

SALFORD COMMUNITY LEISURE

Risk Assessment

Activity: School visits to Ordsall Hall

Facility: Ordsall Hall

Completed By: Amy Whitehead/Ceri Horrocks

Date: May 2016

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 group leader. - All cables to be secured, fixed down, ran 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 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) - when using the soil horizon pit Oh staff ensure children do not stand too near the edge. -Accident reporting process in place 	<ul style="list-style-type: none"> ■ 			

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Tables and benches in the Radclyffe Room	Visitors/Staff	<ul style="list-style-type: none"> -Verbal warnings -Supervision (by school staff) -All bags and to stored away from visitor route 	■			
Raised Nails in the Great Chamber	Visitors/Staff	<ul style="list-style-type: none"> -Staff to sweep the area before a school session to check for raised nails. - Any raised nails found to be hammered down immediately, and a senior officer informed. If the nail cannot be hammered down for whatever reason children should be asked to keep their shoes on. - School children to only remove their shoes while they are on the bed and replace immediately when they get off. 	■			
<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) Replica foods Replica kitchen equipment Needle and thread (in the WW2 session) Replica armour</p>	Visitors/Staff	<ul style="list-style-type: none"> - Instructions to wash hands thoroughly after handling materials, antibacterial soap in provided (hand washing is supervised by school staff). -instruction not to touch faces if children have been handling soil / compost -Instructions not to taste / swallow any of the herbs and spices or plants. -School staff to inform heritage staff of any known allergies -Supervision of children using replica items. - Supervision of children using needles and thread. 	■			

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(inside the hall) Plants, soil, compost and potential contact with manure (in the garden)		<p>-All handling items to be checked regularly for safety and condition</p> <p>-Garden activities are run in an area with a good 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 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.</p> <p>-If lost pupils informed to approach members of museum staff and not members of the public.</p>	■			

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		<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 procedures for safeguarding.</p> <p>- School staff 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 at lunch time is regularly checked for safety and condition</p> <p>-Children are in the charge for their teaching staff who have full responsibility for children at all times.</p>	■			
Emergency Evacuation	Visitors/Staff	-Ensure all parties are aware of the fire alarm/emergency evacuation procedure and where the nearest fire exits are to the event.	■			

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		<ul style="list-style-type: none"> -Staff trained in fire evacuation. -Correct fire extinguishers in situ. -School groups signed in with number in group -School groups given an evacuation briefing at start of session -Facilitators to direct their group to the nearest emergency exit and to sweep room before leaving -School staff to complete headcount once assembled in designated safe area and inform OH staff if any of the group are missing. 				
<p>For sessions which take place in the garden</p> <p>Weather – sun or cold</p>		<ul style="list-style-type: none"> - Group leader to advise group before visit of suitable clothing. - Group leader to advise group to bring sun cream and water (when appropriate) - shade / warmth breaks are taken as needed 	■			

Assessment review date **May 2016** (usually within one year, or earlier if working habits or conditions change)