

## TUDOR PROGRAMME

### Risk Assessment for Tudor Investigation of the Manor House and Murder Mystery.

Hazard/Risk	Who could be affected by hazard.	Likelihood of being affected	Worst consequence of being affected	Risk Level	How hazard/risk is mitigated	Residual Risk Level
<p><b><u>INVESTIGATION and MURDER MYSTERY</u></b> Collision with stationary or moving object, or person/s causing injury.</p>	FST VSA VC CGS HCS CS	5	5	25	<ul style="list-style-type: none"> <li>• FST to warn of risk at the start of the activity, outlining safe practice.</li> <li>• VC should not be allowed to run during the activity or around the buildings.</li> <li>• VC must stay with partner or group at all times.</li> <li>• FST and VSA to supervise all sides of the building.</li> <li>• FST to switch on ground floor lights in low light conditions or at night.</li> <li>• FST to warn VC of the dangers of shining torches into people's eyes, torches should not be shone into people's faces.</li> <li>• FST to outline safe area of activity, not in car park or on the grass areas around Court.</li> <li>• FST to instruct all VC to stay away from the moat.</li> </ul>	LOW

### Tudor Boat Building.

Hazard/Risk	Who could be affected by hazard.	Likelihood of being affected	Worst consequence of being affected	Risk Level	How hazard/risk is mitigated	Residual Risk Level
<p><b><u>TUDOR BOAT CONSTRUCTION:</u></b> Cut or other injury caused by sharp tools or boat building materials e.g. nails.</p>	FST VSA VC	2	10	20	<ul style="list-style-type: none"> <li>• FST to warn of dangers caused by inappropriate use of tools and construction methodology.</li> <li>• FST to demonstrate the safe use and methods of construction, e.g. scoring folding lines with a biro and cutting cardboard using scissors.</li> <li>• FST to instruct VC/VSA on safe conduct around FST work bench. VC warned not to crowd bench or go behind bench at any time.</li> <li>• FST to keep all tools unless being used behind bench in</li> </ul>	LOW

					<p>boxes. Tools should never be left unattended on the bench.</p> <ul style="list-style-type: none"> <li>• Tool boxes to be stored in locked cupboards when not in use.</li> </ul>	
Puncture wound or similar caused by boat keel.	FST VC VSA	2	10	20	<ul style="list-style-type: none"> <li>• FST to insert boat keels through plastic blocks attached to main boat body.</li> </ul>	LOW
Eye injury or similar puncture type wound caused by boat mast	FST VSA VC	2	5	10	<ul style="list-style-type: none"> <li>• FST to warn of danger of injuries due to protrusions of boat model.</li> <li>• FST to ensure a coloured flag is added to the top of the mast to make it more visually obvious.</li> <li>• FST to warn of danger and ensure of carrying of finished boat at waist height.</li> <li>• FST to warn of danger and set up table away from work area for safe use of gun.</li> <li>• FST to instruct individual to bring sails to bench rather than whole group.</li> <li>• VC warned not to run or rush about during session.</li> <li>• FST should remind VC of safety instructions prior to leaving work room and heading to sailing site.</li> <li>• FST and VSA should supervise the safe movement of group to water considering above.</li> </ul>	LOW
Burn from glue gun.	FST VSA VC	2	5	10	<ul style="list-style-type: none"> <li>• Use cool melt guns and glue.</li> <li>• Guns only to be used by FST and/or VSA never VC.</li> <li>• FST to warn of dangers caused by inappropriate use of tools and construction methodology.</li> <li>• FST to instruct VC/VSA on safe conduct around bench. VC warned not to crowd bench or go behind bench at any time.</li> </ul>	LOW
<b><u>BOAT SAILING:</u></b> Fall into moat or other body of water with risk of drowning.	FST VSA VC	1	75	75	<ul style="list-style-type: none"> <li>• FST to warn of danger and ensure with help of VSA that all VC stay 2 metres from the edge of water.</li> <li>• At all times at least one adult should be on either bank of the water.</li> <li>• Extra care should be taken in wet and slippery conditions FST assessing conditions and extending safety distance if</li> </ul>	LOW

