

## Risk Assessment Form

<b>Name:</b>	Kelmarsh Trust	<b>Date of assessment:</b>	01/01/2018	<b>Review date:</b>	01/01/2019
<b>Area being assessed:</b>	School visits: Garden, Below Stairs, Laundry, Education Centre, Hall	<b>Assessor(s) name:</b>	Tiffany Brownell: Learning & Activity Officer		

What are the hazards / tasks / activity?	Who could be harmed and how?	What are the control measures?	Risk Rating	What further measures are required?	Target completion date/ Comments / progress
<b>Planning the visit – avoid being unfamiliar with the building</b>	<p>Risk to Children, visiting teachers, volunteers, staff</p> <p><u>Risk of death or serious injury from:</u> Being unaware of specific site features relating to the age and construction of each area visited.</p> <p><u>Risk of ill health from:</u> Being unaware of the need for specific clothing and footwear requirements and the use of a range of activity resources used during the course of a visit day.</p>	<ul style="list-style-type: none"> <li>▪ Kelmarsh Hall requires all school visits to have a confirmed booking.</li> <li>▪ Following on from initial discussions, the lead teacher will receive a copy of the booking form, the GENERIC risk assessment and Health &amp; Safety instructions.</li> <li>▪ Teachers are advised to make a pre-visit to Kelmarsh Hall to discuss any areas of concern with staff prior to their visit.</li> </ul>	L	<ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> </ul>	
<b>Behaviour of young people on site</b>	<p>Risk to all visitors</p> <p><u>Risk of death or serious injury from:</u> Running, collision with furniture, each other, other visitors, slipping in muddy areas, slipping on wet floors in the laundry area</p>	<ul style="list-style-type: none"> <li>▪ Teachers are asked to remind the helpers and the class about health and safety to themselves, other visitors and the Kelmarsh Hall collections.</li> <li>▪ Kelmarsh Hall welcomes lively children who behave</li> </ul>	L	<ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> </ul>	

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	<p><u>Risk of ill health from:</u> Getting excessively wet through inappropriate behaviour around laundry, cooking and garden based activity</p>	<p>responsibly.</p> <ul style="list-style-type: none"> <li>▪ Teachers should also ensure that the helpers are clear on their responsibilities during the visit. A Health &amp; Safety Declaration completed and signed by the teacher is required before any session begins. The Declaration is part of the Health &amp; Safety Information received after booking.</li> </ul>			
<p><b>Arrival and leaving by minibus/bus/coach</b></p>	<p>Risk to children/teachers</p> <p><u>Risk of death or serious injury from:</u> Being in collision with other vehicles approaching the site and car parks</p> <p><u>Risk of ill health from:</u> Accidents with other vehicles on site</p>	<ul style="list-style-type: none"> <li>▪ Set down at the front Circle driveway (coaches can turn and park on the main drive following dis/embarkation).</li> <li>▪ Pavement trip hazard, steps to House and possible wet weather conditions.</li> <li>▪ Teachers should manage children leaving the property/gardens, so they do not impede other pedestrians or run into the driveway.</li> <li>▪ Where possible, a member of Kelmarsh Hall staff will meet the group at the bottom of the Circle Drive.</li> </ul>	L	<ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> </ul>	

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<b>Reception at Kelmarsh Hall for all sessions</b>	Risk to All visitors  <u>Risk of death or serious injury from:</u> Trip hazards – steps/stairs Heavy Doors Collision with other visitors <u>Risk of ill health from:</u> Tripping, slipping	<ul style="list-style-type: none"> <li>▪ Kelmarsh Hall staff will meet them and guide them to the Coach House learning centre.</li> <li>▪ In the Coach House, the adults with the children will supervise the hanging of coats etc.</li> <li>▪ Children should be gathered together for their visit quickly.</li> </ul>	L	<ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> </ul>	
<b>Working in large groups</b>	Risk to Children, Teachers, volunteers and other staff on site  <u>Risk of death or serious injury from:</u> Collisions with each other, furniture, displays. Trips on stairs/steps, slips on wet floors in key areas  <u>Risk of ill health from:</u> Getting wet	<ul style="list-style-type: none"> <li>▪ The maximum group size is 60 with a ratio (1:8 if using Activity Room) for over 8s, one to 6 for under 8s, of whom two must be teachers the class knows.</li> <li>▪ Groups will be divided into smaller group activities where appropriate.</li> <li>▪ Teachers will need to supervise the behaviour of the children. When moving around the property, teachers are asked to ensure that the children walk, not run.</li> <li>▪ Kelmarsh will welcome high spirits in the Hall, Gardens, below-stairs and Education Centre, but only up to a point!</li> <li>▪ Adult helpers accompanying schools should be informed by</li> </ul>		<ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> </ul>	

