


Standard Risk Assessment Format (un-scored)

 EAST RIDING OF YORKSHIRE COUNCIL		Risk Assessment Number					
Operation/ Task and Location:	Museum Workshop						
Date of Assessment	07 June 2021	People at Risk	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Employees & visitors</td> <td></td> </tr> <tr> <td>Public</td> <td></td> </tr> </table>	Employees & visitors		Public	
Employees & visitors							
Public							
Premises:	Sewerby Hall and Gardens		Assessor(s) Robert Chester				

SAFE WORKING METHOD

Details of how the task will be carried out:

School Visits:

- Where necessary participating children to be split into small supervised groups.
- School to provide teacher leader or other responsible adult to accompany groups.
- Museum and School to agree Teacher to Pupil Ratio.
- Museum staff to advise groups on appropriate behaviour where necessary
- Hall attendant staff to be briefed that groups are in the Hall, what activities are taking place and where the activities are taking place.
- Children to be accompanied by a Teacher/Responsible Adult at all times and Museum and Attendant Staff to wear badges or be otherwise clearly identifiable.
- Galleries and display areas to be closed to the public as deemed necessary.

Ensuring Awareness:

- Trained and designated staff/volunteers to deliver events/activities.
- All relevant Museum, Hall, and Estate staff to be briefed in advance.
- All event or activity participants to be briefed, written briefing notes to be supplied where necessary.
- Group instructed to be aware of potential biting, stinging insects and plants.

Kitchen Activities:

- Activities in the Edwardian Kitchen at Sewerby Hall will be carried out in accordance to relevant health and safety risk assessments.
- The kitchen manual is to be consulted where there is any doubt over correct procedures.
- Protective equipment will be available for use where appropriate.
- Participating organisations/participants will be advised of potential allergens and will be sent any relevant recipes and/or ingredient lists.
- All participants to wash hands thoroughly before handling food stuffs
- Where identified, people with diarrhoea and sickness to be excluded from taking part in cooking events for 48 hours after their symptoms have passed.
- Food to be prepared in the designated areas only.
- All foodstuffs to be properly stored.
- High risk foods such as meat, fish, and poultry not to be used.
- Sources of all ingredients to be identified and from traceable and/or reputable suppliers.
- Left over ingredients to be discarded.
- Allergy warnings and ingredients lists to be available during activities. Details of ingredients to be sent to participants prior to the workshop.
- Instructions sent to visiting schools to identify people at risk prior to attending.

Cleaning and Polishing:

- Allergens and use of chemicals: Where appropriate safety data sheets sent to participating organisations.
- Alternative activities will be provided where necessary.
- Some individuals may not be physically capable of undertaking manual activities. All activities should be outlined and agreed in advance to ensure accessibility and prevent injury.

Costume activities/dressing up in costume:

- When children are selected to dress up in costume the facilitator will ask the teacher to choose, to ensure appropriate children are selected.
- Dressing up to be supervised and participants helped into costume by teachers, helpers or Museum learning team.
- During activities involving dressing up, all costumes are to be worn over participants own clothes. Participants should not remove their own clothes.
- When climbing up/down stairs, costumes may remain on, but for longer clothing it is advised that costumed children are assisted by an adult.

Object Handlings:

- Children are instructed on how to hold and handle objects for the safety of themselves and the objects.
- When children are selected to demonstrate at object, the facilitator will ask the teacher to choose, to ensure appropriate children are selected.
- Some individuals may not be physically capable of undertaking manual activities. All activities should be outlined and agreed in advance to ensure accessibility and prevent injury.

Make and Take arts and craft sessions:

- Verbal instructions regarding the activity will be given by members of the education team, teacher or accompanying adult.
- Demonstrations of the activity will be given where necessary.
- Participants must be supervised by own teachers at all times during self-led activities and workshops.

Outdoor Activities:

- Verbal instructions will be given to the group from museum education team or teachers and appropriate adults to remain in designated activity area.
- Group instructed to be aware of potential biting, stinging insects and plants.
- Teachers or responsible adults will be asked to identify any children with bite or sting allergies.
- Museum education team, teachers and appropriate adults to be aware of potential safeguarding issues when working in open, public spaces.

Safeguarding, Toilets:

- It is advised to bring both male and female Carers, teachers or helpers with mixed groups of children as it may be inappropriate for carers, teachers or helpers to use the public toilets designated for the opposite sex.
- Any potential issues should be discussed in advance with the Education Officer or Duty Officers.

