**‘Victorian Countryside Life’ 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 |
| 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 |
| Wash house – uneven stone floor which could become slippery | Slips, trips and falls | Low | * Safety briefing. Activity leader
 | Low |
| Wash house – 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 |
| Wash house – open fire and copper | 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 |
| Wash house – trapped fingers/hair/clothing in the mangle | Physical injury | Med | * Demonstration of safe use. Activity leader
* Children to be constantly supervised whilst using it. Activity leader and 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.
 | Low |
| School room – using the toys and equipment | Slips, trips, falls, cuts and scrapes | 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 |
| Butter making - 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 |
| Butter making - allergies | Allergic reactions to bread or dairy | 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 |
| Butter making – broken equipment including glass | Cuts, scrapes and physical injuries | 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 |