

Broneirion Risk Assessment

Department: Schools

Name: Jo Woodall

Position: Education Officer

Date: 25/05/17

Time: 13.00

Review Period 12 months

Date of Next Review:25/05/2018

Activity	Hazard, hazardous event Expected consequence	People Affected	Risk rating	What further action is necessary to control the risk?	Priority
Victorian Cookery	Tripping over objects or slipping on spillages	Children, teachers Broneirion staff	Low	Children to be closely supervised. Good housekeeping – work areas kept tidy, goods stored suitably etc. Staff clean up spillages (including dry spills) immediately using suitable methods and leave the floor dry	
	Contact with steam, hot water, hot oil and hot surface.	Children	Low	Children to be supervised at all times. Display 'hot water' signs at sinks and 'hot surface' signs at hot plates.	
	Allergic reaction to food.	Children	Low	Check medical forms for allergy information before the activity. Ensure everyone washes their hands before the activity and after.	
Red Riding Hood Craft Activity	Equipment use – Items such as scissors, sharp pencils, causing cuts	Children	Low	Younger children to be closely supervised. Children to use safety scissors.	
	Swinging back on chairs – Risk of falling backwards causing banged heads and bruises	Children	Low	Children to be supervised at all times, and children told not to swing on their chairs.	
	Allergic reactions or upset stomachs – Caused by ingestion of or exposure to paints, glue vapours	Children	Low	Check medical forms for allergy information before the activity. Ensure everyone washes their hands at the end of the activity and before eating food.	
	Apparatus and Equipment – Furniture, apparatus and other equipment in shared spaces.	Children	Low	Remove or re-arrange any furniture or apparatus in the area so that it meets the needs of the activity and the group.	

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<b>Victorian Craft</b>					
Victorian Craft Activity	Equipment use – Items such as scissors, sharp pencils, small pins for needle pin craft causing cuts	Children	Low	Children to be closely supervised. Children to use safety scissors. Children to be instructed on how to use pins on foam. Pins used are very small noticeboard pins with plastic finger grips.	
	Swinging back on chairs – Risk of falling backwards causing banged heads and bruises	Children	Low	Children to be supervised at all times, and children told not to swing on their chairs.	
	Allergic reactions or upset stomachs – Caused by ingestion of or exposure to paints, glue vapours	Children	Low	Check medical forms for allergy information before the activity. Ensure everyone washes their hands at the end of the activity and before eating food.	
	Apparatus and Equipment – Furniture, apparatus and other equipment in shared spaces.	Children	Low	Remove or re-arrange any furniture or apparatus in the area so that it meets the needs of the activity and the group.	

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Victorian School Role Play	Falling off benches, banging knees on desks.	Children,	Low	Children not to rush to sit down, to listen carefully and wait until they are told to sit down.	
	Slipping on wooden floors, uneven surfaces, slips during adverse weather.	Children, teachers, staff	Low	Children to be supervised at all times. Children to be warned of slippery and uneven surfaces. During adverse weather, children encouraged to wipe feet on mats by the door. Children told to walk. Staff to clean up spills immediately. Signs to warn when cleaning in progress.	
	Colliding with other children.	Children	Low	Children to be supervised at all times. Leader to stop activity if children getting too over excited. Ask teachers to intervene if children are not responding.	

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Victorian Toys	Tripping over toys, trailing cables or slipping on spillages.	Children, teachers Broneirion staff	Low	Clean up spillages immediately. Young children to be supervised at all times. Remind children not to run in the house. Leader of activity to check no trailing wires or other trip hazards. Enforce that toys need to be picked up if they are no longer being played with.	
	Colliding with other children.	Children	Low	Children to be supervised at all times. Leader to stop activity if children getting too over excited. Ask teachers to intervene if children are not responding.	

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Victorian Wash Day (Museum Artefacts)	Tripping over object, trailing cables or slipping on spillages.	Children, teachers Broneirion staff	Low	Clean up spillages immediately. Signs to warn when cleaning in progress. Young children to be supervised at all times. Remind children not to run in the house and to walk. Leader of activity to check no trailing wires or other trip hazards.	
	Cuts or bruised toes when handling artefacts	Children	Low	Pupils are told to handle artefacts carefully. Artefacts are only passed around when pupils sitting sensibly. Children remain under control of teacher and accompanying helpers at all times.	
	Contamination	Children	Low	Pupils told not to put their fingers in their mouths after handling objects.  Children to wash hands after activity.	