



<b>Assessment No:</b>
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### Task Risk Assessment Form

<b>Location/Dept</b>	The Ancient High House	<b>Date Assessment Completed</b>	January 2014	<b>Assessor</b>	N Thomas
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<b>Task or Activity Assessed</b>	General Group Visits and small Events	Staging Mini Events Tours of the High House
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<b>Who Is At Risk</b> (tick as appropriate)	<b>Employee</b>	Y	<b>Other (please specify)</b>
	<b>Volunteer</b>	Y	
	<b>Members Of The Public</b>	Y	
	<b>Visitors</b>	Y	
	<b>Contractors</b>	Y	

<b>Hazards Identified</b>	<b>Outcome &amp; Injury</b>
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Vehicle movement	Fatality, fractures, serious injury, injury
Assault	Fatality, fractures, serious injury, injury
Using shop area including step	Fatality, fractures, cuts and bruises
Waiting outside building to be let in	Harassment, offence, stress
Moving around building	Injury, cuts and bruises
Groups crossing on landings and stairs	Fatality, fractures, cuts and bruises
Movement around building	Trips, cuts and bruises
Moving around uneven floors	Trips, cuts and bruises
Moving between glass cabinets	Cuts, trips
Standing too close to radiators	Burns
Uneven or slippery surfaces	Fatality, fractures, serious injury, injury
Making pomanders	Stabs, scratches
Minting coins	Fractures, cuts and bruises
Wattle and daub	Eye injuries
Calligraphy	Stabs, eye injuries, cuts and bruises
Trying on costumes	Fractures, cuts and bruises
Construction of miniature crook building	Fractures, cuts and bruises
Children and vulnerable adults using toilets	Attacks, verbal abuse, incidents
Children carrying pottery and pewter items	Cuts and bruises
Staff carrying warm drinks	Scolds and burns
Verbal abuse	Harassment, offence, stress
Slips, Trips and falls	Cuts and bruises possible fractures
Manual Handling	Fatigue, muscular strain, cuts, bruises
Working at Height	Bruises, fractures, head injuries
Excessive Pressure	Work related stress
Fire	Fatality, smoke inhalation, burns, fatality
Work Equipment	Cuts, bruises, electrocution
Out-of-date or poorly stored food stuff	Poisoning
Working in variable temperatures	Fatigue/lapse on concentration
Outdoor working and bio-hazards	Fatality, infection, burns
Hazardous Substances	Skin irritations

Young workers, Disabled or Pregnant Workers	Delayed evacuation, additional support needs
Lone working (in isolated areas)	Threatening and aggressive behaviours

Examine each of the hazards involved in the task and note down any preventative or safety measures you already have in place.

Control Measures Already In Place to Address Above Hazards	Likelihood	Severity	Risk Rating
Activity Specific <ul style="list-style-type: none"> <li>• Children and vulnerable adults in strictly supervised groups at all times (correct adult to children ratio)</li> <li>• All adult teachers and helpers to be SRB checked</li> <li>• All Staff to be SRB checked</li> <li>• Correct lighting levels in stair wells, shop and porch to ensure steps can be seen</li> <li>• Children to be reminded to be careful of the steps and stairs</li> <li>• Adults to manage groups so they don't need to cross on landings or stairs</li> <li>• Children to walk around building</li> <li>• Children to be made aware of any potential hazards such as loose boards or material that is being moved and is in any way unstable – areas to be cordoned off if hazard perceived</li> <li>• Workmen to avoid days when schools are booked</li> <li>• Doors to be kept closed to help keep groups together during tour</li> <li>• Groups to be monitored by shop staff using CCTV</li> <li>• Staff to be aware of any adult in the building at the same time as school parties</li> <li>• Same sex teachers to check toilets before they are used by children to ensure they are vacant</li> <li>• Same sex teachers to wait outside toilets while stragglers return to the main group</li> <li>• Teachers to be aware of the number of children in their group and to count them regularly</li> <li>• Children to be warned of uneven floors if loose boards – areas cordoned off if considered dangerous – Property Service to attend</li> <li>• Children warned not to touch radiators</li> <li>• Radiators set to 3 and 3 – ensure radiators are on low heat</li> <li>• Spills to be reported and cleaned-up immediately – areas indicated</li> </ul>	1	3	Moderate

<ul style="list-style-type: none"> <li>• Hammer (mint) in staff care at all times and children handling hammer to be very closely supervised.</li> <li>• Assess every child's ability and offer assistance with coin minting – look for guidance from teachers</li> <li>• Ensure children hold the hammer with their hands away from the hammer-head – in case they miss the die and hit their fingers</li> <li>• Clear demonstration of correct minting techniques and how to use hammer safely</li> <li>• Lead-free blanks used</li> <li>• Ensure children do not play with wattle and poke each-other with the sticks or get the daub in their eyes (rubbing eyes when fingers are covered in daub)</li> <li>• Use disposable gloves and bin as soon as used</li> <li>• Move children who have done activities to a safe area where they can be supervised by staff while activity continues</li> <li>• Children not to squeeze orange zest at each –other when making pomanders – adults to supervise</li> <li>• Children to be supervised while using calligraphy pens and ink to avoid stabs and ink getting into eyes</li> <li>• Costumes to be appropriate sizes for children – children not to walk around in clothes that drag on floor and could present trip hazards</li> <li>• Children not to walk around in hats that obscure vision (ie not too big)</li> <li>• Staff carrying warm drinks not to cross over with school groups</li> <li>• Staff to leave warm drinks in the care of teachers or adults</li> </ul>			
<p><u>Slips, Trips and falls</u></p> <ul style="list-style-type: none"> <li>• General good housekeeping.</li> <li>• All areas well lit, including stairs (even light) and corridors</li> <li>• Trailing leads or cables are moved or protected.</li> <li>• Employees keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately.</li> <li>• Staff encouraged to mop up or report spillages.</li> <li>• Flooring is in good condition and properly maintained. Stair carpets maintained and other surface non-slip</li> <li>• The infirm to be allowed more time to negotiate stairs and to move around the</li> </ul>	1	2	Tolerable

