

◆ CHARLESTON ◆

THE BLOOMSBURY HOME OF ART & IDEAS

EDUCATIONAL GROUP VISIT RISK ASSESSMENT

R.A. ref: Educational Group Visit General

Venue: Charleston Farmhouse, Firle, East Sussex, BN8 6LL

Areas: House, Gallery, Gardens, Hay Barn, Workshop areas, General areas (café, shop, toilets, car park, courtyard)

Activity: School / educational group House tours, garden and gallery visit, workshops

Date: Jan 2019 Ongoing

Audience: Schools, colleges, university and other educational groups

Assessed by: Learning Officer, Susan Kent Authorised by: Head of Public Programmes and Learning, Carolyn Chinn

The RA assumes that following controls are in place:

1. There are Charleston staff and volunteers in House, Gallery and Hay Barn.
2. Charleston has trained staff to support with emergencies on duty.
3. Adequate Charleston staff and visiting adults accompanying the group are available for the numbers of visitors expected.
4. School / group bring their own first aiders.
5. Emergency procedures in place for accidents.
6. Relevant Risk Assessments carried out for the operation of equipment and for carrying out the task
7. School /group arrive by coach.
8. Access to pond, orchard, wall garden and picnic area is available throughout the day. School / group children / young people remain the responsibility of their group adults at all times and must be supervised by them.
9. House tour groups limited to 10 people per guide.

10. Access to House by guided tour only.
11. House rules to be distributed to teachers in advance.
12. Safety and security measures in place for house tours.
13. Basic child/YP safety guidelines include:
 - Charleston staff/volunteers not to be alone with a child/Y.P. during their stay at Charleston.
 - Trips to the toilet should be done in groups (ie. 3 children and one adult), and the accompanying adult should remain outside.
 - Charleston staff/volunteers not to share personal email/contact info with children
 - Charleston staff/volunteers not to take photos of children/Y.P. on personal devices.
 - Charleston staff /vols can only take images of artwork, or shots where children are obscured, unless full parental consent has been given in writing.
14. First Aid box kept in Charleston Office Staff Area (near staff kitchen)
15. Accident Report book kept in Leah Romaniello's pigeon hole (green book). There is one dedicated for use with children and vulnerable adults.
16. Should an emergency vehicle be required, Charleston staff will manage the access road to ensure speedy entry.

This information is taken into account when you give the risk a numerical rating, later on in this process.

Risk Rating		Severity / Consequence				
		1. Negligible	2. Minor	3. Moderate	4. Serious	5. Major
Likelihood	1. Very Unlikely	1	2	3	4	5
	2. Unlikely	2	4	6	8	10
	3. Possible	3	6	9	12	15
	4. Likely	4	8	12	16	20
	5. Probable	5	10	15	20	25

1 – 6 Low	May be acceptable. However, due care must be taken and the tasks reviewed to ensure risks are reduced to minimum
7 – 14 Medium	Tasks should only proceed with the appropriate authorisation. Where possible the task should be redefined and/or measures employed to reduce residual risk
15 -25 - High	Task must not proceed. It must be redefined or further control measures put in place prior to the task commencing

Likelihood	Definition
1. Very Unlikely	Little or no chance, would require an unusual combination of factors to result
2. Unlikely	Conceivable occurrence. Would require a multiple failures of systems & controls or a rare combination of factors
3. Possible	Possible when additional factors are present but otherwise unlikely to occur
4. Likely	Known to have occurred and represents a credible scenario.
4. Probable	Almost inevitable that an incident would result

Severity / Consequence	If the effects are	
1. Negligible	Personal	Negligible injury or health implications, no lost worktime
	Equipment	No likely equipment damage or loss
	Production	Very minor production disruption
	Environment	No damage or effect of the natural environment
2. Minor	Personal	First aid treatment, minor short term health effect, no lost worktime
	Equipment	Damage causing minor repair
	Production	Minimal production disruption, less than 1 hour
	Environment	Minimal impact to environment, restoration within 1 day
3. Moderate	Personal	One person with lost worktime or persistent health effects
	Equipment	Locally repairable damage, possibly extensive
	Production	Loss of production progress less than 2 days
	Environment	Short term moderate impact on the environment, restoration in less than 1 month
4. Serious	Personal	Single fatality, 2+ people suffering lost worktime injuries or acute/chronic health effects
	Equipment	Serious damage to worksite or equipment causing the operation to cease
	Production	Loss of production progress 2 to 9 days
	Environment	Medium term impact with restoration expected 1 month to 1 year
5. Major	Personal	Multiple fatalities or multiple injuries
	Equipment	Major damage to equipment causing operation to cease
	Production	Loss of production progress 10+ days
	Environment	Long term impact with recovery time 1+ year

