

(1) Activity	Apothecary workshop				Risk assessment carried out by?	Laura Dyke – Schools Services Officer	Date	18/11/11	Reference					
									LD4					
(2) Task	(3) Hazard	(4) People	(5) Controls		(6) Residual Risk				(7) Action					
What is the Task? (list the Main Tasks, Break down the Activity)	What are the Hazards?	Tick <input type="checkbox"/> who is possibly at risk?	What control measures are already in place?	Implemented & Maintained By Who?	S (Severity) x L (Likelihood) = R (Risk)			Risk Rating VL L M H	What further actions/controls are needed?	By who? By when?				
					(S) 1-5	(L) 1-5	(R) 1-25							
Apothecary session in the Hall from Boarhunt (map ref. 18)	Ingestion of substances	OPERATOR	Safety briefing & close supervision by accompanying adults	Museum staff and workshop leaders.	3	2	6	L	School groups must ensure that there are two members of their own team are present in this workshop.	Museum staff and workshop leaders.				
	<input checked="" type="checkbox"/> Employee(s)	Contractor(s)												
	<input checked="" type="checkbox"/> Tutor(s)	TEAM	Hand washing facilities are available		4	1	4	VL						
	<input checked="" type="checkbox"/> Employee(s)	Contractor(s)												
	<input checked="" type="checkbox"/> Tutor(s)	BYSTANDER	Substances or non-harmful – using oils & distillations of a culinary quality		4	3	12	M						
	<input checked="" type="checkbox"/> Child > 12 < 18	Employee(s)												
	Allergic reaction to substances	Contractor(s)	Identify children and adults with skin conditions or allergies at start of session		3	3	9	L						
	Slip or trip on floors, steps or staircase	Tutor(s)												
	Fireplace & candles	Household utensils	Site Guest(s)		4	2	8	L						
			Child > 12 < 18											
	Pigsty at rear of house; fecal contamination / biting	Pigsty at rear of house; fecal contamination / biting	Child < 12		2	3	6	L						
			Pregnant											
	Pigsty at rear of house; fecal contamination / biting	Pigsty at rear of house; fecal contamination / biting	Disabled		5	1	5	VL						
			Non English											
	Pigsty at rear of house; fecal contamination / biting	Pigsty at rear of house; fecal contamination / biting	Elderly > 70		5	1	5	VL						
			Estimated No of People Involved											
			15 max											

Reviewed By	Date	Reviewed By	Date	Reviewed By	Date

Very Low (VL)					Low (L)					Medium (M)		High(H)			
1	2	3	4	5	6	8	9	10	12		15	16	20	25	
Trivial					Tolerable					Moderate with Review		Substantial – Stop work/ Implement controls			

Severity	
1	Trivial (eg discomfort, slight bruising, self help recovery or no business interruption)
2	Minor (eg small cut, abrasion, basic first aid needed or minor downtime of activity)
3	Moderate (eg sprain, strain, incapacitation, hospital/doctor visit > 3 days or down time of activity > 3 days)
4	Serious (eg fracture, hospitalization >24hrs, incapacitated >4 wks or down time of activity for > 4 weeks)
5	Fatal (single or multiple death or Improvement or Prohibition Notice issued)

X

Likelihood	
1	Remote (no record of an injury, activity rarely takes place, no possible contact)
2	Unlikely (occurs rarely if ever, activity takes place annually or bi annually, unlikely contact)
3	Possible (could occur, but uncommon, activity takes place monthly, possible contact)
4	Likely (recurrent but not frequent, activity takes place weekly, minimum supervision, likely contact)
5	Very Likely (occurs frequently, activity takes place daily, no supervision, no guarding, no PPE, open hazard)

