

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	TICK IF ALL IN PLACE
Child protection	Injury, abuse	pupils	<ul style="list-style-type: none"> Volunteers receive child protection training Children are never alone with volunteers – always remaining part of a group and in the care of school adults Volunteers monitoring/CRB checking process in place 		Low	✓
Pupil lost or separated from group	Injury, abduction	Pupils	<ul style="list-style-type: none"> School groups divided into small groups Full list of schools attending Led by trained Time Travelling 'Guide' where applicable Easily recognisable badges for each group Central 'control' point for information 	Groups and volunteers planned and trained prior to visit	Low	✓
On arrival and entering building And during outside 'tour' activity	Injury	Pupils staff Other adults		Ensure, through training that guides know where to meet groups	Low	✓
Movement around buildings	Injury	Pupils staff Other adults	<ul style="list-style-type: none"> necessary leads and cables are covered with safety mats small group supervision Guides draw attention to steps etc Moveable objects secured or safe 	Guides and volunteers to ensure objects are safe	Low	✓
Emergencies	Injury, death	Pupils staff adults	<ul style="list-style-type: none"> Phones available for emergency contacts 		Low	✓
Activities: Candles: prayer-candle chapel, baptism Scissors and needles Outside Trips on steps	Injury, fire Injury Injury Injury	Pupils, staff, other adults Pupils Pupils Pupils staff and other adults	<ul style="list-style-type: none"> Through the training programme the volunteers are made aware of safety concerns involved with each activity, especially those using the listed items. 	Only used at specific activities and during worship, ensure fire equipment readily available Alternative wet weather activity	Low	✓ ✓ ✓ ✓
Road crossing Where applicable	Injury death	Pupils staff and other adults	<ul style="list-style-type: none"> Adults to assist with groups of children needing to cross the road. 		Low	✓
Hot drinks	injury	Pupils, staff and adults	Staff and volunteers only to have hot drinks before children's arrival and during lunch times or in a designated place. Adults to stay in one place with hot drinks.	Remind volunteers of this during training/notices.	low	✓