

THE NATIONAL TRUST – EAST ANGLIA REGION – SITE RISK ASSESSMENT

PROPERTY: Wimpole		LOCATION: Hall	MANAGING AGENT: Justin Scully / Vera Shilling		
ACTIVITY: Directed Education Activities		Relevant Model Assessments:			
Description of Activity: Education Activities led by the Education Officer or Education Volunteers in Wimpole Hall. Victorian Living History, Victorian Activities – Pick and Mix Sessions, Victorian Costume Session					
Nature of Hazard	Worst Outcome	Groups at Risk	Current Precautions	Estimation of Risk	Further Precautions
Trips and falls	Sprains, bruises and fractures	Students Teachers and other adults Education Staff and volunteers	<ol style="list-style-type: none"> 1. Students to be well supervised when moving around the Hall. 2. Students advised to walk at all times. 3. Extra care to be taken when wearing long skirts (Living History). Advice to this effect given in Teachers pack. 4. Corridors and stairs to be kept free of hazards. 5. Stairs, steps and uneven floor surfaces to be pointed out to groups when approaching & care advised. 6. Corridors and stairs to be adequately lit. 7. All volunteers to know who the qualified first aiders are and the whereabouts of first aid equipment. 	Low, if advice is followed	1. Refresh these procedures with Education volunteers at the start of the new season.
Fire or similar occurrence requiring emergency	Serious injury or death	Students, Teachers and other adults.	<ol style="list-style-type: none"> 1. Education volunteers and staff to know procedures for emergency evacuation from Hall. 2. All volunteers to undergo training 	Low if correct procedures are followed.	1. Refresh emergency evacuation procedures at the start of the new season.

evacuation		Education Staff and volunteers	<p>in emergency evacuation.</p> <ol style="list-style-type: none"> 3. All volunteers and staff to be aware of location of fire alarms and fire extinguishers. 4. All Education volunteers to sign in as they enter the Hall. 5. All volunteers to be aware of the location of the betatec alarms and phones in the rooms in which they work. 6. Contact numbers to be displayed by the phone in the Stewards room. 7. EOs to carry a radio 8. School to be signed into Hall on arrival – details of number in party to be recorded. 9. All visiting teachers to carry a list of members of their group (students and adults) throughout the session. 10. Any electrical equipment to be checked for safety on a regular basis. 		
Injury through lifting or moving equipment	Sprains, chronic back injuries	Education staff/ volunteers	<ol style="list-style-type: none"> 1. Training in lifting to be given to all involved in moving furniture or equipment. 2. Education volunteers to be requested to inform EO of health problems relating to moving equipment. 	Low, if advice followed and those with related health problems do not lift.	1. Refresh these procedures with Education volunteers at the start of the new season
Ink stains	Clothing damaged with ink stains	Children and assisting adults	<ol style="list-style-type: none"> 1. Washable ink used for writing. 2. Only adults to remove and replace tops of ink bottles 	Low if current precautions observed	1. Refresh these procedures with Education volunteers at the start of the new

					season.
Injury from needle whilst sewing	Puncture injury from needle whilst sewing	Children and assisting adults	<ol style="list-style-type: none"> 1. Children work in small, well supervised groups. 2. Children reminded to take care. 3. Needles threaded and collected by adults. 4. Needles no sharper than is necessary for the task. 	Low if current precautions observed	<ol style="list-style-type: none"> 1. Refresh these procedures with Education volunteers at the start of the new season.
Use of scissors in embroidery activity	Minor cuts	Children undertaking embroidery activity as part of Living History	<ol style="list-style-type: none"> 1. Children work in small, well supervised groups. 2. Only adults to use the scissors and to ensure that they are placed safely on the table when not in use. 	Low if current precautions observed.	<ol style="list-style-type: none"> 1. Refresh these procedures with Education volunteers at the start of the new season.
Use of steel nib pens in writing activity	Damage to skin and eyes	Children using pens	<ol style="list-style-type: none"> 1. Children work in small, well supervised groups. 	Low if current precautions are observed	<ol style="list-style-type: none"> 1. Refresh these procedures with Education volunteers at the start of the new season.
Use of mangle in Laundry activity	Nipped finger, trapped clothing	Children using mangle and Education volunteers	<ol style="list-style-type: none"> 1. Activity only undertaken with older groups at discretion of Education staff and volunteers. 2. Activity supervised by Education staff and volunteers who have been trained in its use and are happy to supervise. 3. Children to undertake activity one at a time. 4. Children warned of dangers and told to take great care. 	Low if current precautions are observed	<ol style="list-style-type: none"> 1. Train all volunteers to use mangle and warn of potential risks. 2. Refresh these procedures with Education volunteers at the start of the new season.
Volunteers working with Education groups	–	Education groups	<ol style="list-style-type: none"> 1. All volunteers applying to work with school groups to be interviewed by Education staff 	Low if all correct procedures for	<ol style="list-style-type: none"> 1. Ensure procedures for recruiting volunteers are in line with current

			<p>and references taken up as detailed in attached procedure.</p> <ol style="list-style-type: none"> 2. All volunteers to be issued with a copy of the Trust's leaflet 'Safe and Sound' and other relevant Health and Safety information. 3. Every group of children to be accompanied by an adult from the school. 4. Volunteers not to be in a 1:1 situation with a child. 	<p>recruitment of volunteers are followed.</p>	<p>National Trust policy.</p> <ol style="list-style-type: none"> 2. Ensure volunteers are aware of current procedures and requirements when working with children. 3. Ensure volunteers are following correct procedures. 4. Refresh volunteers on current procedures in time for the start of the new season.
Date of Previous assessment: Jan 2009			Date of this assessment: Jan 2010	Next assessment before : Jan 2011	
Assessment carried out by: Sophie Brown			Job title: Learning & Interpretation Officer	Signed: S Brown	