

		RISK ASSESSMENT for events at Beaufort Court Visitor Centre with limited numbers of adults and children.			Page <u>1</u> of <u>3</u>	
		Date of assessment: 1 November 07				
OPERATION	HAZARD	RISK	RISK CLASS	NOS AT RISK	PREVENTATIVE MEASURES	FINAL RISK CLASS
Host visitors around Beaufort Court	Slippery and uneven pathways and steps	Falls, trips	H	1+	<p>Brief visitors before arrival on need for appropriate footwear.</p> <p>Ensure that children are accompanied by a suitable ratio of adults (see Guidelines for Young People visiting Beaufort Court).</p> <p>Ensure all footways/ steps are gritted/ non slip in icy conditions. This to be done by grounds contractor on weekdays; if conditions are icy out of office hours, RES tour host to judge whether manual gritting of Energy Trail is feasible and therefore whether the tour can go ahead.</p>	L
	Steps and uneven pathways presenting particular risk to children and people with disabilities	Falls, trips	H	1+	<p>As above, plus:</p> <p>Notify elderly/infirm visitors of grip rail on external auditorium steps.</p> <p>Children advised to stay with host, not to climb steps and to follow green energy trail unless otherwise advised.</p> <p>Visitors asked to inform RES in advance of wheelchair users. In such instance, install wheelchair ramp at steps near boxed hornbeams when needed, or in dry weather, assist wheelchair user / carer to use sloping grass bank.</p> <p>Ensure host or nominated person present is able to assist in any</p>	L

					wheelchair handling necessary.	
	Solar panels - steep drop. Particular risk for children	Fall from height and/or onto panels	H	1+	Fencing/ plants to be installed to restrict route between steps and end of panels and from end of panels to ground level. In absence of such barriers, prohibit all children under 16 up steps, and adult groups of more than 8 people up steps at any one time.	L
	Large grounds and tall miscanthus crop	Injury/ getting lost	H	1+	Ensure that there are a suitable number of adults present. For school trips: 1:5 for pupils under age 11; 1: 7 for pupils aged 11-18. Follow correct registration procedure: all visitors to sign Visitor Book (during office hours in auditorium, out of office hours at Reception) and wear visitor pass in visible place. Host to periodically check that all are present.	L
	Plant and equipment	Injury/ death	H	1+	Ensure that visitors do not have access to plant rooms unless accompanied by authorised RES staff. No children permitted in plant room.	L
	Fire or other emergency occurring during visit within office hours	Injury/ death	H	1+	Host to brief visitors at the commencement of visits about what to do in an emergency; Host to collect Auditorium Visitor Book and ensure all visitors are taken to a point of safety (muster point). Where group is already outside when fire alarm is heard, Receptionist to collect Auditorium Visitor Book	L
	Fire/other emergency occurring out of office hours	Injury/ death	H	1+	Host to brief visitors at the commencement of visits about what to do in an emergency; 2 nd member of RES staff present to collect Visitor Book and 1st Aid kit from Reception and take to Muster point.	
	Visits outside	Accident/ injury	M	1+	Ensure that during the visit there is at least one First Aider or	L

00511R00031 Issue: 02-Draft

	normal working hours				Appointed Person in attendance.	
	Sharp drop at heat store	Accident/ injury	M	1+	Barriers at the corners of heat store/ warning signs	L
	Risk of burning	Injury/death	M	1+	Group visits prohibited from accessing boiler room. Individual visitors only allowed into boiler room accompanied by RES approved staff, with max number of 4.	
	Biomass flue	Banging head	M	1+	Flue is marked with black and yellow tape.	L
	Slime on steps at auditorium	Slips/ falls	M	1+	Periodically clean Hand rail installed on external auditorium steps. Notify visitors to take care on steps, and advise of handrail..	L
	Fall from height on grass roof for young children	Injury/ death	H	1+	Install additional fencing. In absence of additional fencing, prohibit all group visitors from grass roof. Individual visitors must be strictly accompanied by RES staff.	L
	Fall from height at reception link roof	Injury/ death	H	1+	Additional signage posted at either end stating "NO ENTRY". No visitors allowed on grass reception roof.	L
	Traffic in car park	Injury/ death	M	1+	Adults accompanying children to ensure they keep to Energy Trail/ edge of path of cars and keep in when cars are moving. For large events, cordon off route with cones, rope and signage. For large events, brief staff to minimise car use where possible. Mark out two spaces in front of solar panels to be kept clear at all times.	L
Look inside wind turbine	Electrocution (if panel doors were opened)	Injury/ death	H	1+	Follow correct safety procedure in event of adverse weather conditions or operation (eg ice, fault, lightning). Not permit anyone to enter the turbine but to allow visitors to look in from the outside. The door shall be locked when Authorised RES staff is not in supervision	L
	Tripping on step	Injury	M	1+	Not permit anyone to enter the turbine but to allow visitors to look in from the outside. The door shall be locked when authorised RES staff is not in supervision	L

00511R00031 Issue: 02-Draft

	Tripping inside turbine	Injury	M	1+	Not permit anyone to enter the turbine but to allow visitors to look in from the outside. The door shall be locked when Authorised RES staff is not in supervision	L
	Ice falling on head	Injury/death	M	1+	Follow correct safety procedure in event of adverse weather conditions or operation (eg ice, fault, lightning).	L
	Stopping the turbine (if someone were to push the Emergency Stop)	NA	L	1+	Not permit anyone to enter the turbine but to allow visitors to look in from the outside. The door shall be locked when Authorised RES staff is not in supervision	L
	Falling from ladder (if someone decided to climb the turbine)	Injury/death	H	1+	Not permit anyone to enter the turbine but to allow visitors to look in from the outside. The door shall be locked when Authorised RES staff is not in supervision	L
	Steps from grass roof to courtyard	Banging head	M	1+	Mark with black and yellow tape/signage. No access for group visits to roof at present.	L
Activities in Auditorium	Physical equipment eg tables, flipcharts	Catching fingers	M	1+	Ensure equipment is set up securely before visitors arrive with sufficient clearance.	L
	Electrical equipment	Electric shock	M	1+	Computer, amplifier etc housed in suitable cupboard	L
	Craft activities	Cutting hands, hot glue on hands	M	1+	Supervision of children's activities with appropriate ratios. Ensure use of glue gun supervised at all times. Hazardous preparation done in advance by adult.	L
Activities in Coach House	Kitchen equipment in open access kitchen	Risk of burning/electric shock	M	1+	Where children present, ensure kitchen equipment is switched off prior to start of activities.	L
	Fire doors	Catching fingers	M	1+	Ask children to stay in allocated room	L
	Upstairs balcony	Fall from height	H	1+	Ask visitors not to go through fire doors marked with 'no entry' sign / upstairs	L
Provision of refreshments	Hot liquids	Risk of burning	M	1+	No children permitted in kitchen areas except during walk round (keep to corridor side of screen in main horseshoe kitchen) Visitors asked not to put cups on blue chairs of auditorium to avoid spillages.	L

00511R00031 Issue: 02-Draft

	Provision of food	Risk of food poisoning	M	1+	No fresh food to be served unless prepared off site by a catering firm with its own Certificate of Hygiene. Staff to ensure their hands are thoroughly washed before preparing dry foods eg biscuits/crisps Milk to be checked before serving.	L
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