

Activities Covered by this Assessment:	1620s Education Programme	Reference:	
Site Address / Location:	1620s House & Garden at Donington Le Heath	Department / Service / Team:	The Museums and Heritage Team
Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity			

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	Final Risk Rating			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who	Date By	Done?
<p>Group members arriving and departing by coach:</p> <p>Road vehicles</p> <p>Slips, trips and falls on paths leading to house due to uneven surface/roots etc. and in wet/icy conditions</p>	<p>Young people</p> <p>Group Leaders</p> <p>Facilitators</p> <p>LCC Staff</p> <p>Volunteers</p>	<p>Coaches should drop the group members off in the designated car park.</p> <p>The only other vehicles within the car park belong to LCC staff, volunteers and contractors already on site.</p> <p>Group leaders are responsible for the supervision of their party to and from the house.</p> <p>Group leaders to ensure group walk sensibly and stick to path.</p> <p>Paths are maintained by LCC staff. In the event of a group not being able to access the house safely, schools will be informed ASAP.</p> <p>Group staff to ensure that pupils wear appropriate footwear/clothing.</p>	L	L	L							

<p>Activities inside the house:</p> <p>Staircase (narrow and quite steep) – risk of slips trips and falls. Potentially slippery in wet conditions.</p> <p>Site injuries – cuts, grazes, bruises, stings etc.</p>	<p>Young people Group Leaders Facilitators LCC Staff Volunteers</p>	<p>The site is regularly inspected for tripping hazards, and any are removed or mitigated.</p> <p>Group members supervised at all times by group leaders.</p> <p>LCC staff and group leaders to ensure the pupils do not run inside the building.</p> <p>Young people and adults to take care when moving up and down the stairs and are to travel slowly and in single file.</p> <p>Extra care should be taken when carrying items up or down the stairs.</p> <p>Manual handling and first aid are a part of the facilitator training programme.</p> <p>Group leaders to bring a suitably equipped first aid kit and are expected to provide first aid to their group members if needed during their visit.</p> <p>All accidents/incidents are to be reported to a member of the LCC staff which will be recorded following LCC accident procedures.</p> <p>Group leaders to ensure that pupils wear appropriate footwear/clothing.</p>	<p>L</p>	<p>L</p>	<p>L</p>							
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<p>Fire Burns Cuts</p>	<p>Young people Group Leaders Facilitators LCC Staff Volunteers</p>	<p>Emergency procedures are included as part of meet and greet at the beginning of the session.</p> <p>In an event of an emergency, LCC staff to follow Emergency Evacuation Procedures. LCC staff will lead group evacuation out of the building by the nearest fire exit. LCC staff will direct group to assemble by the fire assembly point on the lawn. Group leaders to undertake a head count to ensure everyone is present- if anyone is missing the leader is to inform LCC staff, who in return will inform the Fire Service Chief on their arrival.</p> <p>Everyone to use the fire exit signs in the house to safely remove themselves from the building.</p> <p>There are two fire exits in each part of the buildings.</p>	<p>L</p>	<p>L</p>	<p>M</p>	<p>The house is checked so that there is nothing blocking the fire exits on the day of school/group visit</p>						
<p>Overcrowding Breathing difficulties Fainting</p>	<p>Young people Group Leaders Facilitators LCC Staff Volunteers</p>	<p>Group members are grouped for activities to prevent overcrowding and these numbers are limited by the fire risk assessment.</p>	<p>L</p>	<p>L</p>	<p>L</p>							
<p>Supervision – Potential lost group members: Safe-guarding concerns</p>	<p>Young people</p>	<p>Group leaders are responsible for the supervision of their party at all times.</p> <p>All facilitators leading the activities are DBS checked.</p> <p>Pupils should always be supervised by their group leader.</p> <p>Toilets visits by young people supervised by group leaders only.</p>	<p>L</p>	<p>L</p>	<p>L</p>	<p>Groups are not allowed onsite without their group leaders/guardians</p>						

