

Activities Covered by this Assessment	1620s House and Garden- 'Step into the Manor' Workshop Risk Assessment	Reference	<i>Bos/School onsite bookings</i>
Site Address / Location	1620s House and Garden, 1620 Manor Rd, Donington le Heath, Coalville LE67 2FW	Department / Service / Team	Adults & Communities – Heritage Services
Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity			

This risk assessment has been written in line with the Government guidance for Working safely during coronavirus for offices and Museum and Heritage sites (last updated 16th August).

From step 4 of the government road map there is no longer a legal requirement to socially distance, however employers have a duty of care to carry out a risk assessment which is specific to their workplace.

The following workplace controls remain unchanged and must be implemented in the workplace

- Adequate ventilation
- Sufficient cleaning
- Good hand hygiene

Consideration should also be given to reducing the number of people employees come into contact with, and shared workstations should be cleaned between each user.

Health and safety concerns can be reported to; the Health, Safety and Wellbeing team, your manager, your trade union representative and/or Property Services.

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done ?
Slips, Trips & Falls Low lighting in some areas—especially in winter: potential of falling over/bumping into the displays.	Students School Staff Volunteers LCC Staff- Site injuries	- School staff and students to wear suitable footwear and clothing. - School staff to supervise students at all times and to ensure students move around the site in an orderly fashion. - LCC staff regularly inspect the site. - Activities are set up to allow enough space to move around safely. - Museum Educator to give clear instructions when entering the site. - Number of pupils on each activity are restricted to avoid congestion. - Young people and adults to take care when moving up and down the stairs and are to travel slowly and in single file. - Care to be taken when moving around the building as stone floor may become slippery if wet and low lighting may impede vision. Any slippery areas to be cordoned off by site staff until made safe.	M	L	L							

Low doorways: potential of bumping into the displays	Students School Staff Volunteers LCC Staff- Site injuries	- Adults and taller pupils to be vigilant and take care when moving through low doorways. - Facilitator and LCC staff to warn group of low doorways.										
Manual Handling	LCC staff	- Equipment to be put in position by LLC staff following correct lifting techniques to reduce risk of injury. - Containers are only to be moved by LCC staff. - Appropriate footwear worn by LCC staff.	M	L	L							
Use of Equipment	Risk of injury from handling objects – some heavy or with sharp edges	- Museum Educator to give health and safety warnings throughout session. - All items used by Museum Educator are selected for their suitability for handling by students. - School staff are asked to choose volunteers suitable for activity. - School staff to ensure that students follow Museum Educator instructions. If instructions are not followed and student behaviour is deemed to be unsafe, equipment may be taken away or workshop may finish early, dependent on the severity of behaviour. - Museum Educator and school staff to ensure appropriate levels of supervision are in place taking into account of age of pupils and any special needs. - Museum Educator completes a visual check of all equipment prior to the workshop.	M	L	L							

		- Any breakages of items should be reported to the Museum Educator immediately and they will remove any hazards if necessary. - Children are seated whilst handling objects, to minimise risk of injury from dropping items. - Items are passed around at the discretion of the Museum if they deem them to be suitable for each group. - Resources are kept in a locked cupboard when not in use.										
House Activities	Students School Staff Volunteers LCC Staff	- Each group to be supervised by a responsible adult. - Artefacts to be kept in sealed containers. - Seating to be available for writing task. Dress-up: clothing to be loose and without tight cords or pins. Toys: Children reminded to give each other enough space when using the toys and adults will demonstrate how to use properly. Lavendar Bags: Teacher to identify if any students need to wear gloves if they have any skin conditions such as eczema. Dancing and musical Instruments: Museum educator to ensure children are spread out. If there is a large group, children may have to take it in turns. - All percussion instruments. No wind instruments so not going in mouth. Adults will demonstrate	L	L	L							