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		<p>the organising teachers of the nature of the visit and the expectations on them to assist with the visit.</p>			
<p><b>Kelmarsh Trust volunteers and staff working with children</b></p>	<p>Risk to children volunteers and other staff on site</p> <p><u>Risk of death or serious injury from:</u> Inappropriate behaviour around children lack of appropriate safeguarding policy</p> <p><u>Risk of ill health from:</u></p>	<ul style="list-style-type: none"> <li>▪ Only Kelmarsh Hall Education volunteers and the Learning Officer will work with children.</li> <li>▪ All Kelmarsh Hall staff and volunteers who work frequently with young people undergo enhanced DBS clearance</li> <li>▪ Training will be provided in safeguarding young people according to LEA and DfE guidelines</li> </ul>	M	<ul style="list-style-type: none"> <li>▪</li> </ul>	
<p><b>Use of the House, rooms and education center facilities</b></p>	<p>Risk to children, teachers, volunteers and other staff on site</p> <p><u>Risk of death or serious injury from:</u> Movement between areas – stairs, steps, narrow passageways with low lighting, collision with displays and artefacts</p> <p><u>Risk of ill health from:</u></p>	<ul style="list-style-type: none"> <li>▪ Learning sessions often take place in the main hall and below stairs rooms, which remain open to other members of the public.</li> <li>▪ If working in the Coach House education center, children will normally be seated on rugs, floor mats or at tables. Chairs are also available for adults.</li> <li>▪ Children and accompanying adults should all wear sensible, non-marking footwear and bring a warm jumper.</li> </ul>	M	<ul style="list-style-type: none"> <li>▪</li> </ul>	

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<p><b>Photography during the visit</b></p>	<p>Risk to children and artefacts</p> <p><u>Risk of death or serious injury from:</u> Access to photographs of children by other unrelated persons without permissions</p> <p><u>Risk of ill health from:</u></p>	<ul style="list-style-type: none"> <li>▪ Cameras may be used in some of the rooms where permitted, but please no flash photography.</li> <li>▪ Teachers wishing to photograph or video their visit for further class work must advise the Learning &amp; Activity Officer when they book and complete the appropriate photographic permission form.</li> <li>▪ Kelmarsh Hall/Trust may take still photographs or video (with permission of the school) of a school group for record or publicity purposes, although the school name will remain confidential.</li> <li>▪ Photography permission request is included on Health &amp; Safety declaration.</li> </ul>	L	<ul style="list-style-type: none"> <li>▪</li> </ul>	
<p><b>Working with SEND and EHC Students and young people</b></p>	<p>Risk to: children with Special Education Needs and Education Health Care Plans pertaining to mobility, visual/audial impairment, emotional and mental health wellbeing, Individual learning requirements</p> <p><u>Risk of death or serious injury from:</u></p>	<ul style="list-style-type: none"> <li>▪ When a booking is taken, the Learning &amp; Activity Officer will ask the age and range of needs of the children. We ask that a familiar carer, responsible for the supervision and movement of the child, accompany any child with additional needs if included in EHC Statement or similar. This person may choose</li> </ul>	M	<ul style="list-style-type: none"> <li>▪</li> </ul>	

