



## Time Talks Risk Assessment

### Risk Assessment For Bolton Castle Activities

The Assessment form is based on a score of 1, 3 or 9. Multiply the 'Chance of Occurrence' and 'Impact' scores together to give a 'Total Effect' score. A score of 9 or below is acceptable; a 27 would need careful examination as to whether it was worth attempting, whereas an 81 would not be considered.

All of the Activities are based on tried and trusted practice developed over many years of Living History teaching.

Hazard	Risk	Chance	Impact	Total Effect	Action to Mitigate Effects
Pike Drill	Bruising	1	3	3	<ol style="list-style-type: none"><li>1. Spear Heads are rubber or blunted</li><li>2. Shafts are lightweight and of a length suitable for children</li><li>3. Students only hold pikes under direct instruction of a trained operative</li><li>4. Number of students engaged in the activity are limited according to age and ability.</li><li>5. D. Manning who is controlling the activity currently has 15 years of experience of organising drill with both adults and children.</li><li>6. The activities are based on tried and trusted technique which has resulted in an accident free period of instruction</li></ol>



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Hazard	Risk	Chance	Impact	Total Effect	Action to Mitigate Effects
Trip Factor	Cuts or Bruises	3	3	9	<ol style="list-style-type: none"><li>1. Children are warned about uneven surfaces on entry to the castle</li><li>2. Instructions are given not to run.</li><li>3. Children are supervised moving around the castle by adult staff or helpers.</li><li>4. Special warning is given to girls to be aware of their long skirts.</li></ol>



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Hazard	Risk	Chance	Impact	Total Effect	Action to Mitigate Effects
Open Fires and Lit Candles	Child could be burned	1	9	9	<ol style="list-style-type: none"><li>1. Children are warned about the danger of fire as soon as they enter the castle.</li><li>2. Where children have to pass near to fires adequate space is left in front to allow them a clear and safe passage.</li><li>3. Children are always supervised in rooms containing fires by adult staff or helpers.</li><li>4. No child is allowed to approach or meddle with a fire at any time. E.g. adults only are allowed to put logs on.</li><li>5. No child extinguishes or lights a candle.</li><li>6. Girls wearing long skirts are given special warning about trailing skirts.</li></ol>



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Hazard	Risk	Chance	Impact	Total Effect	Action to Mitigate Effects
Trip Factor	Cuts or Bruises	3	3	9	<ol style="list-style-type: none"><li>1. Children are warned about uneven surfaces on entry to the castle</li><li>2. Instructions are given not to run.</li><li>3. Children are supervised moving around the castle by adult staff or helpers.</li><li>4. Special warning is given to girls to be aware of their long skirts.</li></ol>



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Archery	Bruising	1	3	3	<ol style="list-style-type: none"><li>1. Children are not allowed to touch a bow except under strict supervision.</li><li>2. Safety Instructions are given to the whole group before commencement of the activity.</li><li>3. Shooting butt is positioned so that non-participants can not walk behind or in front of it.</li><li>4. Children waiting to shoot are at least 5 metres behind the firer.</li><li>5. Only one child at a time is allowed to shoot.</li><li>6. Children participating wear long sleeves.</li><li>7. Activities are controlled by an experienced instructor</li><li>8. D. Manning who is controlling the activity has 8 years of organising archery with both children and adults which has resulted in an accident free period of instruction.</li></ol>



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Candle Dipping	Splashed by Hot Wax	1	3	3	<ol style="list-style-type: none"><li>1. Children are given clear safety instructions and warned of the dangers before commencement of the activity.</li><li>2. No child is allowed to touch or carry the wax container</li><li>3. Children are told not to touch any surface, including the table the container stands upon.</li><li>4. The adult supervisor stands beside the wax container throughout the activity, ensuring the children follow instructions.</li></ol>



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Dancing	Bruised knees or hands through tripping	1	3	3	<ol style="list-style-type: none"><li>1. Dancing is supervised by adults</li><li>2. Girls wearing long skirts are warned about treading on them.</li></ol>