


CROXTETH HALL & COUNTRY PARK

Generic Risk Assessment for **Hall Learning Opportunities** EY/ KS1/ KS2/ KS3

A	HALL	Service: Parks and Green Spaces	Team: Ranger Interpretation Service (RIS) RIS : 0151 233 6915 / 233 6912 www.croxteth.co.uk	Location: Hall Croxteth Hall & Country Park, Croxteth Hall Lane, Liverpool L12 OHB
	 Notes; NB this risk assessment should be used in conjunction with the visit organizers own risk assessment for the visit.	Reference : CHCP RA's- Hall 2012 Events Covered: UPSTAIRS DOWNSTAIRS HANDS ON HISTORY SPRING AWAKE! HARVEST HELPERS STORYTELLING VICTORIAN CHRISTMAS SELF LED VISITS CUSTOMISED VISITS ACTIVITY DAYS	Assessor: P Currey Date:23/01/2012 Reviewed by D Jones Date: 23/01/2012 Next Assessment Review Date; January 2013 Copies: RIS Line Manager RIS Team Volunteers* Schools/Visit Organisers* Joint Venture Partner* Green Space Client* Other Partner Agencies* LCC Health & Safety Officer* LCC Outdoor Visits Officer* * As and when required	CHCP Interim Manager: Giles Nance RIS Derrick JONES Senior Ranger Paul CURREY Ranger John SMITH Ranger Paul SUTTER Ranger Mick FLOOD Ranger (Stanley Park) Dave DAWSON Interpretation Officer Neil BASCOMBE Events Officer
	Assessment of risk for: Those engaged on the above named visit. This visit may present hazards found in the Hall environment. NB this risk assessment may be used as part of the overall risk assessment compiled for the visit by the visit organiser.			
	Events Reference: Activity Day (AD) Hall Stories (HS) Hands on History (HOH) Upstairs downstairs (UD) Harvest Helpers (HH), Spring Awake (SA) Customised Visits (CV).			
	Cross Reference: Walled Garden Generic RA, Farm Generic RA, Country Park Generic RA, VC/Customised Visit RA			

B	Hazards	Groups at risk	Existing Controls	Priority
All event risks	<p>Child Protection; Stories are performed or enacted by contracted professional storyteller/s have CRB enhanced disclosure – CH&CP follows appropriate LCC guidelines.</p>	<p>CH&CP or other LCC employees, children, students and teaching staff of visiting groups or any other persons assisting with this activity (All).</p>	<p>Storyteller (ST) contracted in by CH&CP. Will be checked for CRB disclosure and public liability insurance for activities.</p>	<p>Low</p>
	<p>Trip hazards, arising from not paying sufficient attention to surroundings or being distracted or running whilst engaged in a practical activity. Trip hazards, in the form of steps, stairs, rugs, carpets, uneven floorboards and paving are common to many areas of the Hall. Other objects may present a potential trip hazard such as, cabling, wiring and lighting.</p>	<p>All</p>	<p>The public visitor route must be clear of hazards, or any found on Hall check before opening to be reported to the Hall Manager who should inform RIS of any concerns PRIOR to opening. RIS team to take appropriate action to avoid or negate any reported hazards. Clerk of Works to notify status of any building or maintenance work to affect public areas and should also be reported to RIS so that it can be taken account of. Curator to report all film works in advance.</p>	<p>Low</p>
	<p>Other potential trip hazards arise from people not paying sufficient attention, moving without due care for themselves or others, causing a hazard for themselves and others.</p>	<p>All</p>	<p>RIS/guide to advise group of nature of potential hazards on visitor route and to take time (no running) through corridors, passageways or stairways. RIS to ensure all parties are made aware of any potential trip or slip hazard especially if special operations (filming) or other work likely to introduce hazards into visitor route.</p>	<p>Low</p>
	<p>Stairways and stairwells present hazards in the form of trips, slips, misplaced footing or losing balance.</p>	<p>All</p>	<p>RIS/Guide to instruct and demonstrate as to safe handling and usage of implements and ensure they're age appropriate. See also VC customised Visit RA.</p>	<p>Low</p>
	<p>Grazes/bruises from mishandling Victorian implements used in the hall during HOH and customised visits</p>	<p>All</p>	<p>School staff to have team list of participants. Teams instructed to stay in groups or pairs. All teams advised by RIS guide to work in pairs or threes and not to separate or wander into undesignated areas off the visitor route.</p>	<p>Low</p>
	<p>Children / Staff members may separate from group and become lost or disorientated.</p>			