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	<p>Movement around the property, accessing facilities, stairs and trip/slip hazards due to difficulty in reading signs</p> <p><u>Risk of ill health from:</u></p>	<p>to discuss the visit prior to coming with Kelmarsh Trust staff. At this time they should ask for additional furniture if it is necessary (e.g. table to work at).</p>			
<b>Trips and slips</b>	<p>Risk to: children, teachers, volunteers, staff, visitors</p> <p><u>Risk of death or serious injury from:</u> Falling on hard floors/stone steps Slipping and collision with fittings, artefacts and displays</p> <p><u>Risk of ill health from:</u></p>	<ul style="list-style-type: none"> <li>▪ There are many stairs and obstacles in the property.</li> <li>▪ All visitors should wear non-slip, non-marking shoes.</li> <li>▪ Children will need to behave responsibly and not run around.</li> <li>▪ Teachers are asked to ensure children walk around the rooms.</li> <li>▪ Kelmarsh Trust will ensure that trip hazards are excluded, and if floors are wet, they are appropriately signed.</li> </ul>	M	<ul style="list-style-type: none"> <li>▪</li> </ul>	
<b>Use of Stairs</b>	<p>Risk to: all visitors/users</p> <p><u>Risk of death or serious injury from:</u> Falling up/down Stone stairs/steps Slipping on wet stairs/steps</p>	<ul style="list-style-type: none"> <li>▪ Children should use the stairs safely and responsibly.</li> <li>▪ All visitors should wear non-slip, non-marking shoes.</li> <li>▪ An access lift from the laundry area to the Coach House facility is available for people with mobility additional needs, 1 person with 1 carer, which kelmarsh Trust staff operate.</li> </ul>	M	<ul style="list-style-type: none"> <li>▪</li> </ul>	

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<p><b>Doorways</b></p>	<p>Risk to: all visitors/users</p> <p><u>Risk of death or serious injury from:</u></p> <p>Being hit by heavy door while closing; trapping fingers in heavy doors; failure to close fire doors</p>	<ul style="list-style-type: none"> <li>▪ The internal doors are fairly heavy (most of them are fire doors), and children should be informed of this, and asked to hold them open while the class enters a room.</li> <li>▪ Staff members/volunteers to hold the doors open for entry and ensure closed afterwards</li> </ul>	L	<ul style="list-style-type: none"> <li>▪</li> </ul>	
<p><b>Uneven and slippery floors</b></p>	<p>Risk to: all visitors/users</p> <p><u>Risk of death or serious injury from:</u></p> <p>Slipping or tripping on floors and landing on hard stone floors</p>	<ul style="list-style-type: none"> <li>▪ There are different floor surfaces in the property, please ensure that children should move around the rooms in a sensible, calm manner.</li> <li>▪ All visitors should wear non-slip, non-marking shoes.</li> </ul>	M	<ul style="list-style-type: none"> <li>▪</li> </ul>	
<p><b>Low light levels</b></p>	<p>Risk to: all visitors/users</p> <p><u>Risk of death or serious injury from:</u></p> <p>Collision with each other, other visitors, displays and fixtures/fittings</p>	<ul style="list-style-type: none"> <li>▪ Kelmarsh Hall uses a variety of light levels in the displays. It is advisable that children allow a few minutes for their eyes to become accustomed to low light levels. Volunteers to remind visitors in each room</li> <li>▪ Some children are afraid of the dark and the lifelike mannequins. Ensure familiar teaching staff are nearby at all times to comfort and lead children</li> </ul>	L	<ul style="list-style-type: none"> <li>▪</li> </ul>	

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<p><b>Kelmarsh volunteer and staff led education session</b></p>	<p>Risk to: all visitors/users</p> <p><u>Risk of death or serious injury from:</u></p> <p>Falling, slipping, tripping, collision with each other and other users and with displays, fixtures and fittings.</p>	<ul style="list-style-type: none"> <li>▪ Kelmarsh Hall staff will lead pre-arranged guided tours and learning sessions.</li> <li>▪ There will be at least three staff present in the building, and one person escorting the class.</li> <li>▪ Teachers and adult helpers are fully responsible for the supervision of the children at all times.</li> </ul>	L	<ul style="list-style-type: none"> <li>▪</li> </ul>	
<p><b>Handling objects</b></p>	<p>Risk to: all visitors/users</p> <p><u>Risk of death or serious injury from:</u></p> <p>Heavy objects falling, colliding with heavy objects, breakage of delicate/glass objects</p> <p><u>Risk of ill health from:</u></p> <p>Ingesting chemicals used in polishing, washing, handling objects</p>	<ul style="list-style-type: none"> <li>▪ The objects for handling are carefully selected. Children are told how special it is to handle the objects and how they should hold the objects.</li> <li>▪ A member of staff will supervise the handling session, and point out key risk areas - heavy items, old cutting edges, loose pieces, and provide gloves if necessary for delicate objects.</li> <li>▪ After handling certain objects, children will be sent to wash their hands.</li> <li>▪ Museum objects will always be returned to their boxes and off the floor before the class moves around.</li> <li>▪ They will not have any personal</li> </ul>	L	<ul style="list-style-type: none"> <li>▪</li> </ul>	



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		<p>belongings, food or drink around them while they are working with collections, except cameras if requested in advance.</p> <ul style="list-style-type: none"> <li>▪ Bags, coats etc should be placed in the Coach House Learning Centre.</li> </ul>			
<p><b>Washday Blues activity in the Coach House outside space</b></p>	<p>Risk to: all visitors/users</p> <p><u>Risk of death or serious injury from:</u> Leaving the site unsupervised and accessing the parking/vehicle access areas</p> <p>Heavy object handling including the washday mangle</p> <p><u>Risk of ill health from:</u> Inclement weather</p> <p>Handling chemicals associated with laundry processes</p>	<ul style="list-style-type: none"> <li>▪ The area will be covered by gazebo in the case of inclement weather.</li> <li>▪ The session involves use of a laundry basket between 2, washing dolly replica, water bucket/bowl, scrubbing brushes, washboard replica, wooden tongs mangle, water and soap.</li> <li>▪ An old fashioned mangle is available to “try” under close supervision. Children will be kept away from wet floors, water will drain as outside, but wet floor signs put up.</li> <li>▪ The mangle is carefully controlled by staff and at no time will children or teachers use the mangle without Kelmarsh Trust supervision</li> <li>▪ The carbolic soap is wrapped in cling film to avoid being an allergy hazard.</li> <li>▪ Children will be asked not to put their hands in the soap flakes in case of allergy. Rubber gloves</li> </ul>	M	<ul style="list-style-type: none"> <li>▪</li> </ul>	

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		can be provided where appropriate and if required.			
<b>Dressing up</b>	<p>Risk to: all visitors/users  <u>Risk of death or serious injury from:</u>            Tripping over costumes</p> <p><u>Risk of ill health from:</u>            Allergies to some fabric types</p>	<ul style="list-style-type: none"> <li>▪ Costumes for dressing are provided in child sizes, and will be used under adult supervision.</li> <li>▪ Fabrics are chosen carefully to avoid any allergies.</li> </ul>	L	<ul style="list-style-type: none"> <li>▪</li> </ul>	
<b>Using electrical equipment Trailing cables</b>	<p>Risk to: all visitors/users  <u>Risk of death or serious injury from:</u>            Shock, tripping</p> <p><u>Risk of ill health from:</u></p>	<ul style="list-style-type: none"> <li>▪ Only Kelmarsh's own electrical equipment may be used.</li> <li>▪ The room will be set up to reduce the need for trailing cables which will be protected with cable covers or securely taped down when necessary.</li> <li>▪ Where sockets are near where the children will be, they will have protectors on them when not in use.</li> </ul>	H	<ul style="list-style-type: none"> <li>▪</li> </ul>	
<b>Toilets</b>	<p>Risk to: all visitors/users  <u>Risk of death or serious injury from:</u>            Safeguarding, hot water, slipping, falling off/into sanitary ware</p> <p><u>Risk of ill health from:</u></p>	<ul style="list-style-type: none"> <li>▪ There are toilets in the Education Centre. Children will need to use them in an organised way.</li> <li>▪ The floors may get wet and become slip hazards.</li> <li>▪ The hot water can be very hot.</li> </ul>	M	<ul style="list-style-type: none"> <li>▪</li> </ul>	

