

Home Front Activity Day Risk Assessment

Background:

This document covers the physical environment and activities relating to an on-site Roman full or half activity day run at the Home Front activity centre at the Yorkshire Museum of Farming. It has been drawn up with reference to current HASPEV guidelines. It is intended as a working document for use by YMF Services staff and complements but does not replace or remove the need for separate risk assessment exercises carried out by representatives of visiting school parties based on an awareness of the nature of the age, needs and capabilities of the visiting pupils and staff. This document is intended to support and facilitate site staff and visiting group leaders and assistants in their shared responsibility for assessing, monitoring and managing risk before, and during, a group visit. This document is subject to continual review and updating.

Abbreviations used below:

YMF – Yorkshire Museum of Farming.

DM – Duty Manager

DL – Day Leader. Member of YMF staff designated to lead the activity day.

DA – Day Assistant. Member of members of YMF staff designated to assist DL.

GL – Group Leader. Member of visiting staff identified as key contact / senior member of staff.

GA – Group assistant. Other members of visiting staff working with children.

Period Covered:

The assessment covers the period of daylight hours between the arrival and the departure of the visiting group, typically understood to be 10:00am to 15:00pm inclusive. Variations to these times may implemented by agreement with the visit management team.

Physical Area Covered:

The assessment covers the area within the site perimeter inclusive of the access road and car park, drop off/pick up point, main site buildings, toilet facilities, access routes to the Home Front area and its immediate surroundings, all as indicated on the plan, Appendix 1.

Weather Conditions:

The assessment is applicable in all standard weather conditions. In the case of extreme conditions further re-assessment on the day may be required.

Numbers of visiting pupils, visiting supervision, site staff supervision.

The Home Front activity day is run on-site for a planned maximum of 32 children, working variously in a single group or a maximum of four activity groups. The number of activity groups will be dependent upon the number of adult supervisors accompanying the visiting group. Not all the activities covered by this risk assessment will necessarily take place on any given day. The GL and GA's will remain directly responsible for the supervision of the children throughout the visit.

Two members of YMF staff are assigned to lead (DL) and assist (DA) on the day. The DL and DA will brief the children, GL and GA's on each activity. The DL and DA will have supervisory overview of specified tasks.

Risk Assessment Section 1 – General Site Safety

| Hazard / Activity on site | Associated risk | Potential to cause harm | Controls in place, responsibility and action. | Risk Outcome |
|---|---|--------------------------------|--|---------------------|
| General fire hazards. Throughout site. | Persons trapped in buildings. | High. | -Daily visual check of exits and signage. DM. -Removal of hazardous materials. DM. -Weekly check of fire alarm system. DM. -Periodic check of extinguishers. Service co. -Periodic staff evacuation procedure training. Management team. -Briefing for visiting staff. DL/GL. (Contd.) | Low. |
| Alighting from vehicles. Car park. | Slip / trip/ fall. | Low / Med | -Identify designated drop off and parking areas. DL/GL. -Appropriate signage in place. Management team. -Daily visual check of surfaces. All staff. | Low |
| Moving vehicles / deliveries. Car park and access roads. | Visitor / child struck by moving vehicle. | Med / High | -Clear designation of pedestrian areas. -Appropriate warning signage. -Children to be met at bus and disembark under adult supervision. DL/GL | Low |
| Running children. Throughout the site. | Slip / trip / fall | Low. | -Daily visual inspection of work area. All Staff. -Adequate adult supervision to be ensured. DL/GL -Adults to be briefed on uneven surfaces / slippery surfaces. DL/GL. | Low |

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| Stairways / access to different levels. | Slip / trip / fall. | Med. | -Daily check of light levels / condition of stairways. All Staff. -Remove temporary hazards. All Staff | Low |
| Touching animals. | Zoonoses. (Infection from animals to humans). | High. | -Warn children of hazards in pre-contact briefing. -Isolate potentially infected livestock. -Position DO NOT TOUCH signs as appropriate. -All adults to remind children not to put hands in mouth or bite nails while on site. -Facilities for hand and footwear washing to be readily available. | Med. |
| Pregnant ewes. | Toxoplasmosis. Abortion in pregnant women. | High. | -Warn of risk to any female staff that may be pregnant. | Med. |
| Water troughs / pond. | Children falling in / potential drowning. | Medium. | -Plan work areas away from water hazards. -Position DANGER DEEP WATER signs as appropriate. -Brief group leaders of location of hazard and safe areas of work. | Low |
| Hands-on display equipment. | Crushing / bruising of fingers / limbs. | High | - Position DO NOT TOUCH signs as appropriate. - Disable equipment when not in use. - Equipment to be used only under supervision of trained member of staff. - All guards to be in position before operation. | Low |
| Minor collision / medical need. | Cuts, bruises, minor medical incident. | Low. | -Location of First Aiders and equipment to be identified in reception. | Low |