					<p>necessary.</p> <ul style="list-style-type: none"> <li>One child from each boat will hand their boat to FST who will launch it. The children in this group will be supervised by VSA.</li> <li>FST to check site after group has left and check with VSA group numbers.</li> </ul>	
Stomach upset, illness or disease, contracted from water.	FST VSA VC	1	40	40	<ul style="list-style-type: none"> <li>FST should warn the group of risk.</li> <li>FST should instruct anyone who has come into contact with water directly, or indirectly to immediately wash his or her hands after activity.</li> </ul>	LOW

### **Risk Assessment for Tudor Games.**

Hazard/Risk	Who could be affected by hazard.	Likelihood of being affected	Worst consequence of being affected	Risk Level	How hazard/risk is mitigated	Residual Risk Level
<b><u>GAMES:</u></b> Thrown dice or similar leaves playing surface and hits other person.	FST VSA VC	2	20	40	<ul style="list-style-type: none"> <li>FST warns of danger and instructs VC/VSA on the safe and appropriate use of the game materials.</li> <li>Direct supervision of VC/VSA to ensure appropriate behavior.</li> </ul>	LOW
VC/VSA/FST swallows game piece or dice during session.	FST VSA VC	1	20	20	<ul style="list-style-type: none"> <li>FST warns of danger and instructs VC/VSA on the safe and appropriate use of the game materials.</li> <li>Direct supervision of VC/VSA to ensure appropriate behavior.</li> </ul>	LOW
Injury caused by bowling ball or hoop hitting individual.	FST VSA VC	2	20	40	<ul style="list-style-type: none"> <li>FST warns of danger and instructs VC/VSA on the safe and appropriate use of the game materials.</li> <li>Direct supervision of VC/VSA to ensure appropriate behavior.</li> <li>Limit the distance over which the game is played to encourage gentle throws/bowls.</li> <li>Lightweight balls and hoops used.</li> </ul>	LOW
<b><u>BRASS RUBBING:</u></b> Trapped finger or	FST VSA	2	5	10	<ul style="list-style-type: none"> <li>FST warns of danger and instructs VC/VSA on the safe and appropriate use of the game materials.</li> </ul>	LOW

other in bulldog clip.	VC				<ul style="list-style-type: none"> <li>• Direct supervision of VC/VSA to ensure appropriate behavior.</li> <li>• FST/VSA available to attach paper if necessary.</li> </ul>	
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### **Risk Assessment for Tudor Cooking.**

Hazard/Risk	Who could be affected by hazard.	Likelihood of being affected	Worst consequence of being affected	Risk Level	How hazard/risk is mitigated	Residual Risk Level
<b><u>COOKING:</u></b> Open fire or range causing burn.	FST, VSA, VC, GCS	2	10	20	<ul style="list-style-type: none"> <li>• FST to warn of danger and supervise each teaching area with assistance of VSA and HC assistant.</li> <li>• Fire guard to be in place at all times.</li> <li>• To reduce risk of spitting only seasoned hardwood logs to be used.</li> <li>• Stored wood to be kept to a minimum well away from open fire.</li> <li>• FST to limit the amount of fuel on fires ensuring that it does get out of control.</li> <li>• No running or rushing in cooking areas.</li> </ul>	LOW
Burn or scald from hot food or cooking pot/equipment.	FST VSA VC	5	5	25	<ul style="list-style-type: none"> <li>• Only small amounts of food to cooked at any one time to avoid excessive weight or over balancing.</li> <li>• Oven glove or similar to be used at all times by FST.</li> <li>• No running or rushing in cooking areas.</li> </ul>	LOW
Stomach upset or illness caused by eating History food. Including hedgerow rations.	FST VSA VC	2	20	40	<ul style="list-style-type: none"> <li>• FST, VSA and VC to wash hands with soap and water prior to cooking and handling all foodstuffs.</li> <li>• Any open cuts or injuries to be covered before handling foodstuffs with blue detectable plasters and surgical glove if necessary.</li> <li>• Suitable foodstuffs to be washed prior to use.</li> <li>• All food to be thoroughly cooked prior to eating.</li> <li>• All ingredients (common use e.g. flour and sugar) to be changed regularly and if content is uncertain after use.</li> <li>• FST and assistants to ensure all foodstuffs are kept in suitable conditions to prevent deterioration and/or</li> </ul>	LOW

