**‘WW1’ Activity Day Risk Assessment**

Risk assessments provided by Ryedale Folk Museum are working documents intended to support and facilitate museum staff in the delivery of our education offer. Our risk assessments can be used by visiting group leaders and assistants to support and underpin, but not to replace, their own risk assessments.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area of risk**  | **Associated risk**  | **Potential to cause harm**  | **Controls in place, responsibility and action.**  | **Risk**  |
| General site layout and inside the buildings. | Slips, trips and falls. | Low  | * Safety briefing to visiting parties. Education lead
* Weekly check of buildings and paths. All staff.
* Daily visual inspection of work area. All staff.
* Children to be supervised by their support staff at all times. Visiting staff.
 | Low |
| Fire | Physical injury, missing participants | High | * Safety briefing to visiting parties. Education lead
* Visiting children to be supported at all times by visiting staff. Visiting staff
* Activity leaders to lead their group to the designated safe place. Activity leaders
* Groups on self-explore are to follow the direction of official museum staff to lead their group to the designated safe place. Visiting staff
* Visiting groups must carry out a head count once at the designated safe place. Visiting staff
* Museum staff must be notified of missing party members. Visiting staff
* Visiting staff must not re-enter the site until told to do so. Visiting staff
 | Low |
| Animal enclosures | Bites | Med | * Safety briefing to visiting parties. Education lead
* Children to be supervised by their support staff at all times. Visiting staff.
 | Low |
| Home Hospital - White cottage – home hospital equipment broken | Cuts, scrapes and physical injuries requiring minor first aid | Med | * Home hospital equipment to be checked before use. Activity leader
* All breakages and damaged items to be reported to education lead. Activity leader.
* All broken items to be replaced/ removed. Education lead.
* Visiting staff are to support the delivery of minor first aid if required.
* Accident form to be completed. Visiting staff and education lead.
 | Low |
| Home Hospital - White cottage - uneven stone floor | Slips, trips and falls | Low | * Safety briefing to visiting parties. Education lead
 | Low |
| Home hospital – bread and water - hygiene | Cross-contamination and illness | Med | * All equipment to be store safely and cleaned before use. Activity leader
* Food safety diary completed. Activity leader.
* Hand sanitiser available for use by participants. Activity leader
 | Low |
| Home hospital – bread and water allergies | Allergic reactions to bread | High | * Visiting schools to notify the education lead of any known allergies
* A full ingredient list can be provided on request.
* Visiting staff are to support the delivery of minor first aid if required.
* Accident form to be completed – visiting staff and education lead.
 | Med |
| Soldier’s Kit Bag - equipment broken | Cuts, scrapes and physical injuries requiring minor first aid | Med | * Equipment to be checked before use. Activity leader
* All breakages and damaged items to be reported to education lead. Activity leader.
* All broken items to be replaced/ removed. Education lead.
* Visiting staff are to support the delivery of minor first aid if required.
* Accident form to be completed. Visiting staff and education lead.
 | Low |
| Puttee’s and marching – Manor House – Uneven stone floor | Slips, trips and falls requiring minor first aid | Low | * Safety briefing to visiting parties. Education lead
* Visiting staff are to support the delivery of minor first aid if required.
* Accident form to be completed. Visiting staff and education lead.
 | Low |