

## Risk Assessment

Activity:	School visits				
Facility:	Ordsall Hall	Completed by:	Luisa Neal	Date:	24.11.2021

Does the Activity involve any of the following (Tick all appropriate items)					
Chemical or substances (COSHH)		Electricity		Equipment	X
Fire		Height		Manual Handling	
Noise		Display Screen Equip		Lone Working	
Workers with Disabilities		Young Persons (workers)		Expectant Women	

Please refer to the separate risk assessments, policies and procedures for these hazards in your risk assessment (Guidance attached).

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
Transmission of Covid-19 due to surface contamination.	Visitors (children and adults) Staff	<ul style="list-style-type: none"> <li>Hand washing or hand sanitiser will be made available on entry to the building. This should be &gt;60% alcohol based.</li> <li>Hand sanitiser is no replacement for hand washing. It will be provided where hand washing facilities are not available in a facility.</li> </ul>	School staff are responsible for ensuring their group follows both school and Ordsall Hall guidelines.	OH staff team and school staff.		
Transmission of Covid-19.	Visitors (children and adults) Staff	<ul style="list-style-type: none"> <li>Opening of small windows in all rooms of the Hall, including staff areas and offices</li> <li>Main entrance door pinned back whilst Hall open</li> </ul>		OH staff team		
Transmission of Covid-19 due to lack of Social	Visitors (children and adults)	<ul style="list-style-type: none"> <li>Facilitators will socially distance themselves from students and staff while delivering the</li> </ul>	School staff are responsible for ensuring their group follows	OH staff team and school staff		

Distancing	Staff	<ul style="list-style-type: none"> <li>session.</li> <li>Ordsall Hall staff may wear a face covering if they choose to do so.</li> <li>We encourage all adult visitors to wear a face covering if possible.</li> <li>While using the gardens facilitators will ensure that other visitors are avoided.</li> </ul>	both school and Ordsall Hall guidelines.			
Slips/Trips/falls/	Visitors (children and adults) Staff	<ul style="list-style-type: none"> <li>Galleries and Radclyffe room kept tidy and any obstruction/ rubbish/ dirty glasses/ spillage to be removed or stored out of the way.</li> <li>Tables and benches in the Radclyffe Room arranged to ensure safe movement round the room</li> <li>Bags and coats stored on a trolley so they don't cause an obstruction.</li> <li>When moving round the site as a group children are instructed to walk sensibly, and stay behind the facilitator.</li> <li>All cables to be secured, fixed down, run (where possible) not to interfere with walkways.</li> <li>Tables and chairs to be arranged to leave plenty of room for passing</li> <li>All edging on stairs highlighted by different colour. Handrails in situ. Lift available.</li> <li>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)</li> <li>Accident reporting process in place</li> </ul>	School staff are responsible for ensuring their group follows both school and Ordsall Hall guidelines.	OH staff team and school staff		
Trapped fingers	Visitors (children and adults) Staff	<ul style="list-style-type: none"> <li>Slow closing doors/door guards/safety catches</li> <li>Accident reporting process in place</li> </ul>				
Raised Nails in the Great Chamber	Children may cut their feet when using the replica bed without shoes.	<ul style="list-style-type: none"> <li>OH staff to sweep the area before a school session to check for raised nails.</li> <li>Any raised nails found to be hammered down immediately, and a senior officer informed.</li> <li>If the nail cannot be hammered down for whatever reason children should be asked to keep their shoes on.</li> </ul>	School staff are responsible for ensuring their group follows both school and Ordsall Hall guidelines.	OH staff team and school staff		

		<ul style="list-style-type: none"> <li>School children to only remove their shoes while they are on the bed and replace immediately when they get off.</li> <li>Accident reporting process in place</li> </ul>				
<p>Handling of workshop materials.</p> <p>These may include:</p> <ol style="list-style-type: none"> <li>Herbs and Spices (cinnamon, star anise, ginger, fennel, cloves, nutmeg, mint, basil, parsley, lemon balm, pepper and salt)</li> <li>Dried flowers (chamomile, lavender, and rose)</li> <li>Essential oils</li> <li>Replica foods</li> <li>Replica kitchen equipment</li> <li>Replica armour</li> <li>Hand brushes</li> <li>Cloths</li> </ol> <p>Workshop equipment – facilitator may show the class a replica Tudor cutlery set, which includes a blunt knife. Pupils will not handle the set at any time.</p>	<p>Visitors (children and adults)</p> <p>Cuts Pokes Allergic reactions Poisoning/reaction if ingested. Choking if ingested</p>	<ul style="list-style-type: none"> <li>Instructions to wash hands thoroughly after handling materials, antibacterial soap and hand gel provided</li> <li>Instructions not to taste / swallow any of the herbs and spices.</li> <li>School staff / group leaders / carers to inform heritage staff of any known allergies</li> <li>Supervision of children using replica items.</li> <li>All handling items to be checked regularly for safety and condition</li> <li>Accident reporting process in place</li> </ul> <ul style="list-style-type: none"> <li>Facilitator will inform class to stand well back when they show them the cutlery set.</li> </ul>	<ul style="list-style-type: none"> <li>School staff are responsible for ensuring their group follows both school and Ordsall Hall guidelines.</li> </ul>	OH staff team and school staff		
Plants and potential contact with soil and manure in the garden.	<p>Visitors (children and adults)</p> <p>Allergic reactions Poisoning/reaction if ingested. Choking if ingested</p>	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>School staff are responsible for ensuring their group follows both school and Ordsall Hall guidelines.</li> </ul>	OH staff team and school staff		
Stranger danger / lost pupil / child protection	Visitors (children)	<ul style="list-style-type: none"> <li>Ordsall Hall and it's grounds are open to members of the public. School staff / group</li> </ul>	<ul style="list-style-type: none"> <li>School staff / carers / group leaders are in</li> </ul>	OH staff team and school staff		