REF NO	SUBJECT AREA	PEOPLE AT RISK	HAZARD (what might happen)	RATING Likelihood x Severity Rating = Primary Risk based on no controls			CONTROL MEASURES	RATING Likelihood x Severity Rating = Residual Risk			FURTHER PRECAUTIONS
				L	S	R		L	S	R	
1	Physical Hazards										
1.1	Child abuse	Children or vulnerable adults	Abuse causing distress and long term psychological, physical and or emotional damage.	2	4	8	<ol style="list-style-type: none"> 1. Full Safeguarding (Child Protection) Policy and Procedures in place. 2. Limit situations where adults have 1-2-1 access to young people. 3. Any staff and volunteers who will have 1-2-1 contact with young people and or vulnerable adults to have a DBS check. Where this is necessary, try to limit access, and if possible have another adult present. 4. School staff and adults will be present at all times during school visits. 	1	4	4	<p>DBS checks for relevant staff / volunteers.</p> <p>Volunteers to receive training in Charleston child Protection policy.</p>
1.2	Lost child / children	Children Parents Staff Volunteers	Distress.	1	3	3	<ol style="list-style-type: none"> 1. School staff and adults will be present and with their group at all times including supervising toilet visits. Charleston staff will make clear during initial H&S that school staff and adult leaders are responsible for their children while on site particularly outside the education space. 2. Charleston staff and volunteers are familiar with and follow Charleston Lost Child procedures. 	1	1	1	
1.3	Lone Working	Staff, Volunteers Visitors	Abuse / accusation of abuse. First aid incident. (as 1.1)	3	3	9	<ol style="list-style-type: none"> 1. Charleston staff / vols to avoid being with individual students and remain in public spaces if this is unavoidable. 2. Charleston staff are able to communicate with other members of the team via radio or mobile phone to call for help if needed. 	2	3	6	Staff / vols receive information about lone working policy as part of induction procedure.

							<ul style="list-style-type: none"> 3. School / group staff remain with their group at all times during a visit. If students are older and working independently for part of a session (college / Uni) they are advised to stay in groups of 3 (min). 4. For WEX students, when individual students may be on site working with individual Charleston staff please see separate WEX RA. 				
1.4	Vehicle Movement on Site and lane between site building and car park	Visitors (particularly children), Staff, Volunteers	Collision resulting in injury/fatality or damage to property or equipment	2	5	10	<ul style="list-style-type: none"> 1. Front of House team to be made aware of any large delivery vehicles on site and pass information on to staff leading school or group visits. 2. School and group leaders are informed that there may be traffic including farm vehicles in the lane in booking materials sent pre visit and reminded during initial H&S talk onsite at the beginning of the visit. 	1	5	5	
1.5	Falling into a pond	Visitors (particularly children)	Drowning	3	4	12	<ul style="list-style-type: none"> 1. School / group leaders are informed that there are several unfenced ponds in the gardens prior to the visit via email and visit guidelines. 2. The school / group are reminded about the ponds during the H&S talk at the beginning of the session on site. 3. School / group staff remain with and responsible for their group at all times during a visit. 	1	4	4	

1.6	Falls from height – working at height (use of ladders)	Staff Group / school staff	Impact injuries, crushing, fractures, fatality	2	5	10	<p>4. Only trained staff (Charleston and / or visiting group staff) to use ladders. Group leaders installing exhibitions for example are responsible for ensuring that any of their staff using ladders have received appropriate training.</p> <p>5. No students working at height.</p> <p>6. Hard hats to be worn as appropriate.</p>	1	5	5	
1.7	Slips and trips - cables temporary structures, uneven ground surface, slippery surfaces	Staff Vols Visitors	Falls resulting in injury – bruising, splinters, sprains, fractures	3	3	9	<p>1. Known trip hazards which cannot be eliminated are to be cordoned off to prevent public access.</p> <p>2. Hazard signs to highlight potential risks.</p> <p>3. All trailing cables are to be moved, covered or secured.</p> <p>4. School / group informed that children should walk on site and use hand rails on steps etc as part of H and S talk at the beginning of a workshop.</p> <p>5. Inside the education room bags and coats to be stored out of the way when not being used.</p> <p>6. Charleston staff to inform the school / group prior to the visit via email booking confirmation letter and visit guidelines that part of the session may take place outside and to inform children / parents to wear sensible footwear / clothing.</p>	2	3	6	

