

Education Room Risk Assessment Record

Please note: This is NOT a replacement of a School Risk Assessment. Teachers should follow local E.A. and DfE guidelines and write their own

	Hazard (May Cause harm)	Risk Factor Low-----High				Control (Remove or reduce risk)
Sliding, concertina doors	Fingers can easily be trapped when operating these doors. The whole north facing wall of the Education Room is glass and includes the large concertina folding doors.				x	These doors are to remain closed, or opened by a adult only. The glass has decals to enhance its visibility.
Bumping into furniture					x	No running in the education room. Constant supervision of young people.
Glass windows	The two glass windows have two opening positions, either opening at 45% from the side into the room or opening 20% from the top into the room. Both will cause a hazard				x	Where possible, open the windows from the top not the side. As this poses less of a risk. Make everyone aware of the remaining low risk hazard. Do not place chairs directly near the open windows.
Hot water taps	All three hot water taps may cause scalding. They are located in the main sink in the education room, and the taps in the adjoining two toilets.				x	Each tap is labelled with a hazard warning. Ask children to use the cold taps only.
Fire evacuation	Adults/children blocking /sitting in front of the doors	x				Groups should be given a safety talk as part of the welcome. Make sure no one sits in front of any of the doors.
Under the main sink	Cleaning products are kept in the cupboards under the main sink. These can be hazardous if used incorrectly.				x	Please make sure your children are always supervised. Read all product labels before use, adults only.
Electrical points	There are several electrical points in the education room presenting a mild electrical hazard.	x				Electrical points should be used properly by adults only. They are usually concealed with behind chairs etc.
Mangle	Misuse of the mangle can result in severely crushed fingers.				x	The mangle has its own hazard sign. Do not use without the supervision of a member of Bexley Heritage Trust's staff.
Washing activity	Wet floors and soap suds in the eyes, skin irritant. Dropping of heavy historical objects			x		Adult supervision to constantly mop floor and supervise children at all times. Please advise staff of any sensitive skin issues so that rubber gloves can be used. Monitor children's handling of historic objects
Gardening activity	Easting soil, seeds, soil as an irritant		x			Please advise staff of any sensitive skin issues so gloves can be provided. Children must be monitored at all times so not to put their hands on their faces. Everyone is asked to wash their hands thoroughly after the session
Nifty Thrifty Garden	The education room garden is designed to attract with equipment that could harm children.				x	Children should not use the garden without proper adult supervision to keep them away from the bird feeders and small duck pond.
Insect/plant allergies	The Education Room has its own garden. There is a possibility of insect bites and stings also plant allergies.				x	Do not allow children to touch insects and plants unsupervised by a member of staff. There is a First Aider on site to assist, ask a member of staff in the main visitor centre.
Heavy vehicles moving	The Education Room garden backs onto a courtyard for large delivery vehicles.				x	Use of the garden must be supervised by an adult at all times. Keep the garden gate closed at all times. Do not let children play on the fence or gate.
Separation from group		x				Children must be supervised at all times and made aware of importance of staying together. Easily identifiable staff are onsite to help.
Nut allergy	We do use nuts in some of our sessions, these could be harmful to nut allergy sufferers (hazel nuts and walnuts).				x	Please notify staff of any nut allergies upon arrival so that sessions are adapted without handling nuts.
All sessions start with a health & safety talk. Several members of staff are first aiders, please ask your nearest staff member.						

