

**RISK ASSESSMENTS Form: 1** REF : 'Get A Head Get A Hat, Sheet

<b>ASSESSORS NAME/s: (Please PRINT)</b>	<b>DATE:</b>	<b>REVIEW DATE:</b>	<b>Persons at risk: School Parties Operation / equipment / substance:</b>	<b>SIGNATURE/s</b>
<b>Diane Berry</b> Lynne Taylor	<b>April 2005</b>			

<b>HAZARDS and/or HAZARD REFERENCE NO.</b>	<b>PRECAUTIONS / PREVENTATIVE MEASURES ALREADY IN PLACE</b>	<b>RESIDUA L RISK</b>	<b>WHAT FURTHER ACTION IS REQUIRED ?</b>	<b>WHO / WHEN</b>	<b>Done</b>
Walking up and down the stairs to reach various floors for sessions	Education staff warn pupils not to run up/down the stairs. Pupils are instructed to hold onto the hand rail.	low			
Exit and entry through doors	Education staff tell children to be careful when going through a doorway. They are told not to let the door shut on the person following them. If possible the Education staff ask an adult or a child to hold the door open of other users	Med			
Gallery Floor restricted lighting	Children are asked not to run around . They are seated on the floor when being told about the contents of the displays	Low			
Hat Making	Facilitators explain to children that they must be careful when using scissors and other resources involved in making a hat . Facilitators demonstrate the correct way to use resources.	Med			
Turning on working machinery if relevant to the session	Machinery displayed behind barriers with combination locks out of arms reach. Education staff ensure gates are closed behind them when operating machinery and on leaving	Low			