

Risk Assessment

Activity:	School visits				
Facility:	Ordsall Hall	Completed by:	Luisa Neal	Date:	28.01.2025

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	- Hand washing is available on entry to the building. - Items used during school sessions only and cleaned regularly.	School staff are responsible for ensuring their group follows both school and Ordsall Hall guidelines.	OH staff team and school staff.		
Slips/Trips/falls/	Visitors (children and adults) Staff	- Galleries and Radclyffe room kept tidy and any obstruction/ rubbish/ dirty glasses/ spillage to be removed or stored out of the way. - Tables and benches in the Radclyffe Room arranged to ensure safe movement round the room - Bags and coats stored on a trolley so they don't cause an obstruction.	School staff are responsible for ensuring their group follows both school and Ordsall Hall guidelines.	OH staff team and school staff		

		- 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. - 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				
Trapped fingers	Visitors (children and adults) Staff	- Slow closing doors/door guards/safety catches - Accident reporting process in place				
Raised Nails in the Great Chamber	Children may cut their feet when using the replica bed without shoes.	- OH 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. - Accident reporting process in place	School staff are responsible for ensuring their group follows both school and Ordsall Hall guidelines.	OH staff team and school staff		
Handling of workshop materials. These may include: 1. Herbs and Spices (cinnamon, star anise, ginger, fennel, cloves, nutmeg, mint, basil, parsley, lemon balm, pepper and salt) 2. Dried flowers	Visitors (children and adults) Cuts Pokes Allergic reactions Poisoning/reaction if ingested. Choking if ingested Skin grazes from	- Instructions to wash hands thoroughly after handling materials, antibacterial soap and hand gel provided - Instructions not to taste / swallow any of the herbs and spices. - School staff / group leaders / carers to inform heritage staff of any known allergies - Supervision of children using replica items. - All handling items to be checked regularly for safety and condition - Accident reporting process in place	School staff are responsible for ensuring their group follows both school and Ordsall Hall guidelines.	OH staff team and school staff		

(chamomile, lavender, and rose) 3. Essential oils 4. Replica foods 5. Replica kitchen equipment 5. Replica armour 6. Hand brushes 7. Cloths 8. graters 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.	graters	- Children to be supervised at all times by school staff and facilitator when using graters - essential oils will be dispensed as appropriate by Ordsall Hall staff only - Facilitator will inform class to stand well back when they show them the cutlery set.				
Plants and potential contact with soil and manure in the garden.	Visitors (children and adults) Allergic reactions Poisoning/reaction if ingested. Choking if ingested	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.	School staff are responsible for ensuring their group follows both school and Ordsall Hall guidelines.	OH staff team and school staff		
Stranger danger / lost pupil / child protection	Visitors (children)	- Ordsall Hall and its 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. - Volunteers supervised by a member of staff. - Regular head counting to be undertaken by school staff / group leaders / carers. - If lost pupils informed to approach members of museum staff and not members of the public. - Visitors requested via a notice not to take photographs of school groups	School staff / carers / group leaders are responsible for the group and must remain with them at all times.	OH staff team and school staff		

		Designated Safeguarding Officer (Ceri Horrocks) to give staff annual refresher sessions on SCLL procedures for safeguarding.				
Eating packed lunches on site.	Visitors (children and adults) Staff infection/disease control/allergies	- Space where children are eating to be cleaned daily/tables wiped - Hands should be cleaned before and after eating . - 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.	School staff are responsible for ensuring their group follows both school and Ordsall Hall guidelines.	OH staff team and school staff		
Use of grounds	Visitors (children and adults) Staff Slips / trips / falls	Grounds separately risk assessed	School staff are responsible for supervising their group during free play in the grounds.	OH staff team and school staff		
Emergency Evacuation	Visitors (children and adults) Staff	- Ensure all parties are aware of the fire alarm/emergency evacuation procedure via a briefing on arrival. - OH staff trained in fire evacuation. - Correct fire extinguishers in situ. - 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.	School staff are responsible for ensuring their group follows both school and Ordsall Hall guidelines.	OH staff team and school staff		

Assessment review date: On or before 28th January 2026 (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 Shorrock's.

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.