

Please note: This is NOT a Risk Assessment. In line with the advice from the DfE, it is the responsibility of the group leader to carry out a risk assessment. This is a Hazard Identification Sheet which, along with your preliminary visit, will help you write your risk assessment.

Updated: March 2026

Hazard Identification	Risk and to whom	Existing Control Measures	Further Action by School
LET Outreach car being driven onsite to access parking/unloading point.	<p>Could be bumped or knocked over.</p> <p>All visitors and staff.</p>	<p>The drivers of the Outreach car must be a full UK driver's license holder.</p> <p>The drivers of the Outreach car must be insured to drive the car through Durham University and subject to licence checks.</p> <p>Outreach car will only be driven onsite during quieter times of day i.e. not home time/beginning of school day.</p>	
Improper conduct or allegations of such and not following code of conduct and expected behaviours for the school	<p>Physical and mental harm; prosecution; litigation</p> <p>All visitors and staff.</p>	<p>All LET staff will have a DBS check which numbers can be provided at arrival / prior to visit if requested (<i>please note that copies of LET staff DBS cannot be retained for GDPR purposes</i>).</p> <p>LET staff will follow the school guidance on visitor conduct.</p>	

		LET staff have undertaken Durham University training for educational outreach visits and mandatory health and safety training in line with Durham University guidelines.	
When participating in drama activities or other physical activities relating to the session.	Trips, falls, bumps and knocks into each other during physical activities. All visitors and staff.	Outreach staff give verbal warning about nature of the acting session. Its condition is monitored closely by outreach staff, who also work closely with school staff to ensure session is carried out safely, and that children listen to instructions.	
Some objects in the handling collection may be heavy or have sharp edges.	Trap fingers, drop onto feet, cuts, rips to clothing. All visitors and staff.	All groups given a briefing on safe object handling before an artefact handling session. This includes always sitting down at the table, not getting up out of their seat with the artefact, always holding the artefact in two hands and over the table and carefully placing the object down on the table. Site staff give verbal warning about nature of handling collection. Its condition is monitored closely by LET staff.	
Some activities may use products which people may be allergic to (e.g. the use of barley in the Prehistory session)	Allergic reaction All visitors and staff	When booking, any allergy information will be requested. The online description will be updated to include information on potential allergens for relevant sessions and schools asked to advise in advance if there are any known allergies or intolerances. The booking confirmation email for affected sessions will include a warning about any potential	

		<p>allergens and again request details of any known allergies in advance of the visit.</p> <p>At the start of any affected sessions, the LET member leading the session will provide a verbal warning of the potential allergens which will be used. The warning will be repeated immediately before any activity involving the potential allergen.</p>	
Improper conduct or allegations of such.	Physical and mental harm; prosecution; litigation	<p>DBS clearance for all staff with unsupervised access to children and all staff to work to University and school guidelines on working with children and young people.</p> <p>School/group leaders to be present with LET staff for the whole visit.</p>	
Tools used for craft activities may be sharp.	<p>Trap fingers, drop onto feet, cuts, rips to clothing.</p> <p>All visitors and staff</p>	<p>Outreach staff give verbal warning about nature of craft session. Its condition is monitored closely by outreach staff.</p> <p>Craft activities to be supervised by LET and school/group staff.</p>	
Fire	<p>Death or major injury.</p> <p>All visitors and staff.</p>	<p>LET staff to be made aware of school's fire evacuation procedures at the start of the day and to follow these in the event of a fire alarm sounding.</p>	