building.			
<u>Manual Handling</u> <ul style="list-style-type: none"> <li>• Staff have attended <i>Health and Safety Awareness</i> Training within the last 3 years</li> <li>• Trolley used to transport boxes of paper and other heavy items when collecting deliveries, etc.</li> <li>• Heavy items are located on appropriate height shelves</li> <li>• Do not lift or try to move items that look or 'feel' too heavy or awkward</li> <li>• Use correct lifting techniques</li> </ul>	1	2	Tolerable
<u>Working at height</u> <ul style="list-style-type: none"> <li>• Stable platforms available for staff to file on high shelves.</li> <li>• Appropriate stepladder available for use if necessary –only to be used by those who have undertaken ladder training.</li> </ul>	1	2	Tolerable
<u>Excessive Pressure</u> <ul style="list-style-type: none"> <li>• Employees have management help to understand what their duties and responsibilities are.</li> <li>• Employees can speak confidentially to a supervisor or manager if they're feeling unwell or ill at ease about things at work.</li> <li>• Employee counselling service available to discuss issues in a confidential manner with a third party professional</li> <li>• Work demands are monitored by management and action taken as practicable.</li> </ul>	2	2	Moderate
<u>Fire</u> <ul style="list-style-type: none"> <li>• Evacuation plan drafted and tested.</li> <li>• Fire alarm tested regularly.</li> <li>• Fire drills conducted a minimum of one per year.</li> <li>• Fire exit doors and routes are not obstructed.</li> </ul>	1	3	Moderate
<u>Work Equipment</u> <ul style="list-style-type: none"> <li>• All new equipment checked before first use to ensure there are no obvious accessible dangerous moving parts, or siting of the equipment does not cause additional hazards.</li> <li>• Staff trained in use of equipment where necessary.</li> <li>• Staff encouraged to spot and report any defective plugs, discoloured sockets or</li> </ul>	1	2	Tolerable

<p>damaged cable/equipment.</p> <ul style="list-style-type: none"> <li>Defective equipment taken out of use safely and promptly replaced.</li> <li>Electrical equipment is PAT tested at regular intervals</li> </ul>			
<p><u>Hazardous Substances</u></p> <ul style="list-style-type: none"> <li>COSHH assessments completed and available for employees</li> <li>Cleaning products marked 'irritant' have been replaced by milder alternatives where available.</li> <li>Mops, brushes and protective gloves are provided and used.</li> <li>Staff shown how to use cleaning products safely.</li> <li>Cleaning materials are properly stored.</li> <li>Managers ensure that where cleaning contractors are employed, each side understands its responsibilities</li> <li>Biohazards including pigeon mess to be cleaned at regular intervals from yards and window ledges and internal gutters to be cleaned</li> </ul>	1	2	Tolerable
<p><u>Young workers, disabled or pregnant workers</u></p> <ul style="list-style-type: none"> <li>Manager goes through main duties and health and safety controls with new staff and asks if there are any problems.</li> <li>Check if staff can use the main means of escape.</li> <li>Check if staff have any pre-existing medical or other conditions that may be aggravated by handling or coming into contact with items or substances that may be found in the office e.g. asthmas or other breathing difficulties; back or other joint / muscle conditions</li> <li>Processes/working conditions altered when necessary to reduce risks to new or expectant mothers.</li> <li>Appropriate processes in place to take into account the characteristics of young people and activities that present significant risks to their health and safety.</li> <li>Manager agrees action plan to address any specific needs.</li> <li>Personal evacuation plans in place for staff requiring assistance.</li> <li>Rest room facilities available for nursing mothers</li> <li>WC areas checked by staff or teachers before use by school group or disabled parties. Door to be monitored to ensure safety of children and the vulnerable</li> </ul>	1	2	Tolerable

<p><u>Lone working and visiting staff</u></p> <ul style="list-style-type: none"> <li>• Staff responsible for locking up at night checks all areas before leaving and setting alarms – alarm will not set if people are moving in any of the monitored areas.</li> <li>• Counter staff to monitor CCTV cameras</li> <li>• All staff to be aware of anyone acting in an unusual manner and to make their Line Manager aware of the situation immediately, requesting assistance from other staff if required</li> <li>• Whereabouts of staff 'out of the office' or away from the main activities to be monitored by office/shop based staff.</li> <li>• Employees maintain contact with the shop/office, with the use of a mobile phone or walkie-talkie, at agreed intervals if in remote situations.</li> <li>• Any incidents to be discussed at team meetings to see if lessons can be learnt</li> <li>• Personal attack alarms available</li> </ul>	2	2	Moderate
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Further Action Needed to Decrease Risks	Person Responsible	Date Required	Date Implemented	Likelihood	Severity	Risk Rating

Date	10.1.14	Assessor Signature	N Thomas
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**Reviews**

(If there are no changes then the assessment should just be signed. However if anything changes a new assessment must be completed)

1 <sup>st</sup> Reassessment Date		Assessor Signature	
2 <sup>nd</sup> Reassessment Date		Assessor Signature	