

The Chester House Estate

Risk Assessment for Learning visits

				Current risk level				Residual risk level			
				S	L	RRN		Additional measures to be considered	S	L	
General risk	Slips, Trips and Falls- Uneven ground around the wider estate	General Public, Visitors, staff and volunteers, tenants.	Dangerous potholes or uneven surfaces are reported to the site maintenance team for repair. Are to be barriered off if necessary to prevent injury. Ongoing maintenance of the site and checks. Website advises sensible footwear to be worn during a visit. Adequate lighting around the site to ensure that the walkways are lit.	2	3	6					HS, TJ
	Walking in and around the Chester House Estate buildings- Trip hazards, including uneven floors, rope barriers, wet floors & exhibits.	General Public, Visitors, staff and volunteers, tenants.	Clear walkway areas and access to interactive areas without barriers Front of house regularly checks of display area Signage for wet floors Public to not be in ARC storage areas while archives are being moved.  Archives to be stored safely before public allowed entry to the stores (BDS)	2	3	6					HS, TJ

Moving vehicles-Some vehicles are required to drive around the estate during opening hours	General Public, Visitors, staff and volunteers, tenants.	Where possible, restrict vehicle use during opening hours and authorisation, if necessary, must be granted by the duty manager beforehand. Strict 5mph for driving within the Chester House Estate. Clear direction is given to the drivers of vehicles detailing what is expected of them. Drivers of drive on lawn mowers are trained on use and will not use them when groups are close by.	3	1	3	Limiting large archive depositions to the ARC when public events are taking place (BDS).				HS, TJ
River- Open water	General Public, Visitors, staff and volunteers, tenants.	Throw lines and life jackets on the side of the river for rescue which are regularly checked. Group coordinators to ensure students are closely monitored in this area. First Aiders on site if required.	5	2	10					HS, TJ
Visitor or learning member involved in an accident during visit	Visitors	Trained first aiders are always on site. Staff and volunteers have radios/phones to summon assistance if required. First Aid room available for privacy and care. Defibrillator on site if required. Audits are completed regularly to ensure adequate stock of first aid supplies.	2	4	8					HS, TJ, NR

Lost child/member of the group/Visitor- Become separated from group	Visitors, but particularly children or vulnerable adults.	All staff and volunteers at the Chester House Estate have been trained in the safeguarding policy. Visitor Experience Staff and Volunteers are located in the major locations throughout the Chester House Estate and are able to communicate with each other via radio and telephone to assist the lost member. Telephone is to be used for communicating specific details to ensure confidentiality and security is kept at all times. Duty manager (designated safeguarding officer) will be informed and a member of The Chester House Estate. will remain with the lost person until reunited with their party.	2	4	8					HS, TJ, NR
Ongoing grounds work on site- Site maintenance teamwork around the site daily	General Public, Visitors, staff and volunteers, tenants, Site Maintenance	Maintenance team to hold regular team briefings talks to ensure procedures stay fresh in minds, all staff trained on how to use equipment or tools, no tools or equipment is to be left unattended. Working areas are to be kept tidy and good housekeeping throughout the site..	2	3	6					HS, TJ
Disabled Visitors- Lack of	Visitors	All areas open to the public are accessible to disabled visitors in line with the Equality Act.	1	1	1					TJ

	access/facilities could cause distress		<p>Some members of staff are trained in working with children and adults with disabilities and learning needs.</p> <p>Disabled parking spaces available near the ARC.</p> <p>Both the Learning and Communities centre and the Arc have wheelchair access to multiple floors.</p> <p>Wheelchairs are available on request if required.</p> <p>Guide and assistance dogs are welcome.</p> <p>BSL interpreted guided tours available throughout the year.</p> <p>Alarm system within each disabled toilet with pull cord activation to alert staff members that someone needs assistance.</p>								
	Falls downstairs and trapped fingers in lifts.	General Public, Visitors, staff and volunteers, tenants	<p>Lifts are regularly maintained.</p> <p>All stairs have handrails. Visitors encouraged to walk, not run and keep fingers away from lift doors.</p>	3	2	6					TJ
	Fire/Emergency Evacuation	General Public, Visitors, staff and volunteers, tenants, Site Maintenance	<p>All fire exits are clearly signed throughout the park with numerous fire extinguishers available, each area has stewards that patrol the grounds all of which are trained in emergency evacuation procedures and ensuring all</p>	5	1	5					TJ