Emergency arrangements:

Burns First Aid Kit to be provided.

Normal Sewerby Hall and Gardens emergency arrangements apply.

Safeguarding: Key Staff

- Safeguarding Officer – Robert Chester, Education Officer
- Duty Officer – Duty Manager on shift
- Facility Manager – Marie Gascoigne
- Curator – Janice Smith

Personal Protective Equipment required:

For Kitchen Activities:

- Oven gloves and cloths are available
- Soap and washing facilities are available

For Cleaning and Polishing, Allergens, skin complaints and contact with chemicals:

- Gloves to be provided – non latex gloves available.
- Where necessary alternative cleaning activities or methods can be provided.
- Protective clothing and equipment provided: aprons, gloves cuffs.

Training Requirements

Staff and volunteers to be trained and instructed in facilitating workshops.

Additional Risk Assessments relevant to this work operation/task (COSHH, moving & handling, lone working etc.)

N/A


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

RISK ASSESSMENT

Significant identified hazards	Control measures required to reduce level of risk to acceptable level.
Contagious illness – Covid 19	<ul style="list-style-type: none"> National, Local and ERYC Advice to be followed regarding infectious illnesses.
Slip / Trip / Fall	<ul style="list-style-type: none"> Warn participants about uneven floors, stairs and slip and trip hazards. Remove any slip and trip hazards from route ways
Fire	<ul style="list-style-type: none"> Participants to be briefed on fire evacuation procedures. Hall Staff to be advised of any special evacuation requirements.
Chemical Agents and Allergies	<ul style="list-style-type: none"> Potential allergies to latex gloves, chemical cleaning agents. Schools to be advised and to check for allergies prior to visit. Safety Data Sheets to be made available – Where necessary alternative activities/cleaning methods can be provided. All chemical products to be used in accordance with manufacturer’s instructions and Safety Data Sheets.
Hot Surfaces, Burns and Scalds	<ul style="list-style-type: none"> All Kitchen users to be made aware of danger areas when the range is lit. Protective equipment to be used. Barriers to prevent unauthorised access to hot working areas be used. The Hot water from the taps can be very hot. All people using the sink should be advised of the danger. Hand washing should be done in cold water. Washing up should be done in the bowl provided and a mix of hot and cold water should be used to ensure that washing up water is not excessively hot.
Sharp or pointy objects, knives, forks and utensils, handling items, objects with hinges or moving mechanisms. Heavy objects.	<ul style="list-style-type: none"> When taking part in cooking activities participants will work under close supervision and will be instructed in the proper and safe use of items being handled. Warnings will be given when objects are heavy. Heavy objects only to be handled when safe to do so.
Outdoor Activities, bites and stings.	<ul style="list-style-type: none"> Outdoor activities to supervised by teachers and accompanying adults at all times. Outdoor activities to take place in designated zones. Duty Officers to be informed of the location of all activities. Outdoor locations to be checked and where possible hazards minimised prior to sessions. Participants to be advised of the presence of potential hazards. Participants told not to touch or interfere with biting and stinging insects or stinging

	plants
Stranger Danger – public areas and teaching spaces, toilets.	<ul style="list-style-type: none"> • Children to be supervised by carers, teachers or helpers at all times. • CCTV in operation in certain areas of the Hall and Grounds. • Hall attendants and Zoo staff to be advised of potential risk. • All staff to be DBS checked where appropriate.
Separation from Group / Individuals getting lost	<ul style="list-style-type: none"> • Groups to have pre-agreed ratio of children to adults. • Participants to be kept together when moving between areas and groups to be escorted by appropriate adults. • Hall staff to be informed immediately if any group members become lost. • Radio contact between all Front of House and Museum Staff. • Meet & Greet upon arrival to explain helpful points of contact should individuals become lost.
Photography/film consent	<ul style="list-style-type: none"> • All photography and filming to conform to the Council's GDPR Policy. • No unauthorised filming or photography to be allowed. • Members of the public to be asked to refrain from taking photographs that may include participants in workshop groups without permission.
Social media	<ul style="list-style-type: none"> • All social media posts to conform to conform to the Council's GDPR Policy. • Relevant permissions to be obtained before uploading any social media.

This Risk Assessment has been completed in accordance with the Council's guidance relating to the Management of Health and Safety at Work Regulations.

Assessor's Signature	Manager's Signature
	

Record of Risk Assessment reviews where there has been no changes:		
Assessor Name	Assessor Signature	Date of Review

