

# Risk Assessment



Onsite school trips for primary schools  
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## Background

This is a blanket risk assessment and Health and safety document for all days performed by **THOSE HISTORY PEOPLE LTD** in schools. A separate risk assessment is available for outdoor events.

This document is divided into two sections

1. General Risk Assessment for all **THP** workshops in schools. It includes an assessment of the general risk as well as an overview of all equipment and activity risks.
2. A list of substances used in **THP** workshops. Please check this against any known allergies your pupils may have. On the day please guide your pupils away from those activities which uses substances they're allergic to, or make sure they are closely monitored.

This document was written and signed of by the board of directors of **THOSE HISTORY PEOPLE LTD** on 31/08/2019 and will be reviewed again on 31/08/2020.

Philip Cooke  
Managing Director  
**THOSE HISTORY PEOPLE LTD**

## HS Policy Statement

In accordance with HSE policy, **THOSE HISTORY PEOPLE LTD** are required to provide a Health and Safety statement. Our aim is that all workshops are carried out in a safe as possible for the teachers, volunteers and children who participate in them.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our workshop activities
- Only to perform activities in a safe suitable space
- To ensure all activities are suitably supervised in all our workshops
- To consult with our employees on matters affecting their health and safety
- To provide and maintain equipment for use in schools
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for **THP** teachers, school-teachers, volunteers and pupils
- To ensure all **THP** teachers are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals

Hazard Criteria	Hazard	Risk Level	Precaution	Workshops	Risk Level After precaution
<b>Burning/scolding</b>	<b>Wax Pot</b>	H	Activity must be performed in a safe space Wax Pot must be safely located with no trailing leads Pupils must be supervised by an adult Pupils must not pour wax into moulds or wax tablets	All	L
<b>Space</b>	<b>Activities</b>	M	Sufficient space must be placed between each activity tables in order for them to be performed safely.	All	L
	<b>Role-play</b>	M	Activities must be performed in a safe space	All	L
	<b>Soldier Training</b>	H	Activity must be performed in a safe space with supervision	All	L
	<b>Trip</b>	M	Activities must be performed in a safe space	All	L
<b>Tools</b>	<b>Activities</b>	M	Sufficient space must be placed between each activity tables in order for them to be performed safely.	All	L
	<b>Clay Tools</b>	M	Could cause injury if not used correctly. Adult supervision is required.	All	L
	<b>Hammers</b>	H	Could cause injury if not used correctly. Adult supervision required.	GFL	L
	<b>Leather Tools</b>	M	Could cause injury if not used correctly. Adult supervision is required.	GFL	L
	<b>Needles</b>	M	Could cause injury if not used correctly. Adult supervision is required.	Dark Ages GFL	L
	<b>Pliers</b>	M	Could cause injury if not used correctly. Adult supervision is required.	Greek Roman	L
	<b>Pliers/Saw/Drill</b> – used during at the Barber Surgeon workshop.	M	Could cause cuts, pinches and puncture wounds. These are used during role play. Children to be supervised at all times by an adult.	GFL	L
	<b>Quern</b>	M	Heavy. Could cause injury if not used correctly. Adult supervision is required.	Egypt	L
	<b>Quills</b>	L	Could cause injury if not used correctly. Adult supervision is required.	Dark Ages GFL	L

Hazard Criteria	Hazard	Risk Level	Precaution	Workshops	Risk Level After precaution
	<b>Reed Pens</b>	L	Could cause injury if not used correctly. Adult supervision is required.	Egyptian Roman	L
	<b>Scissors</b>	M	Could cause injury if not used correctly. Adult supervision is required.	Greek Roman GFL	L
	<b>Soap Carving Tools</b>	M	Could cause injury if not used correctly. Adult supervision is required.	Egyptian Greek	L
	<b>Snips</b>	M	Could cause injury if not used correctly. Adult supervision is required.		L
	<b>Weaving Weights</b>	M	Heavy. Could cause injury if not used correctly. Adult supervision is required.	Dark Ages	L
<b>Materials and/or Substances</b>	<b>General</b>		All non-listed substances are non-hazardous and are safe to use. Only require cleaning/washing for cosmetic reasons. Full COSHH assessments are held by the THP staff. These are stored in their van.	All	
	<b>Arabic Gum</b> – Used in ink making..		If contact is made with eyes, wash out with cold water immediately. If contact with skin, wash with soap and water. To be supervised by an adult.	Egyptian Roman	
	<b>Clay</b> – May have a slight drying effect on skin. Wash hands after use. If it gets in eyes		If it makes contact with eyes or causes irritation wash in accordance with school first aid procedure. To be supervised by an adult.	All	
	<b>E m u l s i f y i n g Ointment</b> – used during mummification – must not be used near a naked flame. May cause irritation to skin		Please advise anyone with skin allergies. In the event of eye contact wash immediately with clean water. Wash hands with soap and water after use. To be supervised by an adult.	Egypt GFL	
	<b>Iron Sulphate</b> – This is used during ink making. Used in very small quantities.		Contact with eyes or skin immediately flush with water. If ingested do not induce vomiting, gain medical advice. To be supervised by an adult.	Dark Ages GFL	
	<b>Modroc</b> – May cause irritation or inflammation to skin		Please advise anyone with skin allergies. In the event of eye contact wash immediately with clean water. Wash hands with soap and water after use. To be supervised by an adult	Egyptian Greek Roman	

Hazard Criteria	Hazard	Risk Level	Precaution	Workshops	Risk Level After precaution
	<b>Nuts</b> - No nut related products are directly used by THP. We cannot guarantee that nut related products are used in supplied substances or oils on purchased equipment.		If a child has an allergic reaction follow school protocol immediately and/or known medical advice. Call 999 in symptoms worsen. If the child has chronic allergy that pupil should be supervised by an adult at all times.	All	
	<b>Oak Galls</b> – Used in ink making.. contains Tannin.		If contact is made with eyes, wash out with cold water immediately. To be supervised by an adult.	Dark Ages GFL	
	<b>Oxide Paint</b> – This is not used. Non toxic powder paint is used but to give authenticity to the day it will be labelled <i>Oxide</i> as this was used during this period.		Contact with eyes or skin immediately flush with water. If ingested do not induce vomiting, gain medical advice. To be supervised by an adult.	Egyptian Greek Roman Dark Ages	
	<b>PVA</b> – This is used in small amounts by the children.		If swallowed, rinse mouth thoroughly and drink plenty of water. Eye contact, wash thoroughly. Recommend hand washing after use. To be supervised by an adult.	Greeks Romans	
	<b>QTX Smoke &amp; Haze Fluid</b> – non toxic, non hazardous. Used in conjunction with a smoke machine.		Used only by THP teachers. In the unlikely event of anyone experiencing breathing difficulties, remove them to a well ventilated area. Seek medical advice if symptoms persist. <b>NOTE;</b> <i>Small risk of setting off domestic fire alarms.</i>	All	
<b>Metal Casting</b>	<b>Mental Casting</b>	H	Activity must be performed in a safe space Pupils must be sitting sensibly 4m from demonstrator <b>Water</b> and <b>fire extinguisher</b> must be present Metal plates must be under gas stove and mould Demonstrators must be wearing suitable safety clothing	Dark Ages GFL	L



## LIST OF SUBSTANCES

Substance	Notes	Risk	Precaution	Risk after precaution	Workshops
<b>Arabic Gum</b> – spice	Used in ink making and mummification Not to be consumed.	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	Egypt Roman
<b>Cardamon</b> - herb	Used in scent bags and mummification Not to be consumed	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	Egypt
<b>Chamomile</b> - herb	Used in scent bags. Not to be consumed.	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	Greek Roman Dark Ages
<b>Cinnamon</b> - spice	Used in scent bags and mummification Not to be consumed	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	Egypt Greek Roman GFL
<b>Clay</b> – substance	May have a slight drying effect on skin. Wash hands after use.	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	All
<b>Cloves</b> - spice	Used in scent bags. Not to be consumed.	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	
<b>Coriander</b> - spice	Used in scent bags and mummification Not to be consumed	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	Egypt Greek Roman GFL

