



CHILTERN
OPEN AIR
MUSEUM

*Where buildings come
alive through history*

“Jingle Bells”



Location:

- Victorian Farmyard and Woodland area.

Practical Notes:

- The workshop will take place within the Victorian Farmyard and a woodland area and as such children will require Wellington boots/stout shoes, warm clothes, long trousers (summer and winter) and long sleeved tops. In cold wet weather waterproofs are essential.
- Adult helpers will need to be fully involved in the activities, aiding the children when needed but also providing the freedom for children to explore.
- An evaluation of risk is included within this information pack.
- The rain stick and traditional rattle that are made will be taken home by the children.

Aims of the activity workshop:

- To listen carefully to the story “Jingle Bells” by Nick Butterworth
- To collect natural items to make items to create a rain stick
- To create a sound trail around the Museum
- To create a jester stick (a traditional rattle) to take home

Objectives of the activity workshop:

- To introduce the use of tools (knowledge and understanding of the world; physical development; personal, social and emotional development)
- To develop the manipulation of tools and hand/eye coordination (knowledge and understanding of the world; physical development; personal, social and emotional development)
- To develop a sense of responsibility to their own safety and that of others (personal, social and emotional development)
- To encourage listening skills (communication, language and literacy; personal, social and emotional development)
- To encourage creativity and self expression (creative development)

- To explore and make different sounds with different materials; objects and movements (creative development; physical development; knowledge and understanding of the world)
- To explore and learn how sounds can change (creative development)
- To introduce and use the language of dynamics (communication, language and literacy; creative development)
- To encourage children to be aware of other's movements around them and how their movements can affect others (knowledge and understanding of the world; physical development; personal, social and emotional development)
- To use language to describe items and actions to others (communication, language and literacy; personal, social and emotional development; creative development)
- To use imagination and creativity to produce sounds and actions within their environment (knowledge and understanding of the world; physical development; personal, social and emotional development; creative development)
- To encourage and develop exploration of the natural and built environment (knowledge and understanding of the world)
- To develop making skills (physical development; creative development)
- To encourage creative musical expression (creative development; physical development)

Access Statement:

Woodland Area: Accessible to all users, with difficulties during winter months.

“Jingle Bells”: This activity workshop provides a hands-on experience for all children and can be adapted to all needs.

Evaluation of Risk:

Hazard:	Risk:	Safeguard:
Asthma, Eczema and other allergies	Low	School staff/parents are responsible for ensuring that children with allergies are identified and that required medication is carried with the sufferer. Non-powdered vinyl gloves are available where necessary for activities.
Inappropriate Behaviour	Low	The Museum operates a Child Protection Policy. Museum personnel abide by a code of behaviour whilst working with children. School staff/parents are responsible for the behaviour of the children in their group at all times. Museum personnel reserve the right to stop activities if children are behaving in a dangerous manner.
Child Abuse	Low	The Museum operates a Child Protection Policy. Museum personnel abide by a code of behaviour whilst working with children. School staff/parents should accompany children at all times. Museum personnel clearly display a name badge at all times.
Lost Children	Low	Museum Personnel in key positions carry radios that are on and audible at all times. The Museum operates a Child Protection Policy. Museum personnel abide by a code of behaviour whilst working with children. Written procedures are in place. School staff/parents to ensure that all children in their group are accounted for at all times. Museum personnel advise school staff before the visit to ensure that all children are identified with a school name badge.
Trestle tables and chairs	Low	Tables and chairs to be serviced and maintained on a regular basis. Museum personnel are to report any faults with the equipment at the time. School staff/parents are responsible for the behaviour of children when seated.
Tripping and falling	Low	School staff / parents are responsible for ensuring that children wear stout, Wellington boots or other sensible footwear. Museum personnel supervise children at all times School staff / parents are responsible for the behaviour of the children in their group at all times. A Duty First Aider is on duty whenever the Museum is open to the public.
Stings, bites & infection	Low	Museum personnel supervise children at all times. School staff / parents are responsible for and are to supervise their group at all times. A Duty First Aider is on duty whenever the Museum is open.
Children hitting the items on the music tree too hard – items hitting children, items dropping on extremities	Low	Museum personnel advise children on how to use the music tree safely. Museum personnel supervise children at all times. School staff / parents are responsible for and are to supervise their group at all times. A Duty First Aider is on duty whenever the Museum is open.
Small stones & other items – ingestion, choking	Low	Museum personnel advise children not to put anything in their mouths. Museum personnel supervise children at all times. School staff / parents are responsible for and are to supervise their group at all times.