1.8	Electrical equipment and sockets	Staff Vols Visitors	Shock, electrocution, Fire	2	5	10	<ol style="list-style-type: none"> 1. No employee electrical equipment to be used onsite unless PAT tested. 2. All portable electrical equipment to be PAT tested. 3. Loads on extension leads to be monitored. 4. All electrical equipment provided as new with warranty. 5. Electrical tools (such as masonry drill) only to be used by trained staff (Charleston and group / school staff) if appropriate to activity for example exhibition installation. All work involving electrical equipment to be discussed with Charleston staff before any work commences. 	1	5	5	
1.9	Lifting & manual handling	Staff Vols	Strains, sprains, crushing and other related injuries, damage to infrastructure	3	3	9	<ol style="list-style-type: none"> 1. All staff and volunteers to be reminded to use proper manual handling techniques. 2. Charleston staff to plan time to set up / take down workshop furniture and equipment with appropriate levels of help as needed to safely lift and move tables etc. 	2	3	6	Regular planning meetings across teams to make sure there is adequate time / support to set up / take down for workshops / events etc
1.10	Fire	Staff Vols Visitors	Smoke inhalation, burns, fatalities	2	5	10	<ol style="list-style-type: none"> 1. Charleston to collect school visitor numbers at the beginning of the session. 2. School/group informed of fire exit and evacuation procedure during H & S talk at the beginning of a workshop. 3. Key Charleston staff trained in fire safety procedures. 4. All Charleston staff and vols trained in action to be taken in the event of a fire. 5. Fire extinguishers available. 	1	5	5	

1.11	Handling / dropping heavy objects	Staff Vols Visitors	Bruising, crushing, fractures	3	3	9	<ol style="list-style-type: none"> 1. Workshop participants informed how to hold / handle heavy objects before use. 2. Adults to support children when holding heavy objects. 3. If Charleston staff or volunteers deem it necessary they will take heavy objects around to show children and keep hold of the objects. 	2	3	6	
1.12	Craft activity	Staff Vols Visitors	Ingestion, choking on materials, being poked / cut by a sharp object, handling potentially dangerous sharp objects like scissors, foreign body in the eye (eg sand), slips on spilled wet materials, allergy to materials used – anaphylactic shock				<ol style="list-style-type: none"> 1. Activity supervised by Charleston and school staff. 2. Materials used are key stage / group appropriate. 3. Participants are given any appropriate H&S information at the start of the session and are encouraged to sit and work in a careful manner. 4. Gloves, masks, plastic aprons are available as appropriate to the activity.. 5. School / group are asked to inform Charleston staff in advance of any allergies. 6. Wet spills are cleaned up immediately – clothes to be available. 7. Plastic containers to be used where possible. 8. If a break to glass / china occurs it should be cleared up by Charleston staff / volunteer immediately. 				
1.13	Mechanical handling equipment	Staff Vols Visitors	Trapped fingers, crushing injuries (from heavy equipment)	2	3	6	<ol style="list-style-type: none"> 1. Equipment to be used only by trained staff or by school / group participants when appropriate for the workshop and with the appropriate level of supervision for the age of students and equipment being used. 	1	3	3	

1.14	Verbal or Physical Assault, Anti-social behaviour	Staff Vols Visitors	Distress, Physical injury	2	3	6	<ol style="list-style-type: none"> 1. Phone or radio available to call for assistance if needed. 2. Staff are instructed to be non confrontational. 	1	3	3	Visitor services training for Charleston staff and volunteers.
1.15	Poor Lighting	Staff Vols Visitors	Trips leading to bruises, sprains, fractures	2	3	6	<ol style="list-style-type: none"> 1. School / group asked to walk around taking care when on site / in the House during initial H&S talk. 2. Charleston staff leave adequate time to move between rooms in the House allowing visitors to get used to changes in light levels. 3. No working in the dark without adequate additional lighting provision. 	1	3	3	
1.16	Site Access Single Lane route with deep ditches either side Driveway into Charleston is a sharp right Parking of large vehicles is challenging if the site is busy Uneven surfaces	Visitors	Coach gets stuck causing distress / injury to those on board	2	4	8	<ol style="list-style-type: none"> 1. School / group are informed about the site access prior to the visit via email - visit guidelines. 	1	4	4	

