

# **Risk Assessment**

## **Holt Hall Field Study Centre**

### **Living History**

#### **Location**

Holt Hall house and estate.

Please note:- The activities at Sheringham and Holt Stations, plus the actual train journey are provided by the North Norfolk Railway who have their own risk assessments.

The double-decker bus journey also has a risk assessment prepared by the coach operator.

Both of the above assessments will be sent to you before your school arrives for the 1940's event.

#### **Risks**

The following risks are applicable to anyone taking part in this activity.

- Estate risks: twigs in eyes, trips and falls, cuts and splinters from twigs and sharp plants such as brambles, poisoning by plants and fungi, etc.
- Digging risks: injury by garden tools, improper use of tools, blisters, cuts, bruises, grit in eyes, etc.
- Camping risks: injury from tent poles, trapped fingers, rope burns and tangling, trips and falls, hand injuries from mallets, splinters from tent pegs, suffocation and choking from canvas tent material.
- Moving furniture risks when clearing classroom for evening activities: trapped fingers, splinters, crushed feet and toes, trips and falls.
- Physical Training (Drill) risks: trips and falls, and injuries to each other.
- Air Raid dangers: trips and falls, cellar stairs, crush injuries, dust or grit in eyes.
- Country Dance risks: trips and falls, crushed feet and toes.
- Kitchen risks: burning, cuts and scalds.
- Sewing risks: puncture wounds and cuts by scissors and needles.

#### **Control Measures**

##### **Estate Risks**

- Ensure appropriate staff:student ratios
- Young people may not eat anything while outside in the grounds.

##### **Digging Risks**

- See 'Roots and Shoots' Risk Assessment

### **Camping Risks**

- Young people must be shown how to erect tents safely
- They must be shown how to use mallets, untangle, tighten and fix ropes and slot tent poles together safely.

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### **Moving Furniture Risks**

- They must be shown how to lift safely and how to avoid trapping their fingers.

### **PT Risks**

- Young people must be wear appropriate clothing for this activity.
- They must be shown how to participate safely in all the exercises and how to use any equipment provided without injury to themselves or others.

### **Air Raid**

- Ensure appropriate staff:student ratios
- They must be told how to move safely around the building and advised to take special care going through doorways and up or down steps.
- Young people must be told not to run and to remain calm and sensible at all times
- A member of staff should remain at the top of the stairs until all young people are inside the cellar
- A member of staff should be the first person to enter the cellar

### **Country Dancing**

- Ensure appropriate staff:student ratio
- Listen carefully to all instructions
- Young people should be shown how to perform dance movements in a correct and controlled way and wear appropriate clothing and footwear.

### **Kitchen Risks**

- Young people will be supervised by Holt Hall kitchen staff at all times when in the kitchen or veg prep area.
- Young people will not use knives or ovens and will not work in close proximity to either of them.
- Young people will be shown how to follow normal kitchen hygiene procedures by Holt Hall kitchen staff.

### **Sewing Risks**

- Young people must be supervised while sewing and must be shown how to use a needle and scissors safely.

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