		how to use if needed.										
Activities outside the house in the garden: Slips, trips and falls Potential allergy to certain plants/bites Animal deposits Poisonous plants	Students School Staff Volunteers LCC Staff	- Group leaders to ensure pupils wear appropriate footwear/clothing. - Group leaders to supervise group at all times. - Pupils to be encouraged to walk outside. - Group leaders to be aware of pupil allergies and potential allergic reactions and to inform LCC staff of any allergies prior to visit. - LCC staff to check lawn for any animal excrement before visit. - Poisonous plants clearly marked and facilitators to warn group.	M	L	L							
Use of the barn for lunch and activities	Students School Staff Volunteers LCC Staff	- Group leaders to supervise group at all times. - Group leaders to ensure that pupils wear appropriate footwear/clothing. - LCC staff to ensure that the barn area is clear of trip hazards. - Group members to follow safety instructions given by facilitators/LCC staff. - Group leader to ensure group members stay in designated areas.	L	L	L							
Sensory, cultural and additional needs hazards (ME-Led programme, generic site risk)	Students School Staff Volunteers LCC Staff	- Lead teacher to notify booking team of any additional or cultural needs in advance. - Flexibility around school staff ratios if pupils need one-to-one support. - Volunteer to be chosen by teacher in the event of sensitivity to clothing materials.	L	L	L							

assessment available)		Larger print (A3) instruction to be provided if requested in advance.											
First Aid	Students School Staff Volunteers LCC Staff	- All school parties are responsible for their own first aid. It is the responsibility of school to bring their own first aider and relevant equipment with them. - Designated LCC First Aid trained staff are available to assist with first aid if needed. - If an accident happens during the session, the Museum Educator will report this over the radio. Where possible, the child and an adult from the school party will be accompanied to the office and the session will continue with the rest of the party. First aid will be administered, and the incident will be recorded in the accident book. - If an accident happens and the child cannot be moved, once support has arrived, if possible, the Museum Educator will take the rest of the party to another area on site to complete an adapted version of the session.	M	L	L								
Exposure to Allergens	Students School Staff Volunteers LCC Staff	- School group leader to identify if any students are at risk from allergic reactions and to notify all adults in their group. - Wooden, metal, woollen and stone materials may be handled during the session. - All allergies must be included on the booking form - If a student has a specific allergy which may be affected by activities in the session, the teaching staff and student should also notify the Museum	M	L	L								

		Educator on the day.											
Exposure to Biological Agents (incl. Covid-19)	Students School Staff Volunteers LCC Staff	- The education spaces will be kept well ventilated by keeping doors open when possible, ensuring that the fire and safeguarding regulations are not broken and that the collection/care/security protocols are not breached. - School staff should notify a member of LCC staff immediately if a student or adult begins to feel unwell during the visit. - School staff to encourage students to follow good hygiene procedures including regular hand washing. - Facilitators will notify the office if they become ill. - LCC staff to ensure that facilities and equipment are cleaned regularly.	L	M	L								
Safeguarding	Students School Staff Volunteers LCC Staff	- All Museum Educators have up to date DBS checks. - School staff to supervise students at all times throughout the session.	M	L	L								

During this activity, what could go wrong resulting in an emergency situation?	It is possible that even with the above measures in place students, adults with the school party, facilitators and site staff could still have an accident which could lead to an emergency – but the risk is very low. However, if there was an emergency on site then site staff would follow emergency procedure to deal with the incident.
How could this emergency situation be prevented / controlled?	The emergency situation would be prevented/controlled by implementing the above controls.
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	The site staff and the facilitators would respond to a potential emergency situation. The site staff and the facilitators have been trained.
Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?	As long as the school staff are with the pupils at all times and the above measures are put in place, then any changes to the normal routine should not affect the normal safety arrangements.

Risk Assessors Name:	Helen Keeling	Risk Assessors Signature:	<i>H Keeling</i>
Authorised By:		Authoriser Signature:	
Date Conducted:	04/08/26	Date of Next Review:	August 2027

Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium
		Low The event is unlikely to happen.	Medium It is fairly likely to happen.	High It is likely to happen.
Likelihood of Harm Occurring				

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.