

(1) Activity	Candle dipping				Risk assessment carried out by?	Laura Dyke – Schools Services Officer	Date	December 2011	Reference	
									LD20	
(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 ✓ 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 V L L M H	What further actions/controls are needed?	By who? By when?
					(S) 1-5	(L) 1-5	(R) 1-25			
Candle dipping. Location: the House from North Cray (map ref. 17).	Open fire in the middle of the building. Smoke inhalation. Molten wax in cauldron next to open fire – fire risk. Burns from fire and hot wax. Slip / trip on uneven floor surface.	OPERATOR	Museum 'Information for Group Leaders' sent out with booking. Safety briefing at start of session. First aider on site at all times. Children are constantly supervised at all times by an adult. Open fire is always supervised by a member of staff or volunteer. A barrier prevents children going close to the fire. There are always two workshop leaders in this session. Children dip their candles in a small jug of molten wax which is held by the workshop leader. Fire extinguisher and buckets of water in building.	Museum staff and workshop leaders.	3	3	9	L	Teachers should warn asthmatics. Another member of staff to help with the 'flow' of children. Constant reminders of safety procedures and vigilance by staff. Information board outside of building to inform visitors of candle dipping workshop in progress. Students should be wearing sensible footwear – no open toe shoes.	Museum staff and workshop leaders.
		<input checked="" type="checkbox"/> Employee(s)								
		<input type="checkbox"/> Contractor(s)								
		<input checked="" type="checkbox"/> Tutor(s)								
		TEAM								
		<input checked="" type="checkbox"/> Employee(s)								
		<input type="checkbox"/> Contractor(s)								
		<input checked="" type="checkbox"/> Tutor(s)								
		<input checked="" type="checkbox"/> Child > 12 < 18								
		BYSTANDER								
		<input type="checkbox"/> Employee(s)								
		<input type="checkbox"/> Contractor(s)								
		<input type="checkbox"/> Tutor(s)								
		<input type="checkbox"/> Site Guest(s)								
		<input type="checkbox"/> Child > 12 < 18								
		<input type="checkbox"/> Child < 12								
		<input type="checkbox"/> Pregnant								
		<input type="checkbox"/> Disabled								
		<input type="checkbox"/> Non English								
		<input type="checkbox"/> Elderly > 70								
VISITOR										
<input type="checkbox"/> General Public										
<input type="checkbox"/> Child > 12 < 18										
<input type="checkbox"/> Child < 12										
<input type="checkbox"/> Pregnant										
<input type="checkbox"/> Disabled										
<input type="checkbox"/> Non English										
<input type="checkbox"/> Elderly > 70										
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)

