

Dark Ages Village Activity Day In-House Risk Assessment

Background:

This document covers the physical environment and activities relating to an on-site activity day run at the Danelaw Dark Age Village 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 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 village activity day is run on-site for a planned maximum of 60 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.

Three 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's 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 / 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.

Hazard / Activity on site	Associated risk	Potential to cause harm	Controls in place, responsibility and action.	Risk Outcome
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/DA. -No running / climbing safety rules reiterated. All staff -Children to be well supervised. All staff.	Low
Activity 1. Guard Duty	Slip / trip / fall.	Low – Med	- Activity directly supervised by DL or DA. - Children warned of slippery surface DL / DA.	Low
	Collision impact.	Low – Med	- Trackway kept clear of obstacles and other children. DL/DA/GA. - ‘Charge’ drill to be closely supervised. Omit if surface unsuitable or weather conditions inappropriate. DL/DA.	Low
	Impact of shield with face.	Low	-Children to be warned to keep shield over stomach at all times. DL/DA	Low
	Play fights.	Low - Med	-Children warned of danger and given clear instruction. -Close supervision of children GL/GA/all adults.	Low

Activity 2. Farming / field tilling	Slip / trip / fall	Low – Med.	-Children GA's to be warned of hazard. GA's to supervise children.	Low
	Collision impact.	Low – Med	-Sensible speed of movement enforced by all staff.	Low
	Impact with hoe / field tool.	Med.	-Safety drill demonstrated by activity leader before tools handed out (esp. keep tool head below knees, all work in same direction in one line). DA/DL supervising task to work within written job specification for this task. DA/DL	Low
	Ingestion of soil/ plant material.	Low.	-Activity closely supervised. -Children warned to keep hands away from mouth	Low
	Exposure to heat or cold.	Low	-Children to dress appropriately. Consider Omitting activity in extreme conditions. DL/GL.	Low
Activity 3. House Work. (i) Sweeping uneven floors in dark or low light environment.	Slip / trip / fall	Low.	-Children GA's to be warned of hazard. DA - Low beams to be identified to children. DA.	Low
(ii) Firewood collection.	Slip / trip / fall	Low	-Children warned to walk. DA	Low
	Crushing feet with cart wheel.	Med	-Clear instruction and demonstration of cart handling. DA.	Low
	Collision /	Low	- Trackway kept clear	Low

	Impact.		of obstructions. All.	
	Impact with fire wood blow to face, eyes or body.	Low – Med	-Children warned of hazard. Clear instruction. - Wood pile checked for unusual hazard daily. DL/DA.	Low
	Allergic reaction to stinging or bite.	Low	-Known allergies to be identified with GL. DL/DA. -Children shown stinging plants. DL/DA	Low
(iii) Flour grinding and bread making.	Slip / trip / fall in long house.	Low / med.	-No children in long house without GA to accompany them.	Low
	Crushing / nipping of fingers in quern stone.	Low – Med.	-No unsupervised use. Children fully briefed. Must hold hands behind back unless turning stone. Handle removed if collecting flour.	Low
	Allergic reaction to flour.	Low.	-Allergy sufferers identified with GL in advance. DL. - Children warned not to put fingers near mouth before washing.	Low
(iiia) Contact with open fire in fire hearth.	Burning through contact of clothing or skin with hot materials.	Med – High.	-Fire size to be managed and contained. DA. -No unsupervised access to long house. All.	Low-Med.
	Excessive inhalation of smoke.	Low-Med.	-Children warned to keep back form fire. -Conditions monitored carefully. DA. -Material for burning regulated – no plastics. DA/DL. -Children warned and carefully monitored.	Low.

			DA/GA -Asthma sufferers identified with GL in advance. DL.	
Activity 4. Clay work.	Bench / table collapse. Allergic reaction. Ingestion of clay.	Low.	- DA to check furniture throughout day. -Children warned of hazard. DA. -Check for known allergies.DL/DA/GL	Low
Activity 5. Weaving	Allergic reaction to wool / fleece.	Low	-Check for known allergies. DL/DA/GL.	Low
	Cuts / abrasions when using carding combs.	Low.	-If used, task demonstrated carefully. Children warned of hazard.	Low
Activity 6. Lunch time.	Relaxation of supervision. Allergic reaction to food items.	Low	-Allergy information checked at start of day and again at lunch time.	Low
	Collapse of table / bench.	Low.	-Condition of furniture checked at start of day. DL. -Behaviour of children monitored throughout meal. All.	Low
Activity 8. 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. -Shield wall to be maintained in good order. -Raider to be made aware of any issues before raid takes place. DL. -Other children from village taken to rampart wall in good order.	Low
Activity 9. House talk.	Trip in darkened	Low	-Children to be warned of hazard.	Low

	<p>longhouse.</p> <p>Contact with open fire.</p> <p>Excessive inhalation of smoke.</p>	<p>Low/Med</p> <p>Low</p>	<p>-Two adults to supervise fire while children enter longhouse. DL/GA's</p> <p>-Condition of fire to be monitored. As above.</p> <p>-Known asthma sufferers to be monitored.</p>	<p>Low</p>
Leaving site.	<p>Reduction of supervision.</p> <p>Children wondering away from group.</p> <p>Confusion through shop / toilets.</p> <p>Embarkation.</p>	<p>Low.</p>	<p>-Children to be briefed as to what is expected. No running, listen to instructions.</p> <p>-Adults briefed on shop drill.</p> <p>-Embarkation under adult control.</p>	<p>Low.</p>

Additional Notes: