



## Risk Assessment Template

<b>Activity Description:</b> The Lord Leycester - General exhibition/ site visits by school groups		
<b>Assessment Conducted By:</b> Rufus Dent	<b>Location:</b> The Lord Leycester	<b>Date:</b> April 2024

Likelihood	Severity				
	1	2	3	4	5
1					
2					
3					
4					
5					

Risk Rating Number (RRN)

Hazards	Who & How Might People Be Harmed?	Existing Control Measures in Place	Current Risk			Additional Control Measures	Residual Risk After additional control measures		
			S	L	RRN		S	L	RRN
GENERAL HAZARDS									
Automatic doors / access at Visitor ticket office	All participants- doors open slowly – easy to walk into	Signage on doors LLH Learning staff to meet school before they enter the ticket office	2	3	6	Deter school groups from using this entry point- enter directly through courtyard instead.	2	2	4

Hazards	Who & How Might People Be Harmed?	Existing Control Measures in Place	Current Risk			Additional Control Measures	Residual Risk After additional control measures		
			S	L	RRN		S	L	RRN
Walking around the buildings - Trip hazards, including uneven floors, wet floors & exhibits.	All participants - trips & slips. Risk banging/walking into, tripping	Clear walkway areas and access to areas used for school groups. Staff regular checks of site. Signage for wet floors.	2	3	6				
Stairs & lift	All participants - falls, trapped fingers	Lifts regularly maintained. All stairs have handrails. Visitors encouraged to walk not run and keep fingers away from lift doors.	3	2	6				
Fire	All participants - risk of being trapped in a fire	LLH fire evacuation procedures in place. Regular drills. Clear exit points maintained and pathways kept clear.	5	1	5				
Plug sockets floor and wall -	All participants - trip hazard if not down properly, electrocution if misused	Where appropriate, plug covers used. Regular checks that covers are in place	3	2	6	If required attach tape over sockets FOH to check galleries regularly	2	1	2
Lost children - child separated from rest of group	Children	LLH Lost Children procedure. Telephone contact between all front of house staff.	2	1	2				
General public	Children - risk from other adults e.g. abduction, abuse	Teachers to remain with their groups at all times. Safeguarding Children & Vulnerable Adults Policy in place, including staff code of conduct.	5	1	5	Site closed to general public during school visits.	5	1	2



Hazards	Who & How Might People Be Harmed?	Existing Control Measures in Place	Current Risk			Additional Control Measures	Residual Risk After additional control measures		
			S	L	RRN		S	L	RRN
Medical Emergency	All participants - injury or illness	<p>Qualified First Aiders on site. Teachers advised to bring their own first aider.</p> <p>First Aid boxes in easily accessible places.</p> <p>Telephone contact between all staff.</p>	3	2	6				
General craft materials and equipment e.g. glue, paints, modelling clay and scissors	All, but particularly children through ingestion/cuts	<p>The use of materials and equipment will be explained to participants before activity commences.</p> <p>Any additional supervision will be determined in advance.</p> <p>The COSHH safety guidelines for any materials used will be checked in advance. Materials will be child friendly and non-toxic.</p> <p>Participants will be encouraged to wash their hands afterwards.</p> <p>Children to be supervised by their accompanying adults / teachers at all times.</p>	1	2	2				
Costumes	Children – reaction to washing powder used to wash costumes	<p>Only Non-biological detergent used to wash dress up costumes.</p> <p>Costumes only worn over top of clothing.</p> <p>Staff to be made aware of relevant allergies beforehand.</p>	1	1	1				

Hazards	Who & How Might People Be Harmed?	Existing Control Measures in Place	Current Risk			Additional Control Measures	Residual Risk After additional control measures		
			S	L	RRN		S	L	RRN
Handling objects and activity materials (during learning sessions)	All participants – cuts, splinters, impact if dropped, trapped fingers, trips  Certain objects may be sharp/heavy/generally dangerous	Learners are given clear instructions on handling objects. Objects are chosen carefully. LLH Learning staff will be present at all times during handling session.  All handling sessions to be conducted whilst seated around the table  Cotton gloves are available for students to wear  Objects will be selected and approved in advance of the session and will not have sharp edge, be over 2kg.	3	1	3	Handling objects and activity materials checked on a regular basis for any damage or loose parts.	2	1	2
Exhibition spaces use for school groups	All participants -Trapped fingers in entrance doorway to Guildhall. Tripping on bags and coats or equipment Electric sockets	Verbal warning that door is heavy – adult to hold open until everyone is in the room.  Store items safely away from main activity area.  Sockets are covered at all times.	2	3	6				
Toilets	Children - Children using toilets alongside the general public. Toilets are single sex / individual	Single sex toilets available with individual cubicles School supervisory staff to accompany children to toilet area.	1	1	1				

Hazards	Who & How Might People Be Harmed?	Existing Control Measures in Place	Current Risk			Additional Control Measures	Residual Risk After additional control measures		
			S	L	RRN		S	L	RRN
	disabled access toilet.								
Lunch Space - (Potential trip hazard from seating, bin, refuse)	All participants	Ensure that area is left clean and tidy. Lockable storage is provided in the 'school room' for pupil's coats/bags etc	2	3	6				

**Submission**

I accept that this risk assessment is adequate and appropriate and that this activity will be conducted in accordance with this risk assessment, implementing the control measures outlined above. Changes will be made to the activity, if required, to manage any emerging risks to ensure safety.

Assessor Rufus Dent	Signature 	Date 26/04/2024
Line / Event Manager Jodie McCarthy	Signature 	Date 26/04/2024

Indicate others involved in the preparation of this risk assessment.

**Monitor and Review Controls**

Complete during and / or after the activity.

Are the planned control measures sufficient and effective in minimising the level of risk?

Have there been any changes to the planned control measures?

	Yes	No

Are further control measures required in future?			
Details			
Review completed by - Name	Signature	Date	