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		<ul style="list-style-type: none"> <li>▪ It is the responsibility of the teachers and accompanying adults from the school only, to escort children to the toilets.</li> </ul>			
<b>Lunch/refresh-ments</b>	<p>Risk to: all visitors/users  <u>Risk of death or serious injury from:</u>            Choking, slipping on waste food/litter</p> <p><u>Risk of ill health from:</u>            Allergens</p>	<ul style="list-style-type: none"> <li>▪ The Education Centre will be available for schools and groups to eat lunch and during fine weather, an outside picnic area is provided.</li> <li>▪ Bins/litter disposal is provided and monitored by teachers and Kelmarsh Volunteer staff</li> <li>▪ Food and drink may not be consumed elsewhere in The Hall.</li> <li>▪ Only food and drink brought by the students will be consumed on site and food will not be shared without teacher input.</li> <li>▪ Drinking water is only available from the Education Centre – please ask.</li> </ul>	M	<ul style="list-style-type: none"> <li>▪</li> </ul>	
<b>Shop</b>	<p>Risk to: all visitors/users  <u>Risk of death or serious injury from:</u>            Tiredness leading to increased risk of trips, slips and collisions with fixtures and fittings/each other</p> <p><u>Risk of ill health from:</u>            Allergens</p>	<ul style="list-style-type: none"> <li>▪ The visit to the shop is usually at the end of the visit, when time is getting short, and children are tired and hungry, and teachers are aware of needing to catch the bus. This is when accidents can happen.</li> </ul>	M	<ul style="list-style-type: none"> <li>▪</li> </ul>	

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		<ul style="list-style-type: none"> <li>▪ Only one Kelmarsh staff member works the shop so teachers are asked to organise the children into small groups to use the shop efficiently.</li> <li>▪ It is useful if a teacher can be on hand to help with additions, and to reduce the chance of shop lifting.</li> <li>▪ The shop is stocked with goods for all ages.</li> <li>▪ Items unsuitable for young children or which are not toys are clearly marked. A goody bag system can be pre-arranged.</li> </ul>			
<b>In an emergency</b>	<p>Risk to: all visitors/users <u>Risk of death or serious injury from:</u></p> <p>Any of the above Assessed Risks</p> <p><u>Risk of ill health from:</u></p>	<ul style="list-style-type: none"> <li>▪ There is a hospital at Kettering with A&amp;E facility. The museum will undertake to keep the head teacher informed of any emergency.</li> </ul>	L	<ul style="list-style-type: none"> <li>▪</li> </ul>	
<b>First Aid</b>	<p>Risk to: all visitors/users <u>Risk of death or serious injury from:</u></p> <p>Any of the above Assessed Risks</p> <p><u>Risk of ill health from:</u></p>	<ul style="list-style-type: none"> <li>▪ A first aid box is kept in the Education Center above the cooker. In the event of an accident or illness, please notify a member of Kelmarsh staff. They will alert a first aider, administer first aid if required</li> </ul>	L	<ul style="list-style-type: none"> <li>▪</li> </ul>	

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		and/or call an ambulance if appropriate. Kelmarsh Trust required the injured person or supervising adult to provide details for the accident book and any other reporting systems.			
<b>Fire and Emergency evacuation</b>	Risk to: all visitors/users <u>Risk of death or serious injury from:</u>  Fire and smoke inhalation  <u>Risk of ill health from:</u>	<ul style="list-style-type: none"> <li>▪ The fire alarm is a loud constant bell. Kelmarsh staff will evacuate the building in the event of the fire alarm being sounded. No one should try to collect belongings. The visiting class will gather in the car park under Kelmarsh staff supervision. A register of all students and staff will be recorded by the Lead teacher and handed to Kelmarsh staff fire marshall.</li> </ul>	M	<ul style="list-style-type: none"> <li>▪</li> </ul>	

Signed: ..... Print Name: .....Tiffany C Brownell.....

Position: .....Learning & Activity Officer ..... Date: ...1/1/2018.....