

## **Prehistory Day. In-House Risk Assessment**

### **Background:**

This document covers the physical environment and activities relating to an on-site Stone Age / Bronze Age activity day run at the Danelaw Centre for Living History 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 facilitate the activity day.

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

GA – Group assistant. All 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 be 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 village and its immediate surroundings 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 pre-history activity day is run on-site for a planned maximum of 34 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. The GL and GA's will remain directly responsible for the supervision of the children throughout the visit.

One member of YMF staff is assigned to facilitate the day and introduce the activities (DL). The GL and GA's will have supervisory overview of the children at all times.

**Risk Assessment Section 1 – General Site Safety**

<b>Hazard / Activity on site</b>	<b>Associated risk</b>	<b>Potential to cause harm</b>	<b>Controls in place, responsibility and action.</b>	<b>Risk Outcome</b>
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 / Med
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

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.	Low – Med.
Pregnant ewes.	Toxoplasmosis. Abortion in pregnant women.	High.	-Warn of risk to any female staff that may be pregnant.	Low
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 – Med.
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.**

<b>Hazard / Activity on site</b>	<b>Associated risk</b>	<b>Potential to cause harm</b>	<b>Controls in place, responsibility and action.</b>	<b>Risk Outcome</b>
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 GL/GA only) specified.	Low
Uneven / slippery surfaces on and around village.	Slip / trip / fall	Med - High	-Visual inspection of all areas at set up time. DL. -No running / climbing safety rules reiterated. All staff -Children to be well supervised. All staff.	Low
Activity 1. Guided tour and Round House talk.	Separation from group / confusion/ distress/ panic.  Trip hazard in darkened roundhouse. Slip/Trip/Fall on entry and exit.	Low  Low	- DL to be aware of group location. GL/GA's to brief children and supervise.  -Children to be warned of hazard.  Sensible pace of movement to be enforced at all times. All.	Low  Low  Low  Low
Activity 2. Costuming in	Reduction in	Low	-GL/GA's to be	Low

round 'houses'.	supervision levels as groups separate.		warned of hazard. GA's to be familiar with their group. Children to know their GA.  -Sensible speed of movement enforced by all staff.	Low
Activity 3. Artefact handling / sketching.	Collision impact.	Low	-Sensible speed of movement enforced by all staff.	Low
	Nipping / Crushing of fingers by objects.	Low	-GA to supervise closely. Children to be warned of hazard by GA. -Children warned to handle ONLY those objects identified as safe. - No sharp or edged objects to be left in Lords house. DL.	Low
Activity 4. Clay work.	Bench / table collapse.	Low.	- GA/GL to check furniture throughout day.	Low
	Allergic reaction.		-Children warned of hazard.	Low
	Ingestion of clay.		-Check for known allergies. DL/GL	Low
Activity 5. Corn grinding using saddle querns.	Allergic reaction to wheat grain.	Low	-Check for known allergies. DL/DA/GL.	Low
	Nipping/crushing of fingers..	Low.	-Task demonstrated carefully. Children warned of hazard.	Low
Activity 6. Hunting practice – spear throwing.	Slip / Trip	Low	-GA to supervise children.	Low

	Spear related injury.		<ul style="list-style-type: none"> <li>-Children warned of hazard.</li> <li>-Dummy spears used for drill.</li> <li>-Throwing and target areas clearly delineated.</li> <li>-Throwing / retrieval activities separated and closely supervised.</li> </ul>	
Activity 7. Lunch time.	Relaxation of supervision.	Low	-GL/GA's to be aware.	Low
	Allergic reaction to food items.	Low	<ul style="list-style-type: none"> <li>-Children bring own packed lunch.</li> <li>-Allergy information checked at start of day and again at lunch time.</li> </ul>	Low
	Collapse of table / bench.	Low.	<ul style="list-style-type: none"> <li>-Condition of furniture checked at start of day. DL.</li> <li>-Behaviour of children monitored throughout meal. All.</li> </ul>	Low
Leaving site.	<ul style="list-style-type: none"> <li>Reduction of supervision.</li> <li>Children wondering away from group.</li> <li>Confusion through shop / toilets.</li> <li>Embarkation.</li> </ul>	Low.	<ul style="list-style-type: none"> <li>-Children to be briefed as to what is expected. No running, listen to instructions.</li> <li>-Adults briefed on shop drill.</li> <li>-Embarkation under adult control.</li> </ul>	Low.

**Additional Notes:**