

Team / Facility	Sewerby Hall & Gardens	Assessor	Martin Burnhill
Date of Assessment	4/7/15	Planned Review Date	4/7/16

Task/Operation and location:	Flamborough Lighthouse Tours	Number of Persons at risk:	Members of the Public	<18
			Site Personnel and Visitors	2

RISK ASSESSMENT

This Risk Assessment has been completed in accordance with the Councils Code of Practice & Guidelines relating to the Management of Health and Safety at Work Regulations 1999. The risk rating has been deduced from the following formula – Likelihood x Severity.

Note – The likelihood of an accident/incident accruing may increase according to the frequency of the task. The severity of an accident/incident may be affected by the number of persons at risk.

Likelihood (L)		Severity (S)	
1	Almost impossible	1	Low -Causing a minor injury. Cuts or bruising
2	Improbable/ not very likely to happen	2	Medium – Absence from work for less than 3 days/strain and sprain
3	Possible/could happen	3	Major – Absence from work for more than 3 days/ fractures, burns etc
4	Very likely/would not be surprised	4	High – Long term absence from work/slipped disc
5	Inevitable/certain to happen	5	Fatality

Total Score	Risk Category
1	Considered tolerable risk, normal day to day activity
2-10	Risk is to be controlled as far as is reasonably practicable by completion of risk assessment & method statement
11-20	Hazard must be avoided or the level of risk reduced significantly by control measures & safe systems of work
21-25	Advice should be obtained from the Safety Services Unit before proceeding with the task.

Significant Identified Hazards	Existing Control Measures	L	S	Total Score = L x S	Existing Control Measures OK Y/N	Additional Control Measures Required to Reduce Level of Risk to Acceptable Level	L	S	Total Score = L x S
Slip / Trip / Fall	Site Specific Safety Protocols and Procedures - footwear, restricted numbers, tour guide leads and instructs, minimum height 1 metre for children, children accompanied by adult, no carrying hand luggage or babies, handrails, warning signs steep stairs. Non-slip paint on stairway, upper door to balcony locked at all times	2	4	8	Yes				
Entanglement / Crushing fingers and hands	Site Specific Safety Protocols - verbal instructions for lantern stairs, good spacing out to prevent stepping on hands when descending. Hand guard protecting lantern rotation	2	3	6	Yes				
Electricity	Site Specific Safety Protocols and Procedures – control boxes locked, areas cordoned off, no unprotected cables	2	5	10	Yes				
Access to / egress from	Site Specific Safety Protocols and Procedures - warning notices in place, verbal instructions given, access at discretion of guide, small children and babies prohibited. Emergency action plan EAP for rescue from upper areas. Rotation of guides to prevent fatigue	2	3	6	Yes				
Physical / Verbal Assault during Robbery	Safe working procedures established including cash limits/controls, designated area for counting cash, ERYC Financial Guidelines, control of non-related personnel when cash handling, emergency telephone	2	5	10	Yes				
Fire	Site Specific Safety Protocols and Procedures – Automatic Fire Alarm System, Fire extinguishers, No Smoking enforced	2	5	10	Yes				

Training Requirements

- Competent experienced persons who have received relevant/necessary training should only undertake tasks
- Emergency First Aid and Accident/Incident reporting
- All training to be recorded

Personal Protective Equipment Required

- Two-way radios or sound/personal panic alarms (should 2-way radios not be viable)

Emergency Arrangements

- All accidents/near miss incidents are reported to the duty manager and relevant accident reporting procedures adhered to
- Only first aid trained staff to carry out first aid
- In the event of a person becoming trapped in an upper area and unable to descend, ambulance and/or fire service to be contacted

Additional Risk Assessments Relevant To This Work Operation/Task (COSHH, Moving & Handling, Lone Working etc.)

- L&T RA/STF Slip / Trip / Fall
- L&T RA/MLH Moving / Lifting & Handling
- L&T RA/EE Use of Electrical Equipment
- Sewerby – Cash Handling
- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations (SSU02)
- Violence & Challenging Behaviour and Working Alone in Safety Guidelines (SSU06)
- First Aid at Work Guidelines (SSU07)
- ERYC Policy on Smoking (SSU12)
- Fire Precautions Code of Practice & Guidelines (SSU19)
- Electricity at Work Guidelines (SSU21)
- Accident Reporting / RIDDOR
- ERYC Statement of Safety Policy
- CSD Statement of Safety Policy

