

SALFORD COMMUNITY LEISURE

Risk Assessment

Activity: Learning Sessions at Ordsall Hall for schools and other groups.

Facility: Ordsall Hall

Completed By: Amy Whitehead

Date: January 2019

What are the hazards?	Who might be harmed and how	What are you already doing	What further action is necessary	Action by who	Action by when?	Done
Slips/Trips/falls/ Trapped fingers	Visitors/Staff	<ul style="list-style-type: none"> - To keep galleries and Radclyffe room tidy and any obstruction/ rubbish/ dirty glasses/ spillage to be removed or stored out of the way. - When moving round the site as a group children are instructed to walk sensibly, and stay behind the facilitator. - All cables to be secured, fixed down, run (where possible) not to interfere with walkways. -Tables and chairs to be arranged to leave plenty of room for passing -All edging on stairs highlighted by different colour. Handrails in situ. Lift available. -Slow closing doors/door guards/safety catches - In the gardens: Supervision by school staff / carers / group leaders and facilitator to ensure that the group walk sensibly, and keep to the path (where appropriate) or be careful of debris on the ground (orchard area) -Accident reporting process in place 	■			
Tables and benches in the Radclyffe Room	Visitors/Staff	<ul style="list-style-type: none"> -Verbal warnings -Supervision (by adults accompanying the group: 	■			

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		<p>school staff, carers, helpers.)</p> <p>-All bags coats and to stored away from visitor route</p>				
Raised Nails in the Great Chamber	Visitors/Staff	<p>-Staff to sweep the area before a school session to check for raised nails.</p> <p>- Any raised nails found to be hammered down immediately, and a senior officer informed.</p> <p>If the nail cannot be hammered down for whatever reason children should be asked to keep their shoes on.</p> <p>- School children to only remove their shoes while they are on the bed and replace immediately when they get off.</p>	■			
<p>Handling of workshop materials.</p> <p>These may include: Herbs and Spices (cinnamon, star anise, ginger, fennel, cloves, nutmeg, mint, basil, parsley, pepper and salt) Dried flowers Essential oils Replica foods Replica kitchen equipment Replica armour</p>	Visitors/Staff	<p>- Instructions to wash hands thoroughly after handling materials, antibacterial soap in provided (hand washing is supervised by school staff).</p> <p>-Instructions not to taste / swallow any of the herbs and spices or plants.</p> <p>-School staff / group leaders / carers to inform heritage staff of any known allergies</p> <p>-Supervision of children using replica items.</p> <p>-All handling items to be checked regularly for safety and condition</p>	■			
Plants and potential		-Garden activities are run in an area with a good				

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contact with soil and manure in the garden.		<p>variety of non-hazardous plants. Children are warned to avoid plants with thorns and other dangers and these are clearly pointed out before the activity.</p> <p>-Accidents are reported to the Front-of House team</p>				
Use of lifts	Visitors/Staff	<p>-Lifts are key operated by staff only</p> <p>-Under 16s may not use the lift unless accompanied by an adult</p>	■			
Stranger danger / lost pupil / child protection	Visitors/Staff	<p>-Ordsall Hall and it's grounds are open to members of the public. School staff / group leaders / carers are to ensure that pupils are appropriately supervised at all times in all areas of the building including the toilets.</p> <p>-Key staff are DBS cleared or CRB checked.</p> <p>-Volunteers either CRB cleared or supervised by a CRB cleared or DBS checked member of staff.</p> <p>- regular head counting to be undertaken by school staff / group leaders / carers.</p> <p>-If lost pupils informed to approach members of museum staff and not members of the public.</p> <p>-Visitors requested via a notice not to take photographs of school groups</p> <p>-Designated Safeguarding Officer (Ceri Horrocks) to give staff annual refresher sessions on SCLL</p>	■			

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		<p>procedures for safeguarding.</p> <p>- School staff / carers / group leaders are in overall charge of the group and must stay with the group at all times. Museum staff will oversee all 'teacher led' activities within the building.</p>				
Activities.	Visitors/Staff	Activities represent no more hazards than the delivery of a standard lesson. Separate risk assessments will be produced for specific activities with recognized additional hazards.	■			
Eating packed lunches on site – infection/disease control	Visitors/Staff	<p>-Space where children are eating to be cleaned daily/tables wiped</p> <p>-Hand washing facilities available</p> <p>-Bins emptied regularly to control waste</p>	■			
Use of grounds – injury	Visitors/Staff	<p>-Grounds separately risk assessed</p> <p>-Any play equipment used by school / group at lunch time is regularly checked for safety and condition</p> <p>-Children are in the charge for their teaching staff / carers / group leaders who have full responsibility for children at all times.</p>	■			
Emergency Evacuation	Visitors/Staff	<p>-Ensure all parties are aware of the fire alarm/emergency evacuation procedure via a briefing on arrival.</p> <p>.</p> <p>-Staff trained in fire evacuation.</p> <p>-Correct fire extinguishers in situ.</p>	■			

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		<ul style="list-style-type: none">-learning groups signed in with number in group-Facilitators to direct their group to the nearest emergency exit and to sweep room before leaving-School staff / carers / group leader to complete headcount once assembled in designated safe area and inform OH staff if any of the group are missing.				

Assessment review date **January 2020** (usually within one year, or earlier if working habits or conditions change)