Substance	Notes	Risk	Precaution	Risk after precaution	Workshops
<b>Dandelion</b> - herb	Used in scent bags. Not to be consumed.	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	Greek Roman
<b>Emulsifying Ointment</b> – substance	This used during mummification/ointment making– must not be used near a naked flame. May cause irritation to skin	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	Egypt GFL
<b>Eyebright</b> - herb	Used in scent bags. Not to be consumed.	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	Dark Ages
<b>Feverfew</b> - herb	Used in scent bags. Not to be consumed.	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	Dark Ages
<b>Flour</b> - substance	Used in bread making. Made bread may be baked but should not be consumed.	Possibility that an adult or pupil is allergic to this	Avoid contact with activity	L	Egypt GFL
<b>Frankincense</b> - spice	Used in scent bags and mummification Not to be consumed	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	Egypt GFL
<b>Garlic</b> - herb	Used in scent bags. Not to be consumed.	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	Greek Roman Dark Ages GFL
<b>Horehound</b> - herb	Used in scent bags. Not to be consumed.	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	Dark Ages
<b>Iron Sulphate</b> – substance	This is used during ink making. Used in very small quantities.	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	Dark Ages
<b>Juniper</b> - herb	Used in scent bags and mummification Not to be consumed	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	Egypt GFL
<b>Lavender</b> - herb	Used in scent bags. Not to be consumed.	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	Greek Roman GFL
<b>Lemon Verbena</b> - herb	Used in scent bags. Not to be consumed.	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	
<b>Modroc</b> – material	May cause irritation or inflammation to	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	Greek Roman

Substance	Notes	Risk	Precaution	Risk after precaution	Workshops
<b>Mugwort</b> - herb	Used in scent bags. Not to be consumed.	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	
<b>Myrrh</b> - spice	Used in scent bags and mummification Not to be consumed	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	Egypt GFL
<b>Nutmeg</b> -spice	Used in scent bags. Not to be consumed.	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	GFL
<b>Nuts</b> - substance	No nut related products are directly used by THP. We cannot guarantee that nut related products are used in supplied substances or oils on purchased equipment.	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	Special
<b>Oak Galls</b> – plant based substance	Used in ink making. Contains Tannin.	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	Dark Ages
<b>Onion</b> - vegetable	Used in scent bags. Not to be consumed.	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	Greek Roman Dark Ages GFL
<b>Oranges</b> - fruit	Used in scent bags. Not to be consumed.	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	
<b>Oxide Paint</b> – substance	This is not used. Non toxic powder paint is used but to give authenticity to the day it will be labelled <i>Oxide</i> as this was used during this period	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	Greek Roman Dark Ages
<b>Pepper</b> - spice	Used in scent bags. Not to be consumed.	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	GFL
<b>Plantain</b> - herb	Used in scent bags. Not to be consumed.	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	
<b>Poppy</b> - herb	Used in scent bags. Not to be consumed.	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	Greek Roman Dark Ages GFL
<b>PVA</b> – substance	This is used in small amounts by the children.	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	Greek Roman

<b>Substance</b>	<b>Notes</b>	<b>Risk</b>	<b>Precaution</b>	<b>Risk after precaution</b>	<b>Workshops</b>
<b>QTX Smoke &amp; Haze Fluid</b> – substance	Non-toxic, non hazardous. Used in conjunction with a smoke machine.	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	Greek Dark Ages GFL
<b>Radish</b> - vegetable	Used in scent bags. Not to be consumed.	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	Dark Ages
<b>Rose</b> - herb	Used in scent bags. Not to be consumed.	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	Egypt Greek Roman GFL
<b>Rosemary</b> - herb	Used in scent bags. Not to be consumed.	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	Greek Roman GFL
<b>Sage</b> - herb	Used in scent bags. Not to be consumed.	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	Greek Roman
<b>Salt</b> - substance	Used in bread making. Made bread may be baked but should not be consumed.	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	Egypt Greek
<b>Thyme</b> - herb	Used in scent bags. Not to be consumed.	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	Greek Roman GFL
<b>Wormwood</b> - herb	Used in scent bags. Not to be consumed.	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	Dark Ages
<b>Yarrow</b> - herb	Used in scent bags. Not to be consumed.	Possibility that an adult or pupil is allergic to this	Avoid contact with substance or activity	L	Greek Dark Ages