B	Hazards continued	Groups at risk	Existing Controls	Priority
All event risks	<p>Lost children/ Staff members continued</p> <p>Unexpected incident/ accident</p> <p>Fire Darkened or unevenly lit passageways causing unforeseen trip hazard or auto closing door Jambes & doorways, allergies</p>	<p>All</p> <p>All</p> <p>All</p>	<p>ST/guide must be aware of route and potential location hazards. Direct games with care and with help of accompanying teaching staff to prevent hazards and promote safe play whilst engaged in games/activities.</p> <p>ST/guide to caution children against injury as a result of colliding, falling, trips or slips whilst playing games/activities.</p> <p>Hall staff check of the <i>visitor route</i> before opening for any new or previously reported hazards, (e.g. when filming or building operations are in progress). If found, they <i>must</i> be removed or if not possible, reported to Hall Manager or RIS, who will inform the guide.</p> <p>Allergies – school to inform parents that stable visit is offered as part of visit. The S/t guide must take account of age and abilities of individuals Guide to have radio for contact with site Security and to contact Security for First Aid or other assistance if required.</p> <p>Follow prescribed Fire Drill and exit Hall via routes indicated and assemble in designated areas.</p>	<p>Low</p> <p>Low</p> <p>Low</p>

Risk Priority: High: Accident likely with possibility of serious injury or loss. Medium: Possibility of accident causing minor injury or loss **Low: Accident unlikely with control measures in place**

D	Controls	E To be completed by manager.			
Ser N ^o	Additional controls required	Action to be taken	By whom	Completion Date	Task Completed (Signed & Dated)
All event risks	<p>Hall staff to check for any hazards – any found should be reported to the Hall Manager before the commencement of the visit. Any reported hazards to be avoided until suitable controls are in place.</p> <p>RIS Guide to remind all in party to take care when proceeding through the visitor route, especially over stairs and uneven flooring. Group also advised not to lean over banisters or stairwells and to be alert for potential hazards.</p> <p>RIS guide to advise party of any potential hazard presented by building or filming activities, to stay with the party at all times and not to stray off to unattended areas or become unattached from the group.</p> <p>RIS Guide to advise party to take care in dark or unevenly lit areas/ to inform Hall manager if lighting is deemed insufficient (extra lighting to be provided if deficiencies in supply) to allow safe passage by group according to ability.</p> <p>RIS Guide to warn of the potential danger from swing doors and door –jamb. Students advised to keep fingers clear of the doors.</p> <p>Guides to describe Fire drill procedure in the event of the raising of the fire alarm.</p> <p>If an unexpected incident occurs, the guide to follow instructions from Ranger Base (security) on procedure depending on circumstances.</p> <p>RIS will be in radio contact with ranger base at all times.</p>	<p>Risk Assessment provided for visit organisers, Hall Manager, RIS team to be aware of hazards.</p> <p>RIS team member/Guide to inform party of hazards.</p> <p>ditto</p> <p>ditto</p> <p>ditto</p> <p>ditto</p> <p>ditto</p> <p>ditto</p>	<p>RIS Manager for action.</p> <p>RIS team member/guide</p> <p>ditto</p> <p>ditto</p> <p>ditto</p> <p>ditto</p>	<p>January 2012 onward</p>	<p>P Currey (Ranger) 24/01/2012 D Jones (Senior Ranger) 24/01/2012 C. Leigh (Hall Manager) G. Nance (Interim CHCP Manager) J. Carder Curator of Collections I Craven CHCP Green Space Client Officer (GSCO)</p> <p>ditto</p> <p>ditto</p> <p>ditto</p> <p>ditto</p>
Once the additional control measures are implemented, what are the overall Risk / Action Priority for the activity now? (Please bold)					HIGH, MEDIUM or <u>LOW</u>
Copies: CHCP Manager, Hall Manager, Curator, RIS Team leader, RIS Team, Parks & Environment Green Space Client Officer (GSCO)CHCP GSCO.			Assessment Review Date: Jan 2013 This version author: Paul Currey (Ranger) Date: 24/01/2012 Reviewed by: Derrick Jones (Senior Ranger) Date: 24/01/2012		
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