Risk Assessment Section 2 – Activity Breakdown.

| Hazard / Activity on site | Associated risk | Potential to cause harm | Controls in place, responsibility and action. | Risk Outcome |
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| Unspecified risks in out of bound areas. | Children wondering out of controlled areas. | High. | -Permissible areas identified with children by DL/GL. -Children to be kept under supervision. All Staff. -Unscheduled toilet visit procedure (accompanied by GA only) specified. | Low |
| Uneven / slippery surfaces in and around Home Front area. | Slip / trip / fall | Med - High | -Visual inspection of all areas at set up time. DL/DA. -No running / climbing safety rules reiterated. All staff -Children to be well supervised. All staff. | Low |
| Activity 1. Introductory talk with cocoa and biscuit. | Slip/trip/fall. Allergic reaction. Scalding with hot cocoa. | Low - | - Visual inspection of furniture and seating by DL/DA at start of day. - Allergy information checked GL/DL -Brisk but calm atmosphere to be established at start of day. DL/all staff. -Appropriate supervision of children GL/GA - Cocoa cooled and served at appropriate temperature. DL. | Low |
| Activity 2. Gas mask Drill and Air raid precautions drill. | Panic / distress. Injury from damaged equipment. Infection from non-sterile equipment. | Low – | -Visual inspection of equipment at start of day. -Brisk but calm atmosphere. DA/GA - Procedures explained slowly. - Children monitored by all adults. - Gas masks sterilised at end of day. DL/DA | Low |

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| Activity 3. Rug Making | -Use of pegs | .Low | -General supervision. All adults | .Low |
| Activity 4. Laundry | -Contact with Hot water - Posser / Dolly - Contact with Soap - Use of Washboard - Use of Mangle. | Med. | - Water temperature to be checked by DL before activity starts. - Bar soap only to be used, DL/DA - Allergy information checked at start of day DL/GL - Safety procedures for mangle explained – Activity directly supervised by GL/GA - no fingers near mangle when turning. | Low / Med |
| Activity 5. Butter Churning. | Nip / impact with handle. | .Low | -Safe use demonstrated by DL. - Risk explained to children. DL -General supervision, All adults. | Low |
| Activity 6 Baking | Baking implements. Allergic reaction to ingredients | Low | -No access to oven. -Allergy information checked at start of day. GL/DL | Low |
| Activity 7. Artefact quiz / postcard writing. | Slip / trip / fall. Dropping object on foot. | Low | - Safe handling explained and demonstrated. DL/DA - General supervision GL/GA | Low |
| Activity 8. ARP hut talk and Incendiary extinguishing. | Small, localised fire emanating from burning incendiary bomb. Bomb is a dummy, containing paraffin soaked paper. | Med / High | -Directly supervised by ARP Warden character (DA). - Work in groups of four. Non participants remain seated - Children wear protective helmets and keep outside of 4m safety boundary. -Stirrup pump operation demonstrated. - No contact with bomb or accelerant. - Wash hands after activity. | .Low / Med |

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| Activity 9. Air Raid! | Panic / impact collision. | Med | -DL to warn GL/GA's of likely event. -Atmosphere to be controlled by DL with close attention to children's reactions. -Assembly to be maintained in good order with no running. - Children to enter shelters under supervision as instructed and demonstrated. | Low |
| Activity 10 Tack Cleaning | Allergic reaction. | Low | - Allergy information checked at start of day GL/DL -Use glycerine based saddle soap | Low |
| Activity 11. Lunch Time. | Allergic reaction to food. Slip / trip / fall. Impact collision. General reduction of supervision. | Low / medium. | - Allergy information to be checked at start of day. Information passed to kitchen DL/GL -Children to be warned of hazards and rules explained. - Brisk but calm atmosphere to be maintained. - Supervision to be maintained at an appropriate level. -No unsupervised visits to toilet facilities. GL/GA | Low |
| Activity 11a Use of play equipment at lunch time. | Slip/trip/fall Damaged play equipment | Med | - Condition of play area to be inspected before start of day. DL/DA -Use considered in relation to weather and condition of equipment. DL/GL - Rules and safety explained to children. GL/GA -General levels of supervision maintained. All adults. | Low |

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| Leaving site. | Reduction of supervision. Children wondering away from group. Confusion through shop / toilets. Embarkation. | Low. | -Children to be briefed as to what is expected. No running, listen to instructions. -Adults briefed on shop drill. -Embarkation under adult control. | Low. |
| General: Toilet usage. | Slip/trip/fall on wet surfaces. Contact with harmful substances. Contact with public. | Low. | -Children to be warned of slippery surfaces. All. -Appropriate signage to be displayed. DM. -Children informed that no unaccompanied visits to toilets allowed. GL/DL. -All cleaning materials to be kept in secure cleaning cupboards. DM. | Low. |

Additional Notes: