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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** |