					<p>contamination.</p> <ul style="list-style-type: none"> <li>All cooking equipment to be washed thoroughly after use and storage.</li> <li>All tables and floors to be washed down and swept. Regular cleaning with anti-bacterial spray.</li> </ul>	
Food allergy, or other reaction, causing allergic reaction or anaphylactic shock.	FST VSA VC	1	75	75	<ul style="list-style-type: none"> <li>FST to check group file prior to session and ensures foodstuff removed from working areas.</li> <li>FST and office staff to clearly mark food allergies on group program.</li> <li>All foodstuffs of similar type to be stored separately in sealed containers to avoid any cross contamination.</li> </ul>	LOW
Knives or other sharp utensils causing cut or other similar injury.	FST VSA VC	2	20	40	<ul style="list-style-type: none"> <li>FST to warn of danger and to demonstrate the safe method of use, sawing on steady protected surface, no stabbing or chopping.</li> <li>Only blunt edge type utensils to be used where possible.</li> <li>Domestic table knife with serrated edge to be used.</li> <li>No running or rushing in cooking areas.</li> <li>Utensils to be kept on tables during session. Only removed to be washed up.</li> </ul>	LOW
Slip or fall on water or foodstuffs.	FST VSA VC CGS	2	20	40	<ul style="list-style-type: none"> <li>FST to warn of danger.</li> <li>No running or rushing in cooking areas.</li> <li>Cleaning resources available in each work area to immediately clear away any spillage.</li> </ul>	LOW
<b><u>CANDLE MAKING:</u></b> Burn from hot candle wax.	FST VSA VC CGS	2	5	10	<ul style="list-style-type: none"> <li>FST to warn of danger.</li> <li>FST and/or VSA to directly supervise the VC whilst dipping candles.</li> <li>FST to limit the number of VC dipping to 2 per melter so a max of 4 in total at any one time.</li> <li>FST to ensure the tables used are steady and not in thoroughfare to prevent them being knocked over.</li> <li>FST and VSA to supervise VC around melter to prevent them from running or rushing about.</li> </ul>	LOW

Electric shock from melters.	FST VSA VC CGS	1	75	75	<ul style="list-style-type: none"> <li>FST to ensure electrical cables are secured away from water. Sockets and plugs to be secured under the table top to prevent accidental splashing.</li> <li>Electrical safety check of equipment annually by nominated centre staff.</li> <li>All FST to check visually the equipment before each session and report any problem immediately.</li> <li>Wax melters only to be used indoors.</li> </ul>	LOW
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### **Risk Assessment for Tudor Activities.**

Hazard/Risk	Who could be affected by hazard.	Likelihood of being affected	Worst consequence of being affected	Risk Level	How hazard/risk is mitigated	Residual Risk Level
<b><u>SCHOOLROOM:</u></b> A fall backward from school bench causing injury to self or other.	VC, VSA	2	20	40	<ul style="list-style-type: none"> <li>FST to warn of danger.</li> <li>FST to limit the number of children on the benches at one time. A maximum of 4 individuals to each bench.</li> <li>Benches to be kept close together to limit the 'fall' distance and risk of severe injury.</li> </ul>	LOW
Quill or writing equipment pokes into eye.	FST VSA VC	1	40	40	<ul style="list-style-type: none"> <li>FST to warn of danger and demonstrate the safe use of instrument.</li> <li>Quills and pens to be laid on the bench after and during use to limit risk of eye injury.</li> </ul>	LOW
Ink splashes into eye or mouth.	FST VSA VC	2	20	40	<ul style="list-style-type: none"> <li>As above.</li> <li>FST to limit ink in pots to small amounts.</li> <li>Ink pots to be placed into ink well in bench to secure in place.</li> </ul>	LOW
Slip or slide on spilt ink or other liquid causing fall or collision.	FST VSA VC CGS	2	20	40	<ul style="list-style-type: none"> <li>FST to ensure any spillage cleared away ASAP using material and equipment available in teaching space.</li> <li>FST and VSA to ensure VC do not rush or run around teaching space.</li> </ul>	LOW

