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Summary

No.	Title	Applies	Comments
1	General	Y	
	Vehicles on site	Y	<i>Always applies</i>
	Safeguarding children	Y	<i>Always applies</i>
	Manual handling	Y	<i>Always applies</i>
2	Combat Activities	Y	
	Weapons Display	Y	
	Shield Wall Drill	Y	
3	Living History	Y	
	Handling of artefacts	Y	
	Firelighting: Flint and Steel	Y	
4	Plays, drama activities and games	Y	
	Props and games activities	Y	
	Slips, trips and falls	Y	
5	Art and Craft Activities	Y	
	Strain	Y	
	Materials	Y	
	Equipment	Y	
6	Other – Event Specific	N	



General Notes:

All activities will be carried out in accordance with “Lost in Time” Health & Safety Policy.

All persons whether members of “Lost in Time” or not are expected to comply with the controls described herein in areas of the event under the control of “Lost in Time”.

- In particular, where the control for a Hazard is shown as “Limit Participation”, the decision to allow or disallow participation is solely that of the “Lost in Time” representative.
- Failure to comply will result in summary ejection from the event and possible further action.

Definitions for the purposes of this document;

- An “authorised person” is defined as a representative of “Lost in Time”.
- A “competent person” is defined as a person who has satisfied a representative of “Lost in Time” that they can safely perform the task identified.
- Prevailing regulations are defined as National Laws & Regulations, Local Laws & Regulations and Event Specific Regulations as appropriate. Where any of these conflict, the most rigorous will take precedent.

A copy of this Risk Assessment will be held electronically by Lost in Time for 5 years from the date of the event to which it pertains.

A copy of this risk assessment will be sent in advance for inspection by the client at the events.

Clients may retain this risk assessment for their records.



How to use this document;

The document is divided into a number of sections, each targeting a particular area. Within each section are a number of columns;

<u>Hazard</u>	<u>Risk</u>	<u>SxFy (Band)</u>	<u>Controls</u>	<u>Action Required</u>	<u>Residual Risk</u>
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Each columns content is defined as follows;

<u>Heading</u>	<u>Definition</u>		
Hazard	Item / Activity Causing Risk.		
Risk	Description / Consequence of Risk & Who may be affected.		
Sx	Severity of Injury that could be sustained; S1 – Minor Injury. S2 – 3 Day Injury. S3 – Reportable Injury. S4 – Major Injury. S5 – Fatality	Fy	Likelihood/Frequency/Exposure to Hazard; F1 – Little or No Exposure, Very Unlikely F2 – Occasional Exposure, Unlikely F3 – Regular Exposure, Likely F4 – Prolonged Exposure, Very Likely F5 – Continuous Exposure, Certain.
SxFy	Multiply x by y, the resultant risk Category is;	01 – 05 06 – 09 10 – 25	Low Medium High
Controls	Controls required eliminating / minimising risk.		
Action Required	In this section, list what actions are to be carried out in order to put controls in place.		
Residual Risk	This is the residual risk band after the actions above have been carried out.		



1. General					
<u>Hazard</u>	<u>Risk</u>	<u>SxFy (Band)</u>	<u>Controls</u>	<u>Action Required</u>	<u>Residual Risk</u>
Vehicles on site	Injury from Collision resulting in personal injury/death.	S4F2 Medium	Vehicles are to be driven within speed limit on designated routes.	Speed Limit to be clearly posted. Comply with any Speed Limit posted and use identified routes.	Low
			Where vehicles are to be driven on playgrounds or other non-standard areas	Permission must be given by authorised school representative. Vehicles to access these areas only during times of low pedestrian access i.e. not when children are entering and leaving the school and not when the area is in use during breaktimes Vehicles are to be driven no faster than 5mph.	Low
	Blocking Access Routes	S4F2 Medium	Parking permitted in designated areas only	None	Low
Safeguarding Children	Risk to children from predatory adults	S5F2 Medium	Adequate Supervision	Procedures specified in the school's protection of children and vulnerable adults policy document to be adhered to at all times. Children not to be left under sole supervision of any representative of Lost in Time without a school representative present. Lead representative of Lost in Time to be DBS checked, and any other representatives to be supervised at all times	Low
Manual Handling	Personal Injury	S3F3 Medium	Adequate Supervision	Children and adults to be advised if any piece of equipment requires care when handling and given manual handling advice	Low