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	Hazard (May Cause harm)	Risk Factor Low-----High					Control (Remove or reduce risk)
Sliding, doors in the glasshouses	Fingers can easily be trapped when operating these doors.				x		These doors are to remain closed, or opened by a adult only.
Bumping into furniture or displays	In glasshouse and gardens				x		No running in the Glasshouse. Constant supervision of children at all times. The education garden is conducted in raised beds. Initial talks are led under shade where possible.
Walking into the glass doors in the glasshouse	The Glasshouse have full or half-glass doors.				x		The glass has decals to enhance its visibility.
Toilets and sinks	No toilets or sinks are located at the Glasshouse				x		Toilets and sinks are available in the visitor centre. Please programme visits into your day allowing time to use them.
Heat	Please note that it can get very tropical in the Glasshouse during summer and outside without proper shade					x	Make sure your group are prepared for the heat and sun – hats, sun cream. Please picnic lunch in the gardens under shade.
Fire evacuation		x					Groups should be given a safety talk as part of the welcome.
Loose gravel/Display areas	There are many gravel path surfaces in the glasshouse and gardens risk of inhaling dust etc.	x					Discourage children from kicking the gravel in the air, picking it up or eating it.
Ponds and River Cray	There are ponds in the main Glasshouse, wildlife corner and main gardens and the River Cray runs through the gardens	x					Children must be supervised at all times. Do not sit near the ponds or river.
Dirty work	If your children are gardening/bug hunting they will get dirty hands		x				Staff will give safety talk before activity. Make sure children wash their hands properly after sessions in the garden, especially before lunch. Monitor children to make sure they do not put fingers in mouths, ears, ears and noses.
Insect bites/stings, plant allergies	There is a possibility of insect bites and stings also plant allergies. Plants like cacti are also present				x		Do not allow children to touch insects and plants unsupervised by a member of staff. There is a First Aider on site to assist, ask a member of staff in the main Visitor Centre.
Heavy vehicles moving	The gardeners use heavy machinery such as lawn mowers etc in the gardens.	x					Use of the garden must be supervised by an adult at all times. If in a specific gated garden - keep the garden gate closed at all times.
Separation from group		x					Children must be supervised at all times and made aware of importance of staying together. Easily identifiable staff are onsite to help.
Hose pipes	Large hosepipes are used in the gardens during summer that may cause a trip hazard	x					Adult supervision required at all times. Hosepipes are yellow to stand out in the grass.
All sessions start with a health & safety talk. Several members of staff are first aiders, please ask your nearest staff member.							

Historic House Risk Assessment Record



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	Hazard (May Cause harm)	Risk Factor Low-----High				Control (Remove or reduce risk)
Flooring	The historic flooring can be uneven and rooms often have small steps that pose a trip hazard				x	Children must be supervised at all times. Adults need to look for steps as they enter rooms which have been marked as a hazard.
Bumping into furniture	There is a risk that children may bump into furniture and into Perspex walls by access ramps etc				x	No running in the house. Constant supervision of children is required.
Stairs	All stairs and steps are a potential hazard	x				The main staircase has a banister on both sides offering stability.
Lift	The house has a platform lift that is not enclosed. When in use, the lift moves openly up the shaft		x			Read the instructions in the lift before using. Stand away from the walls when using the lift.
Lime walls in the Tudor Kitchen	The dust from the lime walls is a coughing hazard if disturbed	x				Adults and children are advised not to touch the walls
Fire evacuation	Adults/children blocking /sitting in front of the doors	x				Groups should be given a safety talk as part of the welcome. Make sure no one sits in front of any of the doors.
Heavy doors	Many of the doors in the house are very heavy and may pose a risk to fingers when shutting	x				Adults are asked to supervise children in the house
Electrical points	There are several electrical points in the education room presenting a mild electrical hazard.	x				Electrical points should be used properly by adults only. Sometimes they are concealed in the wooden floors.
Private garden	Insect bites, stings and small slope	x				Children must be supervised at all times
Wooden toys	Splinter hazard	x				Some lessons use wooden toys that are constantly monitored for splinters.
Costume	Trip hazard				x	Some lessons use costume, children are instructed how to prevent tripping.
Exhibitions/ exhibits	Some exhibits are on open display, often on plinths			x		Exhibits must not be touched unless otherwise stated. Close adult supervision is required at all times. Visitors need to be mindful of plinths.
Tudor discovery gallery	This children's gallery has many games and 'hands-on' activities. Risks include – misuse of small gaming pieces, tripping, throwing, swallowing hazards		x			Visitors are requested to use the gallery with respect and close adult supervision is required at all times.
Separation from group		x				Children must be supervised at all times and made aware of importance of staying together. Easily identifiable staff are onsite to help.
All sessions start with a health & safety talk. Several members of staff are first aiders, please ask your nearest staff member.						