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| --- | --- | --- | --- | --- | --- |
| **Victorian Classroom and displays**   * **Desks** * **Slates and pencils** * **Ink wells** * **Pinafores and waist-coats** * **Various toys and objects on display** | * Staff * Young people * Helpers | * Staff competent to supervise the group activities * All equipment is checked for wear and tear and is age appropriate. * All clothing is regularly laundered and checked | **High**  **Medium**  **Low** | All pupils and staff will receive a introductory talk about fire procedures and how to be safe around the objects that they will be handling | * Tarves Heritage Centre volunteers: * Will check all areas to be accessed by the staff and pupils, and equipment prior to visit and after. * A first aid kit is available, and staff will be told where to find it. * There is a landline telephone for emergencies. |

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| --- | --- | --- | --- | --- | --- |
| **Potential**  **hazard**  **and risk**  **areas** | **Who might be harmed? Please tick.** | **What are you already doing? Circle the bullet points of the Control Measures to be put in place?** | **Circle the Risk level with control measures in place.**  **If High or Medium the controls need re-examined** | **Indicate anything else you need to do to manage this risk ?** | **Action by**  **Whom?**  **and completion date** |