**Segedunum ‘Adventures in Prehistory?’ Hazard Identification. Updated September 2018**

Please note:

* This is **not** a risk assessment. As stated in the Department of Education's 'Safe Keeping' publication, “the group leader should carry out a risk assessment”
* In the case of an emergency please contact a member of staff
* Tyne & Wear Archives & Museums highly recommends that group leaders conduct preliminary visits
* Group leaders should take the behaviour and ability of their group into consideration when compiling a risk assessment
* It is the responsibility of the group leader to monitor the behaviour and safety of their group

This Hazard Identification highlights the everyday risks that groups may incur. Please telephone Segedunum Roman Fort, Baths and Museum 0191 278 4217 to enquire about possible building work taking place or hazards in temporary exhibitions.

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| **Hazard Identification** | **Risk and to whom** | **Existing control measures set up by Tyne & Wear Archives & Museums** | **Further action to be taken by the school / group leader (add own comments)** |
| **Digging in soil.** | Children digging with tools will come into contact with soil, which may contain animal faeces, and litter. | 1. Facilitator will check area for hazards before workshop, removing any visible ones. 2. Everyone; adults and children will be given gardening gloves. 3. Everyone will wash their hands at the end of the workshop. 4. No food or drink to be consumed during the workshop. 5. All activities have an adult supervisors (i.e Practitioner and two other adults will be required), 6. All activities will be described to the pupils and teachers with health and safety guidance given to minimize risk. 7. Visiting Staff will remain with their children during the session. | **Teachers to supervise** |
| **Seed planting** | **Allergic reaction to seeds.** | 1. Discuss with teacher beforehand if there are any children with relevant allergies. 2. Gloves to be worn to avoid skin contact. 3. All activities have an adult supervisors (i.e. Practitioner and two other adults will be required), 4. All activities will be described to the pupils and teachers with health and safety guidance given to minimize risk. 5. Visiting Staff will remain with their children during the session. | Teachers to advise of any allergies.  Teachers to supervise |
| **Ploughing with antlers.** | **Children will use red deer antlers to dig the soil, these are large, irregular shaped and unfamiliar tools. Risk of prodding each other.** | 1. Children will be well spaced out to avoid prodding each other inadvertently. 2. All activities have an adult supervisors (i.e. Practitioner and two other adults will be required), 3. All activities will be described to the pupils and teachers with health and safety guidance given to minimize risk. 4. Visiting Staff will remain with their children during the session. | Teachers to supervise |
| **Flint scrapers will be used to remove bark from wood** | **Risk of children scraping themselves.** | 1. Gloves will be worn, and advice on how to handle will be given. 2. All activities have an adult supervisors (i.e. Practitioner and two other adults will be required), 3. All activities will be described to the pupils and teachers with health and safety guidance given to minimize risk. 4. Visiting Staff will remain with their children during the session. | Teachers to supervise |
| **Milling Seeds. There are two types of millstones that we will be used, the rotary querns and the saddlestone querns.**  **.** | **Risk of children trapping fingers** | 1. Saddlestone quern, the moving stone is gripped in the hand, and very little risk to user. 2. The rotary querns are much heavier and need to be supervised. Children are instructed never to lift up the top stone for this weighs over 10kg and there is a risk of trapping fingers. 3. All activities have an adult supervisors (i.e. Practitioner and two other adults will be required) 4. All activities will be described to the pupils and teachers with health and safety guidance given to minimize risk. 5. Visiting Staff will remain with their children during the session. | Teachers to supervise |
| **Object Handling** | **Low risk of materials splintering or snapping causing scratches and splinters. Low risk of awkward and heavy objects being dropped causing bruising. Low risk of grazes from stone, flint and ceramic objects with unfinished edges.** | 1. Advice on how to handle all the objects will be given.  2. All activities have an adult supervisors (i.e. Practitioner and two other adults will be required),  3. All activities will be described to the pupils and teachers with health and safety guidance given to minimize risk.  4. Visiting Staff will remain with their children during the session. | Teachers to supervise |
| **Wattle Fence activity-** | **Risk of wood splintering or snapping causing scratches and splinters** | 1. Advice on how to handle wattle sticks will be given.  2. All activities have an adult supervisors (i.e. Practitioner and two other adults will be required),  3. All activities will be described to the pupils and teachers with health and safety guidance given to minimize risk.  4. Visiting Staff will remain with their children during the session. | Teachers to supervise |
| **Decorating hands with blue Snazaroo face paint.** | **Allergies to face paint.**  **Transfer of germs** | Blue felt pens and stickers provided as an alternative.  Disposable cotton buds to be used for a single application. | Teachers to advise on any allergies.  Teacher in control of face paint and to supervise application. |
| **Making Prehistoric Pots- Handling Clay** | **Low risk of materials causing allergy Low risk of eating clay material. Low risk of grazes from stone, wood and ceramic object tools**. | 1. Advice on how to handle all the objects will be given.  2. All activities have an adult supervisors (i.e. Practitioner and two other adults will be required),  3. All activities will be described to the pupils and teachers with health and safety guidance given to minimize risk.  4. Visiting Staff will remain with their children during the session. | Teachers to supervise |
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