		<p>leaders / carers are to ensure that pupils are appropriately supervised at all times in all areas of the building including the toilets.</p> <ul style="list-style-type: none"> <li>• Volunteers supervised by a member of staff.</li> <li>• Regular head counting to be undertaken by school staff / group leaders / carers.</li> <li>• If lost pupils informed to approach members of museum staff and not members of the public.</li> <li>• Visitors requested via a notice not to take photographs of school groups</li> <li>• Designated Safeguarding Officer (Ceri Horrocks) to give staff annual refresher sessions on SCLL procedures for safeguarding.</li> </ul>	<p>responsible for the group and must remain with them at all times.</p>			
Eating packed lunches on site.	<p>Visitors (children and adults) Staff</p> <p>infection/disease control/allergies</p>	<ul style="list-style-type: none"> <li>• Space where children are eating to be cleaned daily/tables wiped</li> <li>• Hands should be cleaned before and after eating .</li> <li>• No peanuts or peanut based products to be brought on site due to member of staff with severe allergy. Schools informed at time of booking.</li> </ul>	<ul style="list-style-type: none"> <li>• School staff are responsible for ensuring their group follows both school and Ordsall Hall guidelines.</li> </ul>	OH staff team and school staff		
Use of grounds	<p>Visitors (children and adults) Staff</p> <p>Slips / trips / falls</p>	<ul style="list-style-type: none"> <li>• Grounds separately risk assessed</li> </ul>	<ul style="list-style-type: none"> <li>• School staff are responsible for supervising their group during free play in the grounds.</li> </ul>	OH staff team and school staff		
Emergency Evacuation	<p>Visitors (children and adults) Staff</p>	<ul style="list-style-type: none"> <li>• Ensure all parties are aware of the fire alarm/emergency evacuation procedure via a briefing on arrival.</li> <li>• OH staff trained in fire evacuation.</li> <li>• Correct fire extinguishers in situ.</li> </ul>	<p>School staff are responsible for ensuring their group follows both school and Ordsall Hall guidelines.</p>	OH staff team and school staff		

		<ul style="list-style-type: none"> <li>• Learning groups signed in with number in group</li> <li>• Facilitators to direct their group to the nearest emergency exit and to sweep room before leaving</li> <li>• 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.</li> </ul>				
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**Assessment review date:** 24.11.2022 (usually within one year, or earlier if working habits or conditions change)

## Chemicals and Substances

Reference should be made to SCLL's COSHH policy, Legionella policy, needles and sharps procedures, staff training, SCLL's COSHH Assessments and Material Safety Data Sheets, safe storage and the usage information posters provided by Shorrocks.

## Electricity

Reference should be made to SCLL's policy, Planned Preventative Maintenance, service and inspections (internal checks and external companies servicing), PAT and Periodic Inspection Reports of the installations (annual or 5 yearly).

## Equipment-

Reference should be made to SCLL's Planned Preventative Maintenance/service and inspection (internal checks and external company servicing contracts), PAT, Lifting Operations and Lifting Equipment Regulations (LOLER) Inspections (hoists and lifts) and induction/training.

EG. Bouncy Castles will have PIPA Inspection and PAT testing annually, our own inspection check sheets on use, rules of use applied and enforced by trained supervision.

## **Fire**

Reference should be made to SCLL's policy, the sites Fire Risk Assessment, daily and weekly check sheets, periodic external servicing and inspection of alarms, emergency lighting and extinguishers, staff training and fire drills.

## **Height**

Reference should be made to SCLL's policy, guidance leaflets on the safe use of ladders and steps, internal inspection of ladders and steps and use only by competent persons.

## **Noise**

Where necessary, SCLL has a noise reading device to assess the threshold of noisy activities, however, from samples taken there are few activities that trigger noise action levels.

Reference should be made to rotation of duties to reduce exposure as control measures and where appropriate PPE.

## **Display Screen Equipment**

Refer to SCLL's DSE policy, DSE training, work station self assessment and eye test procedures.

## **Manual Handling**

Reference should be made to SCLL's policy, the availability of mechanical aids such as trolleys, trained staff, specific training for larger pieces of equipment. Individual Risk Assessments of staff take place as necessary due to permanent or temporary capability issues.

## **Lone Working**

Refer to procedures for communicating and reporting in, systems for opening and leaving with bookings etc.

## **Expectant Women**

Refer to SCLL's procedures for conducting individual risk assessments and taking appropriate and reasonable adjustment to work practices for the individual.

## **Workers with Disabilities**

Refer to SCLL's procedures for conducting individual risk assessments and taking appropriate and reasonable adjustment to work practices for the individual.

### **Young Persons**

Reference should be made to the recruitment process to identify the most suitable candidates, increased supervision, 1:1 meetings, induction and training.

Reference should be made to limitations on working time duration, breaks and shift work.

Young Persons must refrain from undertaking duties involving machinery and hazardous substances unless supervised and as part of their training.