Burn from hot sealing wax, matches or candle.	FST VSA VC	5	10	10	<ul style="list-style-type: none"> <li>FST to set up bench away from work area and to warn VSA and VC of danger.</li> <li>Seal to be made by FST only.</li> <li>Matches to be kept on FST's person at all times unless in use at table.</li> <li>Candle to be extinguished if FST not at table.</li> <li>VC only allowed to take paper once seal has cooled sufficiently.</li> </ul>	LOW
<b><u>PURSE MAKING:</u></b> Cut or puncture wound from scissors or hole punch.	FST VSA VC	5	10	50	<ul style="list-style-type: none"> <li>FST to warn of danger and demonstrate the safe use and techniques.</li> <li>FST and VSA to directly supervise the VC cutting and using scissors.</li> <li>FST to warn VC not to walk, run or rush around carrying scissors.</li> <li>FST to ensure scissors are left on the work table unless being used.</li> </ul>	LOW
<b><u>POMMANDERS:</u></b> Discomfort from zest or juice in eye.	FST VSA VC	8	5	40	<ul style="list-style-type: none"> <li>FST to warn VC and VSA of the possible risk.</li> <li>Direct supervision from FST and/or VSA to ensure safe and sensible use of equipment.</li> </ul>	LOW
<b><u>WEAVING:</u></b> Injury caused by constriction of body part.	FST VSA VC	5	5	25	<ul style="list-style-type: none"> <li>FST to warn against over tightening wool around any part of their body.</li> </ul>	LOW

### **Health & Safety Risk Assessment for Tudor Dance.**

Hazard/Risk	Who	Likelihood	Worst	Risk	How hazard/risk is mitigated	Residual
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	could be affected by hazard.	d of being affected	consequence of being affected	Level		Risk Level
<b><u>DANCE:</u></b> Trip, slip or fall whilst participating in dance activity.	FST, VSA VC	2	20	40	<ul style="list-style-type: none"> <li>FST to warn of danger.</li> <li>FST to check area of activity for possible slip materials like water, ink or sand.</li> <li>FST to ensure that VSA/VC do not run or rush around area of activity.</li> <li>FST and VSA to directly supervise VC at all times in area of activity.</li> <li>FST and VSA to ensure that VC/VSA are wearing suitable shoes and footwear.</li> </ul>	LOW
Strain or pulled muscle from dance activity.	FST, VSA VC	2	20	40	<ul style="list-style-type: none"> <li>FST to ensure dance session is not too strenuous in content.</li> </ul>	LOW
Puncture wound or similar caused by sharp object on the floor.	FST, VSA VC	2	20	40	<ul style="list-style-type: none"> <li>FST to warn of danger and advise VSA/VC to report anything which may cause injury to foot.</li> <li>FST to check the area of activity prior to activity for anything which may cause injury during session.</li> </ul>	LOW
Collision with furniture or other object within area of activity.	FST, VSA VC	2	20	40	<ul style="list-style-type: none"> <li>FST to warn of danger.</li> <li>FST to ensure that area of activity is suitably prepared for the dance activity, with furniture stored/stacked in a safe manner.</li> </ul>	LOW

