

Risk assessment for CITY DISCOVERY CENTRE
School visits 2006
Hazards common to all visits

Hazard	Risk	Precautions taken
Children at risk from passing cars while boarding and alighting from coaches	Low	Coaches directed to safe zone in main parking area and children directed to buildings
Fire risk in buildings being used for CDC activities	Low	Fire drill twice yearly ; Emergency doors constantly kept clear ; fire alarms and fire extinguishers checked regularly (certificates of maintenance available on request)
Children tripping/falling as moving from one area/session to another	Low	Surfaces maintained. First-aid trained CDC staff on-hand
Risks arising from Ponds/ woodlands/ in the wider landscape of the site	Low	Children to be supervised by adults at all times. In addition, vegetation around water to be kept low and so hazard made obvious.
Beehives/ horses in habitation at the site	Low	Children to be supervised by adults at all times.

Suggested points to aid Risk assessments from CITY DISCOVERY CENTRE School History Visits 2005

Medieval	Hazard	Risk	Precautions
intro	<ul style="list-style-type: none"> - naked flame (candles)/ problems with breathing (incense burning) 	Low	<ul style="list-style-type: none"> - CDC staff present at all times - both put out during introduction
Pilgrimage	<ul style="list-style-type: none"> - children tripping/ falling over/ getting lost while walking around the site - walking past unfenced pond/ through woodland 	Low	<ul style="list-style-type: none"> - CDC staff to warn children/ teachers & adults to supervise during walk around site
Plagues & Potions	<ul style="list-style-type: none"> - children being allergic to herbs picked in herb garden - use of hot water urn for herbal tea making - allergies/ burning due to tasting tea - problems with breathing in burning incense 	Med	<ul style="list-style-type: none"> - CDC staff to warn teachers and children's hands to be washed afterwards - Only CDC staff & adults to approach the hot water urn and children to be kept one metre from the hazard - CDC staff to warn children of the risks/ tea left to cool - Children with breathing problems to do other activity
Carpenter	<ul style="list-style-type: none"> - Children dropping timbers on feet/ hands while moving them - Problems with climbing on timber frame to put higher timbers into position - Shaving wood off timber by children using relevant tools 	Med	<ul style="list-style-type: none"> - children to be warned about weight of timbers. Timbers to be carried at both ends. CDC staff and adults to aid. - Children to be warned and kept under control by CDC staff and adults - Children to be assisted and observed at all times by CDC staff

Cooking	<ul style="list-style-type: none"> - sharp knives for preparing food - dropping/ breaking bowls/ utensils - use of hot stove for cooking - spread of germs through food - tasting of food – allergies, temperature 	Med	<ul style="list-style-type: none"> - CDC staff to warn children and/teachers/adults to supervise at all times - teachers to tell CDC staff of any known allergies (no use of nuts on site) - CDC staff/adults to be at hot stove at all times - clean cutlery used/ Hands washed before and after session - teachers/ children to warn CDC staff of any potential problems/ allergies/ hot temperatures of food
Household	<ul style="list-style-type: none"> - children dropping artefacts on feet/ floor - problems with getting dressing-up clothes on - concerns about children's welfare in dressing-up situations 	Low	<ul style="list-style-type: none"> - CDC staff to warn about passing artefacts carefully - CDC staff/ teachers/ adults to assist with getting clothes on and off - All CDC staff are police checked before participating in sessions
Calligraphy	<ul style="list-style-type: none"> - children using ink, risk of getting it on hands - children pricking fingers with quills 	Low	<ul style="list-style-type: none"> - CDC staff to warn about ink and to wash hands after session - CDC staff to alert children to the risk

Please note: Children will take part in the introduction plus 3 sessions from those listed above