		A Duty First Aider is on duty whenever the Museum is open.
Holly leaves & other natural items - allergies	Low	School staff/parents are responsible for ensuring that children with allergies are identified and that required medication is carried with the sufferer. Non-powdered vinyl gloves are available where necessary for activities. Museum personnel supervise children at all times. School staff / parents are responsible for and are to supervise their group at all times. A Duty First Aider is on duty whenever the Museum is open.
Holly leaves – small prickles	Low	Museum personnel supervise children at all times. School staff / parents are responsible for and are to supervise their group at all times. A Duty First Aider is on duty whenever the Museum is open.
Splinters and cuts from wood	Low	Museum personnel supervise children at all times. School staff / parents are responsible for and are to supervise their group at all times. A Duty First Aider is on duty whenever the Museum is open.
Felt tip pens – ingestion, poison	Low	Museum personnel advise children not to put anything in their mouths and to wash their hands with warm soapy water before eating. Museum personnel supervise children at all times. School staff / parents are responsible for and are to supervise their group at all times. A Duty First Aider is on duty whenever the Museum is open.
Felt tip pens – choking on small parts	Low	Museum personnel advise children not to put anything in their mouths. Museum personnel supervise children at all times. School staff / parents are responsible for and are to supervise their group at all times. A Duty First Aider is on duty whenever the Museum is open.
cloth and fabric strips– allergies & irritations to fibres	Low	School staff/parents are responsible for ensuring that children with allergies are identified and that required medication is carried with the sufferer. Museum personnel supervise children at all times. School staff / parents are responsible for and are to supervise their group at all times. A Duty First Aider is on duty whenever the Museum is open.
Elastic bands – inappropriate behaviour	Low	Museum personnel advise children on the safe use of elastic bands When not in use the elastic bands are stored in a secure area Museum personnel supervise children at all times. School staff / parents are responsible for and are to supervise their group at all times. A Duty First Aider is on duty whenever the Museum is open.
Dowel – splinters	Low	Museum personnel visually inspect dowel before the activity and sand down any rough areas before use. Museum personnel supervise children at all times. School staff / parents are responsible for and are to supervise their group at all times. A Duty First Aider is on duty whenever the Museum is open.

Dowel – inappropriate behaviour, hitting others	Low	Museum personnel advise children on the safe use of equipment. When equipment is not in use it is stored in a secure location. Museum personnel supervise children at all times. School staff / parents are responsible for and are to supervise their group at all times. A Duty First Aider is on duty whenever the Museum is open.
Staple gun – small puncture wounds	Low	Only Museum personnel are permitted to use the staple gun. When not in use the staple gun is stored in a secure location. A Duty First Aider is on duty whenever the Museum is open to the public.
Bells – choking	Low	Museum personnel advise children on the safe use of the bells and not to put anything in their mouths. When not in use the bells are stored in a secure location. Museum personnel supervise children at all times. School staff / parents are responsible for and are to supervise their group at all times. A Duty First Aider is on duty whenever the Museum is open..
Glitter – irritation, ingestion, poison, choking	Low	Museum personnel advise children on the safe use of glitter. Museum personnel advise children not to put anything in their mouths. When not in use the glitter is stored in a secure location. Museum personnel supervise children at all times. School staff / parents are responsible for and are to supervise their group at all times. A Duty First Aider is on duty whenever the Museum is open.
PVA glue – ingestion, poison	Low	A written COSHH assessment is available for this chemical. Museum personnel advise children on the safe use of glue. Museum personnel advise children not to put anything in their mouths. When not in use the glue is stored in a secure location. Museum personnel supervise children at all times. School staff / parents are responsible for and are to supervise their group at all times. A Duty First Aider is on duty whenever the Museum is open.

Overall Risk (please circle as appropriate): Low / Medium / High