Risk Assessment – Jurassic Lab Classroom outreach sessions

Introduction

The Centre runs 2-hour Classroom Outreach sessions for up to 1 class at a time. These sessions are booked in advance and contact details including email and phone number of the school are required, as well as the Group Leader signing a booking form with Terms & Conditions clearly set out. Photos may be taken for evaluation and publicity during sessions, but only if written consent is given within the booking form. The Centre staff meet the participants at a prearranged time at the school and the whole session takes place within the classroom. School's will be responsible for their own First Aid. CHCC will be responsible for First Aid with Independent Groups. The Centre has public liability insurance cover of £5 million.

Groups of people at risk

Staff

- The Centre employs four full-time managers who are fully trained, first aid at work qualified and are DBS checked.

Volunteers

- The Centre has around 80 volunteers however at present they do not assist with classroom outreach sessions. They could do so in the future.

Schools

- Participants will be a range of ages, to include students, teachers and parents/guardians.
- **Sessions will be held on the school premises**, either in a classroom or hall.

Interested groups

- Participants will be a range of ages and backgrounds and may include groups such as Home Education, Scouts, Guides etc.
- Participants will likely be joining the **session either in CHCC or at an independent venue** such as a village hall.

Safety equipment	First Aid kit (only to be used on CHCC staff and Interested groups)	Date
Assessed by:		
Checked by:	R.Ball	29-5-26

Reviewed by	Date

Source	Risk/hazard	L	S	RF	Current measures	Action in occurrences	Additional measures required and target date?	Action taken date
Trip hazard on the floors	Trip, slip, fall	3	2	6	• Floor is to be kept clear • Wires should not be left trailing on the floor, or covered and secured if they do trail. • Children advised not to run	First aid	None	
Wet floor	Trip/fall/slip	3	2	6	• Spillages are to be cleaned up immediately when identified.	First aid	None	
Paper/laminated paper	Papercut	1	2	2	• Any sharp corners to be smoothed off prior to session	First aid	None	
Sandpaper	Skin graze	3	2	6	• CHCC staff to advise participants to keep fingers away while sanding fossils	First aid	Supervise the fossil sanding	
Varnish	Inhalation (air particles)	4	2	8	• Use small quantity in well ventilated area away from participants	Seek medical advice	Use of varnish by CHCC staff only	
Rock dust	Inhalation (air particles)	3	2	6	• Wet fossils before sanding • Sand in well ventilated area	Seek medical advice	None	
Fossils/rocks/casts	Falling objects	2	2	4	• Advise careful handling by participants. • Larger items to be held/carried by CHCC staff only.	First aid	None	
Lifting & handling heavy objects	Injury to back or other tissue	2	3	6	• Larger items to be held/carried by CHCC staff only. • Staff are to use proper lifting technique • Items to be decanted into smaller boxes, where possible, to lighten load.	First aid	None	
Sharp object (e.g. shark teeth)	Puncture injury or scrape	3	2	6	• CHCC staff to warn participants about the possibility of encountering sharp rock/fossil edges.	First aid	None	

L: Likelihood S: Severity RF: Risk Factor See additional sheet for number explanations.