2	CHEMICAL HAZARDS
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2.1	Hazardous substances, chemicals & products eg photographic chemicals and cleaning equipment	Staff Vols Visitors	Chemical poisoning, Allergic reaction	2	4	8	<ol style="list-style-type: none"> 1. Keep any potentially hazardous materials away from public areas in suitable container. 2. Specific H&S talk before practical activity to school / group using chemical materials eg when doing a photography workshop. 3. Provide appropriate PPE equipment eg safety goggles, aprons and gloves. 4. Ensure all staff are aware of hazardous substance storage points and the correct protective equipment is available. 5. Obtain material Safety Data Sheets on all hazardous substances as per COSHH regulations. 	1	4	4	
2.2	Clay workshop	Staff Vols Visitors	Respiratory difficulties, long term lung disease, chemical poisoning	2	4	8	<ol style="list-style-type: none"> 1. Participants instructed to keep workspace tidy / remove small pieces of clay before they are dry and to wet clean surfaces (no sweeping to avoid creating hazardous clay dust). 2. Mask recommended by COSHH (from an appropriate supplier) to be worn if appropriate for the activity (eg mixing glazes from powdered materials, scraping or sanding clay). 3. Avoid scraping and sanding dry clay as far as possible. 4. Eye goggles to be worn if appropriate for the activity (eg using wire wool). 5. Gloves to be worn if appropriate for the activity eg mixing glazes, oxides , stains into clay. 6. No eating or drinking in the workshop area. 7. Workshop participants given H&S talk at the start of the session. 8. Cleaning materials and hand washing facilities to be on hand (buckets of water if no sink available in the 	1	4	4	

							space).				
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3 BIOLOGICAL HAZARDS											
3.1	Insect Bites / Stings	All	Physical discomfort, allergic reactions or anaphylactic shock	3	4	12	<ol style="list-style-type: none"> 1. Have staff and contractors aware of insects activity on site eg bee swarm – education team to be informed of any activity so they can take appropriate action eg move school / group inside. 2. School / group leaders asked to inform Charleston staff of any allergies in advance and to bring appropriate medication with them (eg epi pen). 	2	4	8	

4 NATURAL PHENOMENA AND OTHER HAZARDS											
4.1	Inclement Weather - wet, uneven pathways / slippery stones	Staff Vols Visitors	Slips, trips leading to bruising / fractures Hypothermia Discomfort	2	3	6	<ol style="list-style-type: none"> 1. Inform the school / group prior to the visit via email and visit guidelines that part of the session may take place outside and that the House is extremely cold in winter and to inform participants to wear clothing appropriate for the weather and time of year, sensible footwear and be cautious with their movements if the ground is slippery. 	1	3	3	

4.2	UV Rays if prolonged time outside	Staff Vols Visitors	Sun burn, sun stroke and heat exhaustion	2	3	6	<ol style="list-style-type: none"> 1. Brief staff on the dangers of exposure to the sun, provide sun block and make all aware of its location. 2. Inform the school / group prior to the visit via email and visit guidelines that part of the session may take place outside and to inform children / parents to wear sensible clothing, bring sun hats, suncream and water bottles. 3. Water available in workshop area if needed. 	1	3	3	
4.4	Wildlife	Staff Vols Visitors	Pecks, cuts, bites	3	2	6	<ol style="list-style-type: none"> 1. H & S briefing to advise group not to disturb or interact with any wildlife. 	2	2	4	
4.5	Bomb threat	Staff Vols Visitors	Injuries or fatalities	3	5	15	<ol style="list-style-type: none"> 1. Charleston staff and volunteers to follow Charleston Safety Management Plan bomb threat procedure. 	2	5	10	
4.6	Vandalism	The House, Garden and collections	Collection damaged on tour/garden	2	2	4	<ol style="list-style-type: none"> 1. Standard security procedures are in place in house (ie. Appropriate staffing levels for the size of the group). 2. School / group leaders and are required to supervise their group at all times. The students and attending adults understand the expectations of behaviour for their visit – visit guidelines are emailed prior to the visit. 	1	2	2	

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