



Risk Assessment for Trade and Exploration Workshop, Merchant Adventurers' Hall & Barley Hall, completed 23rd August 2018

1. Hazard: Workshop equipment / game kit

People / items at risk: Staff / teachers / pupils

Comments: Hazards arising from incorrect handling of equipment: improper use, trip hazards, ingestion of small items

Existing control measures: All equipment to be under close supervision of workshop leader at all times. No sharp edges. To be handled by participants only under supervision.

Risk rating: C3

Control measures required: Equipment to be checked prior to and after each session for missing / damaged pieces. Clear verbal instructions to be given to participants prior to allowing handling. Tidy workshop environment to be maintained throughout. All new staff to be made aware of existing control measures. NB – ONLY ITEMS IDENTIFIED IN WORKSHOP OUTLINE DOCUMENT TO BE USED, UNLESS PRIOR APPROVAL HAS BEEN GIVEN BY THE EDUCATION DEPT.

Monitoring: Safety to be assessed routinely by staff throughout the session.

Review: Prior to each new session. Additional controls to be applied accordingly, where necessary.

2. Hazard: Tour (trips / slips / falls)

People / items at risk: Staff / teachers / pupils

Comments: Tour of hall portion of workshop covered in greater detail in generic Merchant Adventurers' Hall & Barley Hall risk assessments.

Existing control measures: All activity to be undertaken under supervision of experienced staff at all times.

Risk rating: C3

Control measures required: All new staff to be made aware of existing control measures.

Monitoring: Safety to be assessed routinely by staff throughout the session.

Review: Prior to each new session. Additional controls to be applied accordingly, where necessary.