

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.
Investigation of archaeological artefacts from Hangleton Cottage or Boarhunt Hall. (Medieval artefacts from Hangleton Village near Brighton). N.B. No human bone material handled or present in the assemblage. One of the modules of the Medieval Realms day for KS3. Relates to Art & Design 7B What's in a building.	Handling heavy stone objects – dropping on feet or hands.	Children & adults	C3	Safety briefing & careful selection of objects suitable for handling.	N.B. This activity now takes place in Winkhurst Hall or possibly Lavant, much safer & warmer.
	Cuts & abrasions from metal objects.	Children	C3	All metal objects kept in plastic bags during handling to protect metal surfaces.	
	Slip/trip on uneven floors.	Children & adults	C3	Safety briefing.	
	Falling off benches.	Children	C3	Safety briefing.	
	Fires/candles/smoke.	Children & adults	C3	All candles within enclosed lanterns. Any fires under constant supervision by trained volunteer staff member.	

Risk Grading	Low (L) A1, A2, A3	Medium (M) B1, B2, B3	High (H) C1, C2, C3
---------------------	-----------------------	--------------------------	------------------------

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