



CHILTERN

OPEN AIR

MUSEUM

*Where buildings come
alive through history*

“Let’s Trim the Tree”

Location:

- Woodland area.

Practical Notes:

- The workshop will take place within 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 decorations that are made will be taken home by the children.

Aims of the activity workshop:

- To listen carefully to the story "Let's Trim the Tree" by Bernice Chardiet.
- To collect natural items to make items to decorate the Christmas tree.
- To produce a glitter ivy flower star or pinecone to hang on the tree
- To make a festive beeswax candle.

Objectives of the activity workshop:

- To encourage and develop listening skills (communication, language and literacy)
- To investigate shapes, colours and textures (mathematical development; creative development; communication, language and literacy)
- To encourage imagination, creativity and self expression (creative development; personal, social and emotional development)
- To encourage individuality (personal, social and emotional development)
- To develop making skills (knowledge and understanding of the world; physical development)

- To explore shapes in 3D (mathematical development)
- To work together with others (personal, social and emotional development)
- To share ideas and make plans (communication, language and literacy)
- To develop a sense of responsibility to their own safety and that of others (personal, social and emotional development)
- To encourage exploration (knowledge and understanding of the world)
- To investigate movement (physical development)
- To encourage children to move safely around and explore in their natural environment (knowledge and understanding of the world; physical development; personal, social and emotional 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 encourage the use of natural materials for different reasons
- To encourage understanding of the use of natural materials for decorating at Christmas time.
- To explore textures, smell and feel of beeswax
- To encourage understanding of the natural world, with particular emphasis of where beeswax comes from.
- To encourage and co-ordinate movement
- To encourage the understanding of light and light sources

Access Statement:

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

“Let’s Trim the Tree”: 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.
Glitter – ingestion, poison, choking	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.
PVA Glue – ingestion, poison	Low	Museum personnel advise children on the safe use of PVA glue. When not in use the PVA glue is stored in a secure location. A written COSHH assessment is available for this

		<p>chemical.</p> <p>Museum personnel advise children not to put anything in their mouths and to wash their hands with warm soapy water before eating.</p> <p>Museum personnel supervise children at all times.</p> <p>School staff / parents are responsible for and are to supervise their group at all times.</p> <p>A Duty First Aider is on duty whenever the Museum is open.</p>
Ivy flowers – ingestion, poison	Low	<p>Museum personnel advise children not to put anything in their mouths and to wash their hands with warm soapy water before eating.</p> <p>Museum personnel supervise children at all times.</p> <p>School staff / parents are responsible for and are to supervise their group at all times.</p> <p>A Duty First Aider is on duty whenever the Museum is open.</p>
Ivy flowers - allergies	Low	<p>School staff/parents are responsible for ensuring that children with allergies are identified and that required medication is carried with the sufferer.</p> <p>Non-powdered vinyl gloves are available where necessary for activities.</p> <p>Museum personnel supervise children at all times.</p> <p>School staff / parents are responsible for and are to supervise their group at all times.</p> <p>A Duty First Aider is on duty whenever the Museum is open.</p>
Holly – prickles and small cuts	Low	<p>Museum personnel advise children not to put anything in their mouths and to hold the holly by the stem.</p> <p>Museum personnel supervise children at all times.</p> <p>School staff / parents are responsible for and are to supervise their group at all times.</p> <p>A Duty First Aider is on duty whenever the Museum is open.</p>
Beeswax allergies -	Low	<p>School staff/parents are responsible for ensuring that children with allergies are identified and that required medication is carried with the sufferer.</p> <p>Non-powdered vinyl gloves are available where necessary for activities.</p> <p>Museum personnel supervise children at all times.</p> <p>School staff / parents are responsible for and are to supervise their group at all times.</p> <p>A Duty First Aider is on duty whenever the Museum is open.</p>
Beeswax – ingestion, poison	Low	<p>Museum personnel advise children not to put anything in their mouths and to wash their hands with warm soapy water before eating.</p> <p>Museum personnel supervise children at all times.</p> <p>School staff / parents are responsible for and are to supervise their group at all times.</p> <p>A Duty First Aider is on duty whenever the Museum is open.</p>
Small burns	Low	<p>Museum personnel supervise children at all times.</p> <p>The candles are not lit during the activity and Museum personnel advise children to ask their parents or another grown up for help at home.</p> <p>School staff / parents are responsible for and are to supervise their group at all times.</p> <p>A Duty First Aider is on duty whenever the Museum is open.</p>

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.
Scissors – small cuts	Low	Museum personnel advise children on the safe use of scissors. When not in use the scissors 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.

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