

**Risk assessment for VICTORIAN day**  
**Risk Assessment for Victorian Investigation of the Manor House.**

Hazard/Risk	Who could be effected by hazard.	Likelihood of being effected	Worst consequence of being effected	Risk Level	How hazard/risk is mitigated	Residual Risk Level
Collision with stationary or moving object, or person/s causing injury.	FST VSA VC CGS HCSCS	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 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 outline safe area of activity, not in car park or on the grass areas around Court.</li> </ul>	LOW
Injury caused to individual by sharp pencil and/or clipboard.	FST VSA VC CGS HCSCS	5	5	25	<ul style="list-style-type: none"> <li>As above.</li> <li>FST to ensure that VC when sketching are positioned on the steps in front of the dining room or on lawn, not the grass banks.</li> </ul>	LOW

**Risk Assessment for Parlour Games.**

Hazard/Risk	Who could be effected by hazard.	Likelihood of being effected	Worst consequence of being effected	Risk Level	How hazard/risk is mitigated	Residual Risk Level
<b><u>PARLOUR GAMES:</u></b> Injury caused by trip or collision whilst wearing blindfold.	FST VSA VC	2	20	40	<ul style="list-style-type: none"> <li>FST ensures area is safe from trip hazards and instructs VC/VSA on safe conduct.</li> <li>Direct supervision of VC/VSA to ensure appropriate behavior.</li> <li>VC to walk at all times whilst wearing blindfold.</li> </ul>	LOW

### **Risk Assessment for Victorian Cooking.**

Hazard/Risk	Who could be effected by hazard.	Likelihood of being effected	Worst consequence of being effected	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>• Vegetables and all 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 contamination. Including nettles never to be sprayed.</li> <li>• All cooking equipment to be washed thoroughly after use</li> </ul>	LOW

					and storage. <ul style="list-style-type: none"> <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 on group program any food allergies to make as obvious as possible.</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>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

### **Risk Assessment for Victorian Activities.**

Hazard/Risk	Who could be effected by hazard.	Likelihood of being effected	Worst consequence of being effected	Risk Level	How hazard/risk is mitigated	Residual Risk Level
<b><u>SCHOOLROOM/ MENU WRITING:</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.40</li> </ul>	LOW

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>Dip 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
<b><u>TABLE LAYING:</u></b> Cut or abrasion from glass or cutlery.	FST VSA VC	1	5	5	<ul style="list-style-type: none"> <li>FST to warn of risk.</li> <li>Only plastic rather than glass to be used.</li> <li>FST to ensure that no sharp knives or forks are available for VC to handle or work with.</li> </ul>	LOW
<b><u>POLISHING:</u></b> Cut or abrasion from cutlery.	FST VSA VC	1	5	5	<ul style="list-style-type: none"> <li>As above.</li> </ul>	LOW
Stomach upset or illness caused by polish getting into VC mouth, or from ingestion.	FST VSA VC	1	5	5	<ul style="list-style-type: none"> <li>FST to warn VC and VSA of the danger of ingesting shoe polish.</li> <li>Bicarbonate of soda and lemon juice to be used for silver ware.</li> <li>FST to ensure all VC and VSA wash their hands after the activity.</li> </ul>	LOW
<b><u>CROSS STITCH:</u></b> Injury from use of needles.	VSA VC	2	5	10	<ul style="list-style-type: none"> <li>FST warn of the danger and demonstrates the correct safe method.</li> <li>FST / VSA to ensure VC are seated during activity.</li> <li>FST/VSA to directly supervise activity.</li> </ul>	LOW

<b><u>OUTDOOR GAMES:</u></b> Abrasion or graze from rough skipping ropes.	FST VSA VC	1	5	5	<ul style="list-style-type: none"> <li>FST to warn of danger and supervise sensible use of equipment.</li> <li>Ensure that soft touch ropes are used and check equipment prior to use for potential hazards.</li> </ul>	LOW
Trip or fall onto abrasive surface causing injury.	FST VSA VC	1	5	5	<ul style="list-style-type: none"> <li>FST to warn of danger and supervise the sensible use of equipment.</li> <li>FST to check adequate space for skipping and play area.</li> <li>FST to check the attire of VC to ensure no potential trip hazard exists with their costume or clothing.</li> </ul>	LOW
<b><u>LAUNDRY:</u></b> Cut or abrasion from grating soap	FST VSA VC	2	5	10	<ul style="list-style-type: none"> <li>FST to warn of danger.</li> <li>FST/VSA to supervise directly.</li> <li>FST to ensure that there is adequate soap available to avoid using last little bit.</li> </ul>	LOW
Compression or crush injury caused by mangle.	FST VSA VC	2	5	10	<ul style="list-style-type: none"> <li>FST to warn of danger.</li> <li>FST/VSA to supervise directly.</li> <li>FST to ensure mangle is padlocked when not in use.</li> </ul>	LOW

### **Risk Assessment for Victorian Crafts.**

Hazard/Risk	Who could be effected by hazard.	Likelihood of being effected	Worst consequence of being effected	Risk Level	How hazard/risk is mitigated	Residual Risk Level
<b><u>DECOUPAGE/QUILLING:</u></b> Cut from paper or card edge.	FST VSA VC	1	20	20	<ul style="list-style-type: none"> <li>FST to warn of danger.</li> </ul>	LOW
Illness or stomach upset caused by swallowing glue.	FST VSA VC	1	20	20	<ul style="list-style-type: none"> <li>FST warn of the danger.</li> <li>Child friendly PVA glue to be used in all craft activities.</li> </ul>	LOW
Puncture wound or	FST	1	20	20	<ul style="list-style-type: none"> <li>FST warn of the danger and demonstrates the correct</li> </ul>	LOW

similar caused by sharp point on quilling tool.	VSA VC				<p>safe method.</p> <ul style="list-style-type: none"> <li>• FST/VSA to supervise activity closely.</li> <li>• Short ends on the tools to limit depth of puncture.</li> <li>• FST can make available plastic blunt type tools if they feel more suitable for the group.</li> </ul>	
<b>SHELL CRAFT:</b> Cut or abrasion form shell or broken shell piece.	FST, VSA, VC	1	5	5	<ul style="list-style-type: none"> <li>• FST warn of the danger and ensure any broken shells are removed from trays and storage boxes ASAP.</li> <li>• FST to ensure shells are put into shallow trays to avoid VSA/VC 'digging' through shells.</li> </ul>	LOW
Stomach upset caused by glue or dirty shells.	FST, VSA, VC	1	5	5	<ul style="list-style-type: none"> <li>• FST/VSA to ensure that all activity participants wash hands after activity.</li> <li>• Child friendly PVA glue to be used.</li> </ul>	LOW

Reviewed Date: January 2025  
Next Review Date: January 2026