Glass cases and object handling: potential risk of accidental injuries	Young people Group Leaders Facilitators LCC Staff Volunteers	All glass within the house is safety glass - made to British Standards. All hands-on exhibits comply with agreed safety standards.	L	L	L						
Uneven surfaces and hanging textiles: Trip hazard Wooden and stone floors: potentially slippery especially when wet	Young people Group Leaders Facilitators LCC Staff Volunteers	Care to be taken when moving around the building. Any slippery areas to be cordoned off by site staff until made safe. LCC staff/Facilitators/Group leaders - to ensure pupils do not run inside the building.	L	L	L						
Low lighting in some areas– especially in winter: potential of falling over/bumping into the displays	Young people Group Leaders Facilitators LCC Staff Volunteers	Care to be taken when moving around the building.	L	L	L						
Low doorways: potential of bumping into the displays	Young people Group Leaders Facilitators LCC Staff Volunteers	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.	L	L	L						

<p>Handling of museum objects</p>	<p>Young people Group Leaders Facilitators LCC Staff Volunteers</p>	<p>All objects used in sessions are selected for their suitability for handling by pupils and are used under close supervision.</p> <p>Facilitator to give appropriate instruction for handing objects.</p>	<p>L</p>	<p>L</p>	<p>L</p>							
<p>Potential injuries from the use of equipment</p>	<p>Young people Group Leaders Facilitators LCC Staff Volunteers</p>	<p>All activities supervised. Safety instruction provided by facilitator.</p> <p>All equipment used is suitable for children. Knives, scissors, and all other equipment are stored in a cupboard when not in use.</p>	<p>L</p>	<p>L</p>	<p>L</p>							
<p>Use of craft materials</p>	<p>Young people Group Leaders Facilitators LCC Staff Volunteers</p>	<p>Group leaders and facilitator to supervise during the activities.</p> <p>Group leaders to be aware of pupil allergies and potential allergic reactions. LCC staff to be notified of allergies prior to visit so that the necessary steps can be taken to avoid certain products.</p> <p>Access to eye wash onsite.</p>	<p>L</p>	<p>L</p>	<p>L</p>							
<p>Activities outside the house in the garden:</p> <p>Slips, trips and falls</p> <p>Potential allergy to certain plants/bites</p> <p>Animal deposits</p> <p>Poisonous plants</p>	<p>Young people Group Leaders Facilitators LCC Staff Volunteers</p>	<p>Group leaders to ensure pupils wear appropriate footwear/clothing.</p> <p>Group leaders to supervise group at all times.</p> <p>Pupils to be encouraged to walk outside.</p> <p>Group leaders to be aware of pupil allergies and potential allergic reactions and to inform LCC staff of any allergies prior to visit.</p> <p>LCC staff to check lawn for any animal excrement before visit.</p> <p>Poisonous plants clearly marked and facilitators to warn group.</p>	<p>L</p>	<p>L</p>	<p>L</p>							

Use of the barn for lunch and activities	Young people Group Leaders Facilitators LCC Staff Volunteers	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							
Transmission of COVID-19	Young people Group Leaders Facilitators LCC Staff Volunteers	Please refer to our COVID statement	H	L	M	The risk rating cannot be reduced further due to the potential severity of COVID – 19.						

To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

During this activity, what could go wrong resulting in an emergency situation?	It is possible that even with the above measures in place pupils, group adults, facilitators and group 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 could 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 will respond to a potential emergency situation. The site staff and the facilitators have had all relevant 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 group staff are with the pupils at all times and the above measures are put in place at each location on site then any changes to the normal routine should not affect the normal safety arrangements.

Risk Assessor Name:	Helen Keeling	Risk Assessor Signature:	<i>Hk Keeling</i>		
Authorised By:	Richard Knox	Authoriser Signature:	<i>Richard Knox</i>		
Date Conducted:	14.04.2022	Date Review Due	Date of Review	Initial	
		14.10.2022	4.10.2022	HK	
		14.10.2023	27.08.2024	HK	

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.