

# 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)
<b>Sliding, concertina doors</b>	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.
<b>Bumping into furniture &amp; glass windows</b>	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	No running in the education room. Constant supervision of young people. 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.
<b>Hot drinks</b>	Scalding and loss of money					x	Please be aware that hot drinks are not permitted in our sessions. Hot spills are hazardous to children, the historic environment and objects. Adults purchase hot drinks at lunchtime at their own risk and must be careful of others.
<b>Hot water taps</b>	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.
<b>Fire evacuation</b>	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.
<b>Under the main sink</b>	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.
<b>Electrical points</b>	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.
<b>Mangle</b>	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.
<b>Washing activity</b>	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
<b>Gardening activity</b>	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
<b>Nifty Thrifty Garden</b>	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.
<b>Insect/plant allergies</b>	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.
<b>Heavy vehicles moving</b>	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.
<b>Separation from group</b>		x					Children must be supervised at all times and made aware of importance of staying together. Easily identifiable staff are onsite to help.
<b>Nut allergy</b>	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.
<b>All sessions start with a health &amp; safety talk. Several members of staff are first aiders, please ask your nearest staff member.</b>							

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	Hazard (May Cause harm)	Risk Factor Low-----High					Control (Remove or reduce risk)
<b>Sliding, doors in the glasshouses</b>	Fingers can easily be trapped when operating these doors.				x		These doors are to remain closed, or opened by a adult only.
<b>Bumping into furniture or displays</b>	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.
<b>Walking into the glass doors in the glasshouse</b>	The Glasshouse have full or half-glass doors.				x		The glass has decals to enhance its visibility.
<b>Toilets and sinks</b>	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.
<b>Heat</b>	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.
<b>Fire evacuation</b>		x					Groups should be given a safety talk as part of the welcome.
<b>Loose gravel/Display areas</b>	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.
<b>Ponds and River Cray</b>	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.
<b>Dirty work</b>	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.
<b>Insect bites/stings, plant allergies</b>	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.
<b>Heavy vehicles moving</b>	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.
<b>Separation from group</b>		x					Children must be supervised at all times and made aware of importance of staying together. Easily identifiable staff are onsite to help.
<b>Hose pipes</b>	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.
<b>All sessions start with a health &amp; safety talk. Several members of staff are first aiders, please ask your nearest staff member.</b>							

# Historic House 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)
<b>Flooring</b>	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.
<b>Bumping into furniture</b>	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.
<b>Stairs</b>	All stairs and steps are a potential hazard	x				The main staircase has a banister on both sides offering stability.
<b>Lift</b>	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.
<b>Lime walls in the Tudor Kitchen</b>	The dust from the lime walls is a coughing hazard if disturbed	x				Adults and children are advised not to touch the walls
<b>Fire evacuation</b>	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.
<b>Heavy doors</b>	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
<b>Electrical points</b>	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.
<b>Private garden</b>	Insect bites, stings and small slope	x				Children must be supervised at all times
<b>Wooden toys</b>	Splinter hazard	x				Some lessons use wooden toys that are constantly monitored for splinters.
<b>Costume</b>	Trip hazard				x	Some lessons use costume, children are instructed how to prevent tripping.
<b>Exhibitions/ exhibits</b>	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.
<b>Tudor discovery gallery</b>	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.
<b>Separation from group</b>		x				Children must be supervised at all times and made aware of importance of staying together. Easily identifiable staff are onsite to help.
<b>All sessions start with a health &amp; safety talk. Several members of staff are first aiders, please ask your nearest staff member.</b>						

# Pond Dipping Risk Assessment Record



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	<b>Hazard (May Cause harm)</b>	<b>Risk Factor Low-----High</b>					<b>Control (Remove or reduce risk)</b>
	A health and safety talk will be given before this session starts						
<b>Bumping into objects/falling into the pond</b>	In glasshouse and gardens				x		No running in the Pond area Constant supervision of children at all times. The education pond has raised walls making it harder for children to fall into the water
<b>Toilets and sinks</b>	No toilets or sinks are located at the pond area				x		Toilets and sinks are available in the visitor centre. Please programme visits into your day allowing time to use them. Make sure your students wash their hands thoroughly after the pond dipping session with soap and water
<b>Weather</b>	Heat, rain, flooding, cold – making the pond area dangerous or too unpleasant		x			x	Make sure your group are prepared for the weather and dressed appropriately. If the area is deemed unusable due to excessive rain, an alternative session will be offered
<b>Uneven pathways</b>	There are uneven pathways in the pond dipping area – trip hazards		x				Please watch where you are treading and wear suitable footwear for a woodland area
<b>Mucky work/contamination</b>	If your children are bug hunting they will get dirty hands. There is potential risk of leptospirosis Weil's disease			x			Staff will give safety talk before activity. Make sure children wash their hands properly after sessions in the pond. Monitor children to make sure they do not put fingers in mouths, ears and noses. Teachers will be advised about Weil's disease and its symptoms – it is rare and easily treatable
<b>Insect bites/stings, plant allergies</b>	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. Advise to cover legs to protect from stinging nettles and other potential irritants
<b>Separation from group</b>		x					Children must be supervised at all times and made aware of importance of staying together. Easily identifiable staff are onsite to help.
<b>All sessions start with a health &amp; safety talk. Several members of staff are first aiders, please ask your nearest staff member.</b>							

## **Additional information on Leptospirosis (Weil's disease)**

Leptospirosis is an infection you can catch from animals. It is rare in the UK.

