

RISK ASSESSMENT

STAFF

NAME: RACHEL MERCER – SCHOOLS SERVICES MANAGER

DEPARTMENT: SCHOOLS DEPT W.D.O.A.M.

What is the Task?	What are the Hazards?	Who is at Risk?	Risk Grading LMH A1 C3	Controls already in Place	Further Action to Reduce Risks.
Gridshell Tour Visiting a Museum KSI-4. Art & Design KSI-2 Unit 9 general.	Building on two different levels, steps & uneven surfaces going from one to another.	Children & adults	C3	Health & safety briefing notes concerning site are sent out with booking & available on website.	Vigilance required from adults with group.
	Upstairs workshop area with tools & building materials for courses & artefact repair.	Children	C3	Barriers in place so anything dangerous is "out of bounds".	Staff pupil ratio enforced & extra volunteers provided if and when necessary.
	Downstairs – moving display areas & artefacts with rough edges etc.	Children	C3	Briefing before session explain & enforce care & handling guidelines.	

Risk Grading	Low (L) A1, A2,A3	Medium (M) B1, B2, B3	High (H) C1, C2, C3
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I have identified the hazards indicated above and agree to follow relevant health & safety practices to reduce risk.

Signed..... Rachel Mercer.....**Date...** Reviewed April 2010...

SAFETY IS THE CONCERN OF EVERYONE