



Risk Assessment for Prehistory Revealed! Workshop, DIG, completed 30th September 2020

1. Hazard: Replica stone-, bronze- and iron-age equipment, including weapons

People / Items at risk: Staff / visitors

Comments: Hazards arising from incorrect and unauthorised handling or positioning of display items. Trapping of fingers or limbs in moving parts of the quern. Building blocks or landscape map falling from tabletop.

Existing control measures: All workshop leaders familiarised with 'weapons etiquette' document, which contains the following advice relating to workshops:

- Weapons that are not in use by the workshop provider should be kept out of reach of children.
- Spears should not be propped up against walls: there is a risk that they will topple and cause injury. They should be laid flat on the floor against a wall to minimise tripping risk.
- Use discretion in allowing children to handle weapons / examine them at close range.
- Use the cloths provided to clean the blades of any fingerprints after the session and before tidying away.

All equipment under supervision of experienced staff at all times. All bladed weapons checked for damage / sharp edges prior to each session. All equipment is stored on table securely and out of reach of children.

Risk rating: C3

Control measures required: All new staff to be made aware of existing control measures.

Monitoring: Safety to be assessed routinely by staff throughout the session.

Review: Prior to each new session. Additional controls to be applied accordingly, where necessary.

2. Hazard: Small items of jewellery, e.g. beads

People / Items at risk: Staff / visitors

Comments: Choking hazards arising from ingestion of small pieces.

Existing control measures: Workshop takes place under supervision of experienced staff at all times.

Risk rating: C2

Control measures required: All new staff to be made aware of existing control measures.

Monitoring: Safety to be assessed routinely by staff throughout the day.

Review: Prior to each new period of activities. Additional controls to be applied

accordingly, where necessary.

3. Note: COVID-19 mitigation

For all of the measures we have taken to mitigate the spread of COVID-19, please refer to our COVID-19 Advice for Visiting Schools document. For Prehistory Revealed! workshops, there will only be one member of staff using replicas per day and children will not be doing any object handling at present. Hand sanitiser will be placed at the point of entry to the workshop room.