2. <u>Combat Activities</u>					
<u>Hazard</u>	<u>Risk</u>	<u>SxFy (Band)</u>	<u>Controls</u>	<u>Action Required</u>	<u>Residual Risk</u>
Combat Weapons Display	Personal Injury	S5F3	Adequate checks of state of weapons	Checking of all weapons for safety and stability before use in display.	Low
			Handling Instructions	Instructions on handling each piece of equipment given to audience before handing around	Low
			Adequate supervision and storage	Adults to take around larger pieces of equipment that may pose additional risk because of their size e.g. Type M axe When not being used in display weapons to be safely stowed or covered in a secure or supervised area, e.g. over lunch/breaktimes	Low
			Cancellation of display	If behaviour of children is likely to cause injury to themselves or others, display will be stopped.	Low
Shield Wall Drill	Personal Injury	S1F3	Instruction/Training	Children to be instructed on each step of the drill to ensure safe participation	Low
			Suitable equipment used	Children are not permitted to use metal or sharp weapons of any kind	Low
			Non-Contact	Children are not permitted to "fight" or make physical contact with the opposing side during the shield wall exercise	Low
			Cancellation of activity	If behaviour of children is likely to cause injury to themselves or others, activity will be stopped.	Low



3. <u>Living History</u>					
<u>Hazard</u>	<u>Risk</u>	<u>SxFy (Band)</u>	<u>Controls</u>	<u>Action Required</u>	<u>Residual Risk</u>
Handling of artefacts and equipment	Personal injury	S5F2 Low	Safety checks	All equipment to be checked for safety during set up of each visit	Low
			Pre-advice of allergens	Teachers to be informed that artefacts may include wool, fur etc. that could cause allergies Teachers to ensure that children likely to be affected are not allowed to handle relevant items	Low
			Any sharps to be supervised	Sharps (eating knives etc.) only to be passed around with teachers' permission on the day and with adult supervising at all times If sharps involved, children to be instructed on safe handling Sharps to be stored in secure area when not being used for display	Low
			Handling Instructions	Instructions on handling each piece of equipment given to audience before handing around	Low
			Adequate supervision	Adults to take around larger pieces of equipment that may pose additional risk because of their size	Low
			Cancellation of activity	If behaviour of children is likely to cause injury to themselves or others, activity will be stopped.	Low
			Food items	No food items to be included in display to eliminate risk of ingestion	Low
			Suitable area for storage/display	Equipment to be handled under the supervision of an authorised competent person. Quern to be used and stored in a safe position unlikely to fall if played with by children. Storage over lunch/breaktimes to be either secure or supervised with equipment to be safely stowed or covered so that it is out of sight of children	



3. <u>Living History</u>					
<u>Hazard</u>	<u>Risk</u>	<u>SxFy (Band)</u>	<u>Controls</u>	<u>Action Required</u>	<u>Residual Risk</u>
Firelighting: Flint and Steel	Burns to Persons / Property resulting from Contact.	S3F3 Medium	Supervise & limit access to equipment.	Equipment to be supervised at all times by Competent Person. Children not permitted to handle flint and steel at the same time.	Low
			Suitable area	Flint and steel to be demonstrated only at a minimum distance of 2m from any person to minimise chance of injury from sparks	Low
4. <u>Plays, drama activities and games</u>					
<u>Hazard</u>	<u>Risk</u>	<u>SxFy (Band)</u>	<u>Controls</u>	<u>Action Required</u>	<u>Residual Risk</u>
Props and game equipment	Personal Injury	S1F1 Low	Pre-event Checks	Props and game equipment to be checked for safety before each use	Low
Slips, trips, falls	Personal Injury	S3F3 Medium	Instruction	Instruction given to children participating in activity	Low
			Supervision	Children not participating in activity to remain under supervision by a competent person	Low
			Suitability of area	Area to be free of obstruction and have a suitable surface for speed of movement required	Low



5. <u>Arts & Crafts Activities</u>					
<u>Hazard</u>	<u>Risk</u>	<u>SxFy (Band)</u>	<u>Controls</u>	<u>Action Required</u>	<u>Residual Risk</u>
Strain	Injury to participants	S2F2 Low	Suitability of location	Ensure children are able to sit or stand comfortably for duration of activity	Low
Materials	Personal injury due to toxicity of paints/clay etc.	S3F4 Medium	Procurement	Non-toxic materials only to be used	Low
	Damage to clothes	S3F3 Medium	Supervision of Activity Protection of clothing	The activity is to be supervised at all times by the legal no. of responsible adults. Children to be given aprons or coveralls as deemed necessary by the teacher	Low
Equipment	Injury to children from equipment.	S2F3 Medium	Control equipment to be used	Children are only permitted to use equipment provided by "Lost in Time" or by the activity supervisor. The condition of this equipment must be safety checked before each event.	Low



<u>Hazard</u>	<u>Risk</u>	<u>SxFy</u> <u>(Band)</u>	<u>Controls</u>	<u>Action Required</u>	<u>Residual Risk</u>