### **Health & Safety Risk Assessment for Tudor Costume.**

Hazard/Risk	Who	Likelihood	Worst	Risk	How hazard/risk is mitigated	Residual
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	could be affected by hazard.	likelihood of being affected	consequence of being affected	Risk Level		Risk Level
<b><u>TUDOR COSTUME:</u></b> Slip, trip or fall whilst changing into/out of costume.	VSA, VC, FST	2	20	40	<ul style="list-style-type: none"> <li>FST to warn of danger and ensure that there is sufficient working space for the VC to change.</li> <li>FST to ensure that where possible each VC has a Valet/Tier to assist with changing.</li> <li>FST/VSA to ensure that the area of activity is tidy at all times.</li> </ul>	LOW
Costume tied too tight around the body or neck causing injury including asphyxiation.	VSA, VC, FST	1	75	75	<ul style="list-style-type: none"> <li>FST to warn of danger.</li> <li>FST and VSA to supervise VC directly.</li> <li>All costumes made to avoid drawstrings or cords, press-studs or Velcro used as an alternative.</li> </ul>	LOW
Pin or needle causing puncture wound or similar injury.	VSA, VC, FST	2	20	40	<ul style="list-style-type: none"> <li>FST to warn of risk and check costume regularly to ensure they are free from pins/needle.</li> <li>FST to ensure that only safety pins are used when adjusting costumes to fit individuals.</li> </ul>	LOW
Skin infections or complaint caused by previous wearer.	VSA, VC, FST	1	5	5	<ul style="list-style-type: none"> <li>FST to ensure that VC do not remove their own clothing but rather put on costumes over their clothing.</li> <li>FST to check with VSA if there is any possible risk of infection from a particular VC.</li> <li>Costumes to dry cleaned regularly and corrective action taken if there is any risk of infection.</li> </ul>	LOW
Safeguarding Issues	VC	2	40	80	<ul style="list-style-type: none"> <li>VC may be given costumes to wear over their existing clothes by their peers.</li> <li>VC will receive help in putting on the costumes by their peers.</li> </ul>	LOW

### **Health & Safety Risk Assessment for Tudor Drama.**

Hazard/Risk	Who could be affected by hazard.	Likelihood of being affected	Worst consequence of being affected	Risk Level	How hazard/risk is mitigated	Residual Risk Level

<b><u>TUDOR DRAMA:</u></b> Slip, trip or fall in work space causing injury.	FST, VSA, VC, KS	2	20	40	<ul style="list-style-type: none"> <li>FST warns of the potential risk of falls, slips or trips, and checks the workspace for potential trip or fall hazards.</li> <li>FST/VSA to ensure that role-play does not become 'real', props should not be used.</li> <li>FST/VSA to ensure that no-one should be rushing or running around during the activity at any time, or for any reason.</li> </ul>	LOW
Collision or impact with another person or work space furniture.	FST, VSA, VC	2	10	20	<ul style="list-style-type: none"> <li>FST warns of possible danger and removes any potential hazards before activity begins.</li> <li>FST to ensure that role-play does not become too real, especially re-enactment's of fighting or street entertainment's.</li> </ul>	LOW

### **Health & Safety Risk Assessment for Tudor Banquet.**

Hazard/Risk	Who could be affected by hazard.	Likelihood of being affected	Worst consequence of being affected	Risk Level	How hazard/risk is mitigated	Residual Risk Level
<b><u>TUDOR BANQUET:</u></b> Burn or injury caused by candle flame.	FST, VSA, VC, KS	1	10	10	<ul style="list-style-type: none"> <li>FST to use battery operated fake candles only.</li> <li>VC are under no circumstances to be left unsupervised in the dining room.</li> </ul>	LOW
Burn or scald caused by hot plate or food.	FST, VSA, VC, KS	2	10	20	<ul style="list-style-type: none"> <li>FST to warn of danger and ensure that VC only carry one plate at any time, and that no one else is walking around in the dining room during banquet.</li> <li>FST and CS to ensure that plates and food are not 'burning' hot before serving begins.</li> </ul>	LOW
Slip, trip or fall in the dining room causing injury.	FST, VSA, VC, KS	2	20	40	<ul style="list-style-type: none"> <li>Before VC/VSA enter the dining room FST warns of the potential risk of falls or trips on unfamiliar clothing, and slips on spilt or dropped food and drink.</li> <li>FST, waiting and serving staff (VC) to ensure that any spillage on the floor are immediately cleaned up.</li> <li>FST/VSA to ensure that no-one should be rushing or running around in the dining room at any time.</li> </ul>	LOW

