

Risk Assessment	Activities and Handling	Assessment Date: 29.09.2025	Review Date: 29.09.2026
Hazards/ Risks Identified	Who may be harmed	Current Control Measures in Place	Additional Control Measures required
<b>Manual Handling</b> <ul style="list-style-type: none"> <li>- Personal injury caused by improper manual handling</li> </ul>	Touchstones Staff Teacher Pupils	<ul style="list-style-type: none"> <li>• Touchstones staff on site to assist with collection and return</li> <li>• Two persons to undertake manual handling of heavy or large objects</li> <li>• Pupils are not permitted to move heavy items</li> <li>• Heavy load and two person handling advice stickers on every box</li> </ul>	Teachers to inform Touchstones staff if they require any additional assistance  All loan boxes are labelled appropriately to highlight heavy loads, 2 person handling etc. RAs are sent to site via email to ensure site is aware of loan box handling risk
<b>Handling of Artefacts</b> <ul style="list-style-type: none"> <li>- Damage to artefacts due to improper handling</li> <li>- Injury to persons due to improper handling</li> <li>- <b>Objects in the box may be fragile, sharp when broken or cause injury if handled incorrectly. Please handle all items with care.</b></li> </ul>	Touchstones Staff Teacher Pupils	<ul style="list-style-type: none"> <li>• Pupils to be supervised by school leaders at all times when handling the objects. Teachers advised of this in online Terms and Conditions.</li> <li>• Condition of artefacts to be checked upon return of each box and regularly throughout the year.</li> <li>• Damaged items to be removed immediately. Teachers advised in online Terms and Conditions to inform us of damaged or missing objects.</li> <li>• Sharp objects to be blunted as much as possible. Additional warning included in Risk</li> </ul>	6 pairs of gloves provided in each box to encourage handling items with a small number of children.  Additional warning labels affixed if necessary.

		Assessment and in Object Description booklet.	
<b>Hygiene</b> <ul style="list-style-type: none"> <li>- Gloves provided for object handling</li> </ul>	Touchstones Staff Teacher Pupils	<ul style="list-style-type: none"> <li>• Gloves washed regularly</li> <li>• Item checked upon return and cleaned if required</li> <li>• Outside of boxes cleaned when required</li> </ul>	
<b>Slips, trips and falls</b> <ul style="list-style-type: none"> <li>- Falls in classroom</li> </ul>	Touchstones Staff Teacher Pupils	<ul style="list-style-type: none"> <li>• Boxes to be stored on shelving units at Sparth Community Centre at all times</li> <li>• Fire Exits kept clear at all times</li> </ul>	Teachers to follow their school risk assessments when storing the box.

Assessor: Louise Croft

Signature:



Date: 29.09.25

Assessor: Akkas Miah

Date: 3.11.25

Risk Assessments are reviewed annually unless a new risk has been identified.