

## KENWOOD, HAMPSTEAD

### Risk Assessment for Education led session

**Activity:** Keeping House, Discovery Visit

**Site:** Kenwood

**Date updated:** 5<sup>th</sup> June 2018

**Prepared by:** Education Visits Officer (South)

#### Description and Notes

This risk assessment covers the Keeping House Discovery Visit from when the group meet our education volunteers at the back of the house (near the café), to the point where the education volunteers end the session. It does not cover the walk from the site entrance to the start of the Discovery Visit. This information can be found on the hazard information sheet.

The activity consists of a 1 ½ hour long workshop led by English Heritage volunteers. During this time the children will have the opportunity to explore the house and create their own portrait in the education room.

Hazard	To whom	Initial Risk S x L = R			Control Measures	Risk after controls		
		S	L	R		S	L	R
Please be aware that at the first meeting point, round the back of the house, there may be staff and members of the public carrying trays of hot drinks.	Adults, pupils, staff	4	2	8	Verbally draw attention to the possible hazard. Request that care is taken and children are moved to one side when people are making their journey with drinks.	4	1	4
Trips over boxes/hazards in corridor between exit and education room.	Adults, pupils, staff	2	2	4	Verbally draw attention to the possible hazard. Minimise risk by checking area prior to the visit.	2	1	2
Tripping over bags and coats.	Adults, pupils and staff	3	2	6	Ensure all bags and coats are put on a table or in the far corner of the room and away from walkways prior to the session starting.	3	1	3
Tripping on paths, steps and uneven ground on site and in the house.	Adults, pupils, staff	4	3	12	Verbally draw attention to risks. Children will be asked not to run and to be careful when moving across the site at all times.	4	2	8
Trips over carpet edges, rugs, link chain barrier and metal path borders.	Adults, pupils, staff	3	2	6	Verbally drawing attention to the risks. Children will be asked to take care when walking around the site.	2	2	4
Trip on fireplace fender when in the education room.	Adults, pupils, staff	3	2	6	Verbally drawing attention to the risk and keeping group away from that area. Blocked with a table.	2	1	2

Allergies if handling and grinding spices or handling and tasting cream .	Adults, pupils, staff	3	2	6	Verbally drawing attention to the risk that if they are handling perishables. Teachers reminded at the start of the start of the activity.	2	2	4
Grazing or cutting skin on the cutlery during the 'handling and cleaning process'	Adults, pupils, staff	2	2	4	Cutlery is blunt and not in working order. Verbally drawing attention to the risk and to handle with care.	2	1	2

**Risk Assessment Score overall = 3.6**

## Risk Assessments for Discovery Visits

Risk assessments are worked out by identifying possible hazards and putting in place measures to significantly reduce the likelihood of the hazard occurring. Once this has been done a simple calculation which multiplies the hazard score for the activity by the chance of it happening gives a risk assessment score. A low score signifies little or no risk; a high score would indicate the activity is potentially dangerous.

### Hazard Severity:

1. No risk of injury
2. Slight risk (minor injury requiring first aid)
3. Moderate risk (injury resulting in 3 days off work/school)
4. High risk (resulting in a major injury)
5. Very high risk (causing death or serious injury to an individual)
6. Extremely high risk (causing multiple deaths and widespread destruction)

### *Multiplied by*

### Likelihood of Occurrence:

1. Not likely (only under freak conditions)
2. Possible (if other factors are present)
3. Quite possible (if other factors precipitate it)
4. Likely (with other factors or carelessness)
5. Very likely (an accident waiting to happen)
6. Certain

**Risk factor of 8 or less: Any activity that scores 8 or under has an acceptable risk factor.**

**Risk factor between 8 and 12: Any activity scoring between 8 and 12 has a level of risk that may be tolerable but measures must be taken to reduce the risk.**

**Risk factor of 13 or more: Any activity scoring 13 or more has an unacceptable risk and shouldn't be done.**

The numerical scale used is to allow comparisons of risk levels only. No literal meaning is implied by the scoring level.



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