Leptospirosis is spread in the wee of infected animals – most commonly rats and mice. You can catch it from soil or freshwater such as rivers, canals, lakes whilst taking part in water activities like boating, swimming and fishing. Pond dipping is also a similar water activity.

### Symptoms

- A very high temperature, or feeling hot and shivery
- A headache
- Feeling and being sick
- Aching muscles and joints
- Red eyes
- Loss of appetite

Leptospirosis is easily treated. If you or your children show these symptoms, then please contact your GP who may prescribe antibiotics.

For more information follow this link <https://www.nhs.uk/conditions/leptospirosis/>

# Butterfly Jungles 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)
<b>Doors in the glasshouses</b>	Fingers can easily be trapped when operating both the sliding and hinged doors. Children may get entangled in the bamboo door curtains.			x		These doors are to remain closed, or opened by an adult only. Supervise children entering the butterfly area through the bamboo door curtain.
<b>Bumping into furniture or displays</b>	In glasshouse and gardens.			x		No running in the Glasshouse. Constant supervision of children at all times.
<b>Walking into the glass doors in the glasshouse</b>	The Glasshouse have full or half-glass doors.			x		The glass has decals to enhance its visibility. All glass is safety glass.
<b>Toilets and sinks</b>	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.
<b>Heat</b>	Please note that it can get very tropical in the Glasshouse during summer and outside without proper shade.				x	Make sure your group is prepared for the heat and sun – hats, sun cream. Please sit in the shade if having a picnic lunch in the gardens.
<b>Fire evacuation</b>		x				Groups should be given a safety talk as part of the welcome.
<b>Loose gravel/dirt display areas</b>	There are many paths and display surfaces in the glasshouses, Butterfly Jungles and gardens are covered with gravel or dirt with a risk of inhaling dust, swallowing etc.	x				Discourage children from kicking the gravel/dirt in the air, or picking it up or eating it.
<b>Seating</b>	Sitting on the display edging will damage plants and butterflies. Display edging is not strong enough to take the weight of being sat on.				x	Please do not sit on the display edging.
<b>Ponds and River Cray</b>	There are ponds in the main glasshouse, Butterfly Jungles 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.
<b>Insect bites/stings, plant allergies</b>	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. Please make sure children are closely supervised at all times and do not put their hands in their mouths. There is a First Aider on site to assist, ask a member of staff at the ticket desk.
<b>Heavy vehicles moving</b>	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.
<b>Separation from group</b>		x				Children must be supervised at all times and made aware of importance of staying together. Easily identifiable staff are onsite to help. Lost child point is in the main house reception.
<b>Hose pipes</b>	Large hosepipes are used in the glasshouses and 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.

**Several members of staff are first aiders, please ask your nearest staff member.**



## Butterfly Safety

**Butterflies are incredibly fragile insects; even the slightest touch can damage them.** It is really important that our visitors follow these guidelines

- Please do not touch the butterflies or try and catch them
- Mind where you tread! Our butterflies often land on the floor
- Several of the plants in the tropical displays are toxic to humans, please do not touch
- Young children especially, explore the world around them by touching so it is really important that you closely supervise them at all times



# Jambs Owls Risk Assessment

RISK ASSESSMENT		
<b>ASSESSOR</b>	Matthew Smith	Date of Assessment update 14/01/2013
Activity and/or location: Hall Place		
Bird of Prey static Display with Hands -on		
<b>PERSONS/CONTRACTORS INVOLVED</b>	SUPERVISED BY	
JAMBS OWLS	Matthew Smith	
What information/training/competency do the persons involved require?		
<input checked="" type="checkbox"/> Risk assessment briefing (operatives to sign on reverse)	All Handlers trained in bird control and have a minimum of 3 yrs experience	
<b>Significant Hazards</b>	<b>Who is affected by the Hazard?</b>	
Scratches, pecks	<input checked="" type="checkbox"/> Operatives involved <input checked="" type="checkbox"/> Other operatives in the vicinity <input checked="" type="checkbox"/> 3 <sup>rd</sup> parties - specify whom	
Control measures to protect against significant hazards		
Personal protection		
<b>Measure to protect the collective workforce</b>	<input checked="" type="checkbox"/> Hand protection <input checked="" type="checkbox"/> Falconry Glove <input checked="" type="checkbox"/> Medicated hand Gel will be administered Before transference of gloves and after interaction with the birds.  Tool box talks on safe method of erection and dismantling of Gazebo. Also boxing and un-boxing of owls	
All owls to remain on blocks unless held on gloved hand. No 3 <sup>rd</sup> party to be allowed to touch any owl whilst on block. All owls being held by any 3 <sup>rd</sup> party will be in constant supervision of handler. The protected area where the owls are kept will only be accessible to Jambs Owls members. A barrier (either fencing or rope barrier) will be erected between public (3 <sup>rd</sup> Party) and display holding area	<input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low	
Assessment of overall risk with control measures in place		
Risk assessment briefing carried out?		
		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Other documentation relevant to this assessment		
Qualified First Aider (A.H.Smith) Bird First Aider (Matthew Smith) Public Liability Insurance Employers Liability Insurance  All Handlers are Police checked		