### Making a Tudor Boat

Hazard/Risk	Who could be affected by hazard.	Likelihood of being affected	Worst consequence of being affected	Risk Level	How hazard/risk is mitigated	Residual risk level
<p><b><u>TUDOR BOAT CONSTRUCTION:</u></b> Cut or other injury caused by sharp tools or boat building materials e.g. nails.</p>	FST VSA VC	2	10	20	<ul style="list-style-type: none"> <li>• FST to warn of dangers caused by inappropriate use of tools and construction methodology.</li> <li>• FST to demonstrate the safe use and methods of construction, e.g. scoring folding lines with a biro and cutting cardboard using scissors.</li> <li>• FST to instruct VC/VSA on safe conduct around FST work bench. VC warned not to crowd bench or go behind bench at any time.</li> <li>• FST to keep all tools unless being used behind bench in boxes. Tools should never be left unattended on the bench.</li> <li>• Tool boxes to be stored in locked cupboards when not in use.</li> </ul>	LOW
Puncture wound or similar caused by boat keel.	FST VC VSA	2	10	20	<ul style="list-style-type: none"> <li>• FST to insert boat keels through plastic blocks attached to main boat body.</li> </ul>	LOW
Eye injury or similar puncture type wound caused by boat mast or oars.	FST VSA VC	2	5	10	<ul style="list-style-type: none"> <li>• FST to warn of danger of injuries due to protrusions of boat model.</li> <li>• FST to ensure a coloured flag is added to the top of the mast to make it more visually obvious.</li> <li>• FST to ensure of carrying of finished boat at waist height.</li> <li>• FST to warn of danger and set up table away from work area for safe use of gun.</li> <li>• FST to instruct individual to bring sails to bench rather than whole group.</li> <li>• VC warned not to run or rush about during session.</li> <li>• FST should remind VC of safety instructions prior to leaving work room and heading to sailing site.</li> </ul>	LOW

					<ul style="list-style-type: none"> <li>FST and VSA should supervise the safe movement of group to water considering above.</li> </ul>	
Burn from glue gun.	FST VSA VC	2	5	10	<ul style="list-style-type: none"> <li>Use cool melt guns and glue.</li> <li>Guns only to be used by FST and/or VSA never VC.</li> <li>FST to warn of dangers caused by inappropriate use of tools and construction methodology.</li> <li>FST to instruct VC/VSA on safe conduct around bench. VC warned not to crowd bench or go behind bench at any time.</li> </ul>	LOW
<b><u>BOAT SAILING:</u></b> Fall into moat or other body of water with risk of drowning.	FST VSA VC	1	75	75	<ul style="list-style-type: none"> <li>FST to warn of danger and ensure with help of VSA that all VC stay 2 metres from the edge of water.</li> <li>At all times at least one adult should be on either bank of the water.</li> <li>Extra care should be taken in wet and slippery conditions FST assessing conditions and extending safety distance if necessary.</li> <li>One child from each boat will hand their boat to FST who will launch it. The children in this group will be supervised by VSA.</li> <li>FST to check site after group has left and check with VSA group numbers.</li> </ul>	LOW
Stomach upset, illness or disease, contracted from water.	FST VSA VC	1	40	40	<ul style="list-style-type: none"> <li>FST should warn the group of risk.</li> <li>FST should instruct anyone who has come into contact with water directly, or indirectly to immediately wash his or her hands after activity.</li> </ul>	LOW

Reviewed Date: January 2026  
Next Review Date: January 2027