


Standard Risk Assessment Format (un-scored)

 EAST RIDING OF YORKSHIRE COUNCIL		Risk Assessment Number					
Operation/ Task and Location:	Museum Workshop						
Date of Assessment	13 June 2019	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 to specify 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.
- Safeguarding: 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.
- If outdoors: participants will be told, where they are identified, not to touch or interfere with biting and stinging insects or to touch thorny or stinging 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.
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Cleaning and Polishing:

- Allergens and use of chemical: Where appropriate safety data sheets sent to participating organisations.
- Alternative activities will be provided where necessary.

Emergency arrangements:

Burns First Aid Kit to be provided.

Normal Sewerby Hall emergency arrangements apply.

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 gloves and cleaning 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.
Slip / Trip / Fall	<ul style="list-style-type: none">Warn children 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">Children and visiting teachers and staff 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 prior to visit. Safety Data Sheets to be made available - Alternative gloves and 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 usedThe 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.

	<ul style="list-style-type: none"> 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 Objects, knives, forks and utensils	<ul style="list-style-type: none"> Workshop participants when participating in cooking activities they will work under close supervision and will be instructed in the proper and safe use of utensils.

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

