

Hat Works Education - RISK ASSESSMENTS Form: 2 REF : 'On The Factory Floor' - Living History

ASSESSORS NAME/s: (Please PRINT)	DATE:	REVIEW DATE:	Persons at risk: School Parties	SIGNATURE/s
Diane Berry Lynne Taylor	2.03.05		Operation / equipment / substance:	

HAZARDS and/or HAZARD REFERENCE NO.	PRECAUTIONS / PREVENTATIVE MEASURES ALREADY IN PLACE	RESIDUAL RISK	WHAT FURTHER ACTION IS REQUIRED?	WHO / WHEN	Done
Walking up and down the stairs to reach various floors for sessions	Education staff will warn pupils not to run up/down the stairs. Pupils are instructed to hold onto the hand rail. If children are wearing long skirts they will be reminded to raise their skirts on the stairways.	Low			
Exit and entry through doors	Education staff will tell children to be careful when going through a door. They are told not to let the door shut on the person following them. If possible the Education staff, an adult or a child hold the door open for other users.	Med			
Headlice risk from wearing hats as part of the costume	A hat is only worn by one child and not passed around to other children.	Low			
Turning on working machinery	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. Children will be told not to lean over or stand on the barrier rail.	Med			
Handling session on the factory floor	Children may have allergies to animal fur. Anyone who has an allergy, need not touch the felt and fur.	Low			
The mangle in hatters cottage	There is a safety chain on the mangle, locking it in position with a combination lock. Education staff will be vigilant in only allowing children to touch objects in the cottage that they are told they can.	Low			
Cobbles in the yard outside the cottage	Education staff to check if cobbles are slippy due to the rain or algae forming on the surface area.	Low			
Felt making materials	People may have an allergy to the wool or soap. Education use sensitive washing up liquid. The wool suppliers have assured us, that in their years of supplying and feltmaking they have never known anybody to have an allergic reaction to the wool.	Low			
Use of rollers to roll the felt. This may result in injury if a child pokes another child.	Facilitators delivering the session remind children not to touch the roller until the right stage of the workshop when the pieces are wrapped in wool and bubble-wrap. Facilitators keep a look out for children waving the sticks.	Low			
Playing with Victorian toys	Some of the toys have sharp points-Spillikins in particular. Children could hurt themselves accidentally. Facilitators keep a look out for any child being careless or misbehaving in any way with the toys	Low			
Schoolroom session	Children will be using knibbed pens and ink. The Facilitators will instruct children to be sensible as there could be a danger from the pen nib. If waved in the air it could poke a child in the eye. Children will be asked not to touch the pens until the appropriate time. Facilitators will look for any misuse of the pens and take appropriate action.	Med			