PLEASE NOTE THIS LIST IS NOT EXHAUSTIVE CONSIDER OTHER ASSESSMENTS THAT MAY BE RELATED

SAFE WORKING METHOD

Details Of How The Task Will Be Carried Out

- Pre-inspection of upper floors prior to tours ensuring gates, upper hatches/doors to outside are locked.
 - Staff to alternate guided tours to prevent fatigue, tours normally last 15-20 minutes.
- Tour Ascent**
- Parties are limited to 15-18 persons and the tour guide will check people for suitable footwear, no large hand luggage or rucksacks, children under 1 metre and babies are not allowed, other children must be accompanied by an adult.
 - Explain No Smoking Policy and that any rucksacks or large hand held luggage can be deposited at the desk.
 - Tour Guide will discreetly check people for suitability and inform them any person suffering from vertigo, respiratory problems, or heart disease should not undertake the tour. The tour guide has absolute discretion to refuse entry if it is felt that Health and Safety Regulations, or the safety of the visitor would be compromised.
 - The tour guide will count the numbers for the tour, explain the steep steps, and lead people up to the first landing pointing out interesting facts and answering questions.
 - Once everyone is present on the first landing close the door behind and explain the workings at this level. People are not permitted to go beyond the railings and gate.
 - The tour guide will then lead people up to the second landing using the spiral staircase pointing out the restricted head height, and advising parents to keep small children either in front of them or to the right hand side away from the handrail if they are afraid of heights.
 - Once again at the second landing complete a head count to ensure everyone is present.
 - Explain the workings at this level, answer question and then advise people of the steep stairs and restricted head height leading up to the lantern room.
 - Explain that they need to lean forward when ascending and keep close to the stairs holding onto handrails or hand holds provided. Allow sufficient spacing to avoid overcrowding and stepping on peoples fingers/hands.
 - Lead the way up to the lantern room and once again complete a head count to ensure everyone is present. Close the gate when everyone present.
 - Explain the workings of the lantern and other interesting facts and allow people sufficient time to enjoy the view. Small children can use the steps to be able to see out of portholes but parents should steady them to avoid tipping.
- Tour Descent**
- Check that people are ready and comfortable to make the descent.
 - Explain restricted head height, that people need to descend from the lantern room facing the steps and leaning forward.
 - Explain the need to keep sufficient spacing to avoid people treading on fingers/hands of those in front.
 - Open the gate and lead the descent to the second landing. Complete a head count to ensure everyone is present.
 - When ready, lead people down the spiral staircase to the first landing keeping small children on the left hand side, or behind parents to avoid falling.
 - At the first landing complete a head count, open the door and lead people down the staircase to the ground floor level.
 - Finally, complete a head count and hand back any personal possessions.
- Emergency Action - Fire**
- On discovering a fire, sound the fire alarm and, if at all possible, attack the fire using the correct fire extinguisher. You must not put yourself at risk in doing so and your first priority must be the safety of the people in your care.
 - On discovering a fire, or when the fire alarm sounds, lead people out of the building as quickly as possible. It is anticipated that people on the ground floor and first floor levels will have sufficient time to vacate the building. The tour guide should check the situation at ground floor and if no fire/smoke is present lead people out as quickly as possible, but avoid running when descending the stairs.
 - Assemble people on the grassed area away from the building and prevent any unauthorised re-entry.
 - Dial 999 and ensure that the emergency services have been called. Assess the situation to see whether the ambulance service is required. Wait for the emergency services to arrive and update them on the situation.
 - People on either of the upper two floors may not be able to vacate the building using the stairs if there is a fire below. The tour guide needs to take control, quickly assess the situation and advise people accordingly. Contact the second guide below using two-way radio and assess the situation. Close all doors to prevent smoke and fire spreading.
 - If there is a fire below you will need to inform people that the safest route is to go to the top of the lighthouse and wait for the fire brigade. Quickly check the upper floor to ensure it is safe and then lead people to the top floor. Wait for the fire brigade to arrive keeping in constant touch with the second guide below using two-way radios.
 - In an emergency there is an alternative escape from the roof landing using a winch, but it is not recommended this is used unless full training has been given, and/or the situation has become unsafe to remain.
- Emergency Action – First Aid**
- If a person is unable to descend the building in an extreme emergency such as heart attack, contact other guide using two-way radio and request the ambulance service and fire brigade. They will assist the person out of the building.
 - Calm and reassure the person and make them comfortable, do not attempt to carry people down the stairs.

Assessors Signature

Managers Signature

Date: