to choose appropriate helpers for holding replica objects/weapons during facilitated sessions or (for instance in the case of the fire hook) only call on teachers for assistance with handling and ensure to move pupils out of the way</p> <p>Teacher and accompanying adults must supervise appropriate use of replica objects during self guided time in the classroom. Written instructions about safe handling provided in object handling box.</p> <p>Pupils must be supervised by own teachers/accompanying adults at all times.</p>	2	2	4
<p>Noise caused by loud music.</p> <p>Potentially causing nuisance, difficulty hearing a fire alarm, tinitus</p> <p>Pupils, teachers, accompanying adults and LO.</p>	<p>Pupils and adults to be told about the possibility of a fire alarm before entering the site.</p> <p>Learning Officer will be in radio contact with the site team throughout the visit.</p> <p>Learning Officer will show teachers the classroom sensory bag, which includes a set of ear defenders for children who struggle with loud noises.</p> <p>If loud noises persist, visits can be paused and resumed.</p>	3	1	3

Burns from hot water taps at sink. Pupils, teachers, accompanying adults and LO.	Caution sign displayed above sink. Pupils must be supervised by teachers and accompanying adults at all times. First aid kit and nominated person / first aider appointed on site, medical assistance.	2	2	4
Misuse of scissors and craft equipment while using classroom to do crafts. Potential to cause cuts, paper cuts, injury through poking, choking on small items. Pupils.	Teacher and accompanying adults to give verbal instruction about correct use of equipment. It is recommended that pupils are adequately spaced out and that demonstrations and support are actively provided by school teachers and accompanying adults. 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/accompanying adults at all times.	2	2	4
Overcrowding/exceeding capacity of area which has potential to restrict safe movement of people and prompt evacuation from the area in the event of an emergency e.g. fire. Potential to cause injury from minor to death. Pupils, teachers, accompanying adults and LO.	Visitor numbers not to exceed those recommended in BMT's Fire Capacity Documentation for the space being used. A minimum of two points of exit to be provided (unlocked). Fire exits and routes to be kept clear at all times and monitored throughout. LO, Teachers and accompanying adults to actively manage classroom and lunchspace to ensure bags/coats are hung up, chairs are tucked in, children are moving around in a sensible manner. LO to explain fire evacuation procedure and indicate fire evacuation muster point to Teacher on arrival. Teacher to sign signing in sheet to confirm understanding. Furniture layout to be pre-planned to ensure clear routes between tables/chairs to provide a clear means of escape.	5	1	5
Random behaviour by pupils e.g. climbing on railings while playing, not holding on while using stairs, running off in open spaces. Potential physical injury to self and others e.g. caused by falls, pushing Pupils, teachers, accompanying adults and LO.	Teachers requested to inform LO of any SEN requirements ahead of the visit (though Education Bookings Contact Information). School groups must adhere to BMT stated ratio of pupils:adults (Fdn and KS1 1:6. KS2 and over 1:10). It is advised that children with severe SEN needs have an adult with them on a 1 to 1 basis at all times to ensure the pupil is comfortable and feels safe. Pupils must be supervised by own teachers/accompanying adults at all times.	2	2	4
<b>Ergonomic</b> (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. Teachers, accompanying adults and LO.	Tables to be a 2 person lift. Manual handling training to be provided to LO and other staff involved in moving tables and chairs. Sensible footwear to be worn - no high heels. Visual check of classroom and lunchroom furniture once a year by LO.	2	2	4
<b>Chemical</b> (could affect a workers health, gases etc which can cause harm through skin, inhalation, injection i.e.acids, carbon monoxide)				