		<p>people are out of the premises as soon as possible.</p> <p>Trained Fire wardens on site who will coordinate with the duty manager ensuring visitors are safe and at assembly areas. Emergency alarms/equipment are regularly checked and maintained. Emergency evacuation drills completed quarterly for staff and volunteers.</p>							
On Gallery interactives: Damage to display objects could result in cuts.		<p>Regular checks for any damage to handling objects / interactive displays</p> <p>Front of house staff regular checks</p> <p>School supervisory staff to monitor their children</p>	2	1	2				BDS
Reachable displays non-interactive - risk of misuse and catching of hands / fingers)	All participants -	<p>Open displays have please do not touch signs</p> <p>School supervisory staff to monitor their children.</p> <p>Staff in Galleries to be vigilant to unauthorised handling</p>	2	2	4				BDS
Leaflets storage- (loose stored leaflets could fall onto floor	General Public, Visitors, staff and volunteers, tenants	<p>Monitoring and general tidying of area</p> <p>Leaflets displayed in stands/boxes</p> <p>F.O.H. monitoring</p>	2	3	6				TJ

and become a trip hazard)									
General public – risk from other adults e.g., abduction, abuse	Children	Teachers are to always remain with their groups. Safeguarding Children & Vulnerable Adults Policy in place, including code of conduct. Members of The Chester House Estate team regularly move around the site.	5	1	5				NR
Medical Emergency - injury or illness		Qualified First Aiders on site. Teachers advised to bring their own first aider. First Aid boxes in easily accessible places. Radio contact between staff.	3	2	6				TJ
general craft materials and equipment e.g., glue, paints, modelling clay and scissors	All, but particularly children through ingestion/cuts	The use of materials and equipment will be explained to participants before activity commences. Any additional supervision will be determined in advance. The COSHH safety guidelines for any materials used will be checked in advance. Materials will be child friendly and non- toxic. Participants will be encouraged to wash their hands afterwards. Children should always be supervised by their accompanying adults.	1	2	2				NR, TJ

Costume wearing – reaction to washing powder used to wash costumes	All, but particularly children	Only Non-biological detergent is used to wash dress up costumes. Costumes only worn over top of clothing.	1	1	1					NR
Handling objects and activity materials (both on HSIery and during learning sessions) – cuts, splinters, impact if dropped, trapped fingers, trips	All, but particularly children	<p>Learners/the public are given clear instructions on handling objects.</p> <p>Handling objects checked for sharp edges before sessions.</p> <p>A member of The Chester House Estate team will always be present during handling sessions.</p> <p>Any loose parts kept in trays and children asked to keep working areas tidy</p> <p>If the public are washing archives or dealing with recently excavated materials, they will be asked to wash hands and provided facilities to do this before eating/drinking.</p>	3	1	3	Handling objects and activity materials checked on a regular basis for any damage or loose parts.				NR, BDS
General use of Learning rooms 1, 2 and 3 - Trapped fingers in entrance doorway. Tripping on bags and coats or	All, but Particularly Children	Store items safely away from the main activity area. Sockets are always covered.	1	3	3					NR

	equipment Electric sockets										
	Lunch Space - (Potential trip hazard from seating, bin, refuse)	All, but particularly children	Ensure that area is left clean and tidy.								NR
	Inside the cafeteria, a potential risk of slip hazard if a customer/member of staff, has spilt drink, dropped food etc,	all	Yellow Wet floor signs to be placed by the wet area until the floor has dried, wet floor sign to be removed once floor dry.								MW
	Inside the cafeteria a potential risk hazard of a fall/ trip customers prams, wheelchairs, walking sticks, sticking out on to main serving area	all	Asking customers to be mindful of the hazards they could cause if not stored correctly. Staff to keep eye on any potential risk								MW
Covid-19 specific risks	Spread of germs – shared use of resources	General Public, Visitors, staff and volunteers, tenants	Shared resources will be significantly reduced in onsite museum workshops. Art workshops will now supply each child with their own dedicated kit of tools and materials, so no cross contamination is possible. History workshops may at times involve passing historical/replica objects from one person to another, but these will be disinfected between uses with anti-	5	2	7	When two groups are visiting on the same day, they must be from the same year group bubble.  When only one group is booked onsite, no other group will be booked for that same	3	1	4	JP



		bacterial wipes and the use of anti-bacterial gel on hands before and after passing of objects.				day, to allow time for deep cleaning of all resources between groups.				
Spread of germs – touch points	General Public, Visitors, staff and volunteers, tenants	All touch points (door handles, chairs, tables, toilets, sinks, interactive and touch activities etc) will be disinfected before and after each workshop/lunchbreak by museum staff	3	3	6	Participants will also be encouraged to use anti-bacterial gel upon entering and leaving workshops/lunch/gallery spaces	2	2	4	JP
Spread of germs – proximity to others	General Public, Visitors, staff and volunteers, tenants, all participants	Capacity for visiting school groups has been reduced to just two classes per day (up to 34 pupils per group maximum). All children must be from the same school bubble. Where possible, members of Chester House Estate team will keep a 2 metre distance from pupils.	4	3	7	Museum staff will follow government guidance and when necessary, wear a face shield whilst delivering workshops. All adult and secondary school visitors must wear a face mask whilst inside the museum building. It is at the discretion of the visiting school if younger children wear facial masks.	2	2	4	JP