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 & 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		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. Maker everyone aware of the remaining low risk hazard. Do not place chairs directly near the open windows.
Hot drinks	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.
Hot water taps	All three hot water taps located in th4e main sink & adjoining toilets may cause scalding.					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 where possible. Have clear signage to make users aware of the health & safety issues. Have risk assessments available to school pre-visit as guidance.
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	Eating soil, seeds & soil as an irritant/allergy		x				Please advise staff of any allergies/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 wildlife					x	Children should not use the garden without proper adult supervision.
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 suffers (hazel nuts and walnuts).					x	Please notify staff of any nut allergies upon arrival so that sessions are adapted without handling nuts.
Please bring your own first aider							

Garden 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)
Bumping into objects	In the gardens generally				x		Constant supervision of children at all times.
Toilets	All toilets are located in the Visitor Centre – missing the need for the toilet				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 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					Please follow the evacuation advice available on the education door or follow the advice of staff who will be present to safeguard everyone during an evacuation.
Loose gravel/Display areas	There are many gravel path surfaces in the 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 gardens and the River Cray runs through the gardens. Danger of drowning, falling down the river bank.	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				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.				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.
Please bring your own first aider							