Misuse of cleaning chemicals. Potential to cause ill health or possible death. Pupils, teachers, accompanying adults and LO.	Staff are trained to use cleaning products safely. PPE to be worn as per COSHH sheets i.e. gloves, masks etc Cleaning fluids are kept in a lockable cupboard COSHH sheets readily available First aid kit and nominated person / first aider appointed on site. Cleaning fluids not left unattended in spaces where children are	2	2	4
Use of cleaning chemicals. Potential to cause skin irritation - leading to itching, broken skin. Pupils, Teachers, accompanying adults and LO.	PPE - gloves to be provided. Means of drying hands provided.	1	2	2
<b>Biological</b> (i.e. bacteria, viruses, toxins: inhalation - contact with bodily fluids, ingestion: contaminated food - water or kitchen utensils)				
Bodily fluids from over indulging in food/travel sickness. Potential to cause ill health, risk of HIV, hepatitis. Pupils, teachers, accompanying adults and LO.	Spill kits to be provided to staff and training provided, including the safe disposal of the bodily fluid (treated as hazardous waste)	2	2	4
Liquids or solids such as paint, ink and crayons when doing classroom craft activities. Potential ill health through ingestion. Pupils. Allergic reactions from food products used in workshops (e.g. spices)	Non-toxic supplies to be used. Teacher and accompanying adults to give verbal instruction about correct use of equipment. It is recommended that pupils are adequately spaced out and that demonstrations and support are actively provided by school teachers and accompanying adults. 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/accompanying adults at all times with additional 1 to 1 support where appropriate for SEN pupils. Check with teacher regarding any allergies in the group before passing round food products	4	1	4
Flooding. Damage to property, risk of vermin or mould. Pupils, teachers, accompanying adults and LO.	Taps to be turned off fully when not in use - faults to be reported immediately and water isolated where appropriate Sinks must be kept clear to prevent blockages Area of flooding to be cordoned off and appropriate warning signs to be used. Where water is going into electrical supply, supply to be turned off if felt safe to do so, evacuate if necessary.	2	2	4
<b>Psychological</b> (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)				
Abuse from attendees. Potential harm to wellbeing/stress. Pupils, Teachers, accompanying adults and LO.	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).	2	2	4

<p>Aston Hall/tearoom/toilets are part of a public building used by anyone and everyone. Potential harm to wellbeing/abduction/abuse.. Pupils, Teachers, accompanying adults and LO.</p>	<p>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. LO 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.</p>	2	2	4
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**2 What further actions are necessary to control the Risk?** (in priority order)

Action	Action Owner	Target Completion	Comment	Status

  

**Supporting Documentation**

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<b>Consider: Are the proposed actions likely to create a different hazard?</b>	<b>Yes / No</b>

  

**3 Who Might Be Harmed**

Staff		Public		Cleaners		Security		Contractors		Vulnerable Grps
Others (Specify) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>										

  

**4 Assessment of Risk**

<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr><td>5</td><td>10</td><td>15</td><td>20</td><td>25</td></tr> <tr><td>4</td><td>8</td><td>12</td><td>16</td><td>20</td></tr> <tr><td>3</td><td>6</td><td>9</td><td>12</td><td>15</td></tr> <tr><td>2</td><td>4</td><td>6</td><td>8</td><td>10</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </table> <p style="text-align: center;">Probability</p>	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	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e0ffff;">Severity</th> <th style="background-color: #e0ffff;">Probability</th> </tr> </thead> <tbody> <tr><td>1 Little or no lost time/negligible ill health</td><td>1 Improbable</td></tr> <tr><td>2 Up to 7 days / minimal ill health</td><td>2 Unlikely</td></tr> <tr><td>3 Over 7 days / moderate ill health</td><td>3 Possible</td></tr> <tr><td>4 Severe injury or ill health</td><td>4 Likely</td></tr> <tr><td>5 Fatality, major injury / critical ill health</td><td>5 Almost Certain</td></tr> </tbody> </table>	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	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e0ffff;">Risk</th> </tr> </thead> <tbody> <tr style="background-color: #008000; color: white;"><td>1 - 4 Monitor and maintain controls</td></tr> <tr style="background-color: #ffff00;"><td>5 - 12 Improve controls</td></tr> <tr style="background-color: #ff0000; color: white;"><td>15 - 25 Cease activity until corrected</td></tr> </tbody> </table>	Risk	1 - 4 Monitor and maintain controls	5 - 12 Improve controls	15 - 25 Cease activity until corrected
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**5 Approval Section**

I confirm that the above controls have been put in place:

Name and Title:	Katherine Bosworth	Signature:	Katherine Bosworth	Date Approved:	12/5/19
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**6 Managerial Review**

**Review of additional control measures (if applicable):**

Where the additional controls satisfactory?		Are any other additional controls required?	
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Detail:

Name and Title:		Signature:		Date Approved:	
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**7 Further Review: Reviewed with no Addition needed.**

Detail:

Name and Title:	Will Graham, Learning and Engagement Officer	Signature:	W.D.Graham	Date Approved:	4/27/23
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<b>When should this be reviewed next?</b>						
Version V3 - 25 July 17						
<b>7</b>	<b>Further Review:</b>					
	<b>Detail:</b>					
	<b>Name and Title:</b>		<b>Signature:</b>		<b>Date Approved:</b>	
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Version V3 - 25 July 17						