

Object Box Handling Guidelines

Please read this information carefully before using the Object Box.

Every artefact in the Object Box has been made available to examine and touch. However, it is still important to follow good housekeeping rules as a preventative measure against damage.

Please report any damages to learning@leicester.gov.uk and please do not attempt to repair anything yourself.

We hope that you enjoy the objects in the box.

What to do

- Wash hands before and after touching the objects.
- Always use two hands wherever possible to pick up an object. Support the object underneath with one hand.
- Handle the objects when sitting down at a table or on the floor, to minimise dropping distance.
- Jewellery worn by the handler, such as rings, loose bangles and watches are likely to damage artefacts so such items ideally should be removed first, or extra care should be taken to prevent any physical damage.

What not to do

- Never pick up an object by the thinnest, most delicate areas; for example, handles, rims and knobs. Always pick up by the most robust areas, removing any loose items such as lids beforehand and move them separately.
- Never use pens around the artefacts. Prevent any undue marking and keep writing and drawing implements, food and liquids away from the artefact whilst handling.
- Some of the objects are very old and can easily be damaged by grease, chemicals and light. Please do not clean them with alcohol wipes, fix adhesives such as sticky tape or labels to them, or leave them in bright sunlight.

Animal products

Please be aware that, in the interests of authenticity, some boxes contain animal products. For example:

Anglo Saxons	Stone Age	Fossils	Leicester Industries
Deer knucklebones Cow horn	Reindeer hide Bone tools Antler tools	Box contains real fossils	Cowhide leather

Risk Assessment

We recommend that each object is risk assessed by the teacher/group leader as to suitability of use with their pupils.

Potential risks and mitigations are identified below. If you have any queries or require further information, please do not hesitate to contact learning@leicester.gov.uk. This collection is made for handling by children and adults and we want everyone to feel confident and to enjoy working with the objects.

Potential Hazard	Risk	Control
Sharp objects	Cutting or stabbing injury	<ul style="list-style-type: none"> Teacher/group leader to advise children on risks drawing attention to particular objects as necessary. Model careful handling. Children to be supervised at all times. Wear handling gloves if preferred as a precaution
Putting objects in mouth, or hands in mouth after touching object	Infection, choking on or swallowing objects	<ul style="list-style-type: none"> Wash hands before and after touching objects or use hand sanitiser. Make sure hands are dry before touching objects. Teacher/group leader to warn of potential dangers. Most objects are large and difficult to swallow. Smaller objects must be supervised or removed if necessary. Children to be supervised at all times.
Attempting to use the objects as tools	Cutting, stabbing or other personal injury	<ul style="list-style-type: none"> Users are advised that the objects are NOT designed for experimental use, or to be used as tools.
Dropping objects	Personal injury, breakage of object	<ul style="list-style-type: none"> Handle objects on a table or soft surface, or while sitting on the floor. Children to be supervised at all times.