**‘Evacuee’ 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.

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| **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 |
| Ration cooking – white cottage open fire | Burns and potential risk of large fire | High | * Fires to be lit by trained staff. Activity leader * Fires to be attended at all times. Activity leader * Children to be briefed on fire safety before entering the building. Activity leader * Children to be supervised by their support staff at all times. Visiting staff. * Visiting staff are to support the delivery of minor first aid if required. * Accident form to be completed – visiting staff and education lead. * All museum staff trained on fire evacuation procedure – education lead * In the event of a fire, visiting staff are responsible for the individual safety of their children and must follow the directions given by their activity leader or other museum staff member. | Med |
| Ration cooking. Allergies | Allergic reactions | High | * Visiting schools to notify the education lead of any known allergies * A full list of ingredients can be given 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. | Low |
| Ration cooking – hygiene | Cross-contamination and illness | Med | * Cooking equipment to be stored correctly and cleaned before use. Activity leader * Hand sanitiser provided for participant use. Activity leader * Food safety diary to be completed detailing when and where food has been prepared. Activity leader |  |
| Ration cooking. Hot food | Burns | Med | * Food allowed time to cool before serving. Activity leader | Low |
| Ration cooking – 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 |
| Make do and mend – needles, knitting needles and prodders | 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. * Demonstration of safe use. Activity leader * Visiting staff are to support the delivery of minor first aid if required. * Accident form to be completed. Visiting staff and education lead. | Low |
| Village store – allergy to sweets | Allergic reactions | High | * Visiting schools to notify the education lead of any known allergies * Ingredient lists can be provided upon request. * Visiting staff are to support the delivery of minor first aid if required. * Accident form to be completed. Visiting staff and education lead. | Low |
| Village store – falling and/or breaking items | Cuts, scrapes and physical injuries requiring minor first aid | Med | * Safety briefing. Activity leader * Visiting staff are to support the delivery of minor first aid if required. * Accident form to be completed. Visiting staff and education lead. | Low |
| Air raid siren – loud noise | Shock/injury from sudden movement | Med | * Safety briefing. Activity leader * Visiting schools must notify the museum if they have a child/ adult who may react adversely to siren sound (refugee, hypersensitivity to sound, etc) | Low |
| Air raid siren – trapped fingers | Cuts, scrapes and physical injuries requiring minor first aid | Med | * Safety briefing. Activity leader * Visiting staff are to support the delivery of minor first aid if required. * Accident form to be completed. Visiting staff and education lead. | Low |