

Aston Hall: Educational Visits Risk Assessment - during period of buildings and refurbishment work in Aston Hall and Park.

Determining the risk

A numeric rating is given for both the severity and the probability; when multiplied together, the risk factor can be determined for any given hazard.

Remedial measures taken to reduce the level of each identified risk are shown.

Probability

1	Improbable	Unlikely to occur
2	Possible	May occur
3	Probable	Likely to occur
4	Certain	Common / frequent

Severity

1	Minimal risk	Strain, shaken, no injury
2	Moderate risk	Cuts, bruises, sickness, etc
3	High risk	Broken bones, burns, etc
4	Major risk	Death, loss of limbs, etc

Table of risk factors (Probability x Severity)

Probability	Severity			
	Minimal	Moderate	High	Major
Improbable	1	2	3	4
Possible	2	4	6	8
Probable	3	6	9	12
Certain	4	8	12	16

Area/Activity	Potential hazard	P	S	Risk factor	Control measures taken	Additional measures required	New Risk factor if measures taken
Disembarking on the roadside by Aston Park gate to walk the top of the drive.	Cars/ contractors vehicles in Park.	1	3	3	Pupils must be closely supervised by own teachers and adults		1
Entrance to Hall is via a door on the west side (back of the house).	Vehicles	2	3	6	Escorted by member of Hall staff from the top of drive to Aston Hall entrance.	Pupils must be closely supervised by own teachers and adults	1
Moving around Aston Hall: uneven and polished floors, old stairs, fire (when lit).	Slipping, falling, splinters, sparks	2	3	6	Verbal warning; hold rail; adults positioned at strategic places	Pupils must be supervised by own teachers	1
Moving around Aston Hall: builders' equipment lying around	Tripping, injury by touching	2	2	4	Classes not taken to areas where the contractors are working. Verbal warning; adults positioned in strategic positions	Request for at least 3 adults to assist with moving the class around safely.	1

Toilets	These are public toilets and staff and pupils must be aware that contractors and others staff may be using them.	1	1	1	Schools are advised to bring male and female helpers with mixed sex classes.	Pupils must be supervised by own teachers and assistants.	1
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Sessions with Schools Liaison Teacher or School Visitor assistant

Area/Activity	Potential hazard	P	S	Risk factor	Control measures taken	Additional measures required	New Risk factor if measures taken
Victorian sessions: handling artefacts including blunted cut throat razor.	Dropping on foot, poking or cutting someone, tripping on long skirts	2	2	4	Verbal warning; close supervision	Pupils must be supervised by own teachers	1
Kitchen sessions, using artefacts including small meat cleaver and washing mangle	Tripping; pinching fingers; cutting on implements	2	2	4	Verbal warning; 1:1 close supervision	Pupils must be supervised by own teachers	2
Buildings and materials sessions using box of different materials.	Dropping on foot, poking or cutting someone.	1	3	3	Verbal warning; close supervision	Pupils must be supervised by own teachers	1
Traditional stories and Nursery Rhymes	Poking with mask sticks or tripping on long skirts	2	2	4	Verbal warning; 1:1 close supervision	Pupils must be supervised by own teachers	1
Mask-making; maths sessions	Use of scissors: cutting, poking	3	1	3	Verbal warning; pupils spaced out; close supervision	Pupils must be supervised by own teachers	2
'Let there be light': experiments with candles/lamps	Burns; broken glass	1	3	3	Close supervision; 1 child involved in demonstration; fire blanket/ extinguishers near	Pupils must be supervised by own teachers	2
Sketching and taking notes around the house with pencils and clipboards	Poking pencil in eye or hitting someone with clipboard.	1	3	3	Verbal warning; close supervision	Pupils must be supervised by own teachers	2

Assessor: A Hancock Curator/Manager: Nick Ralls Date: 5/2/07