**‘Homes through the Ages’ 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 |
| Roundhouse- low lighting | Slips, trips, falls and bangs | Low | * Time allowed for the group to adapt to the lighting conditions. Activity Leader.
* Safety briefing. Activity leader.
 | Low |
| Roundhouse – quern stones  | Trapped fingers | Med | * Safe demonstration of use. Activity leader.
 | Low |
| Roundhouse - grass/mud on the path  | Slips, trips and falls | Low | * Safety briefing to visiting parties. Education lead
* Children to be supervised by their support staff at all times. Visiting Staff.
 | Low |
| Roundhouse -Uneven earth floor | Slips, trips and falls | Low | * Safety briefing to visiting parties. Education Lead.
 | Low |
| Roundhouse – 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 |
| Roundhouse – Sharp broken objects in the feely bags and in the roundhouse | Cuts, scrapes and physical injuries requiring minor first aid | Med | * Feely bags to be checked before use. Activity leader
* Roundhouse objects 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 |
| 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 |
| White Cottage – Chores equipment broken | Cuts, scrapes and physical injuries requiring minor first aid | Med | * Chores 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 |
| White cottage -Uneven stone floor | Slips, trips and falls | Low | * Safety briefing to visiting parties. Education Lead.
 | Low |
| Crofter’s cottage- low lighting | Slips, trips, falls and bangs | Low | * Safety briefing. Activity leader.
 | Low |
| Crofter’s Cottage – quern stone | Trapped fingers | Med | * Safe demonstration of use. Activity leader.
 | Low |
| Crofter’s cottage -Uneven earth floor | Slips, trips and falls | Low | * Safety briefing to visiting parties. Education Lead
 | Low |
| Crofter’s Cottage –broken items and tools in the stable area | 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.
* Stable to be checked and tolls to be stored safely. Activity leader.
* Safety briefing regarding tools given to children who enter the stable. 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 |
| Crofter’s 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 |