

GOWER HERITAGE CENTRE

Risk Assessment Summary

The following text summarises the safety measures taken by the Gower Heritage Centre and shows the risk assessment procedure that is followed.

Amended & updated until January 2015

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Daily safety procedures – notes for staff

When opening up every morning:

1. check every building as it is opened for safety. Examples can be:
 - hand-held grindstones properly seated on top of each other
 - gate to wood-turning equipment is bolted shut
 - no loose items on floor that may cause people to trip
 - no objects that pose a potential hazard are left in public reach
2. check walk ways and general access areas are freely accessible and not blocked by any boxes, rubbish etc.
3. give the children's play equipment in the sand pit area, the courtyard and the tea-rooms a brief visual inspection every day. At least once a week, make this inspection more closely, and particularly in the sand pit area check for deterioration in equipment.

ALL EMPLOYEES, whatever their job, should report anything they believe to be a potential hazard to the person designated in charge on site and remedial action taken where appropriate.

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FIRE RISK ASSESSMENT - EVACUATION PROCEDURE

On site responsible persons:

- Tearooms area Catering Manager
- General Roy Church or person in charge of reception

In the event of a fire:

1. One of the day's responsible persons shall ensure that the Emergency Services are contacted and raise the alarm by one of the following methods:
 - General announcement over the PA system
 - Air Klaxon
 - Announcement using hand held megaphone
 - Ring hand bell if no other method possible
2. All other staff to act as stewards. (meet in courtyard where they will be)
3. The person responsible, where appropriate, will ask a member of staff to go to the end of the leat to clear the site. Another member of staff should go to the front of the GHC to direct the Emergency Services and to ensure the public cross safely into the Car Park.
4. All members of the public will be asked to leave the premises via one of 2 main egress routes. The person responsible will decide which route is suitable, depending on the site of fire or other hazard.
 - **Route 1.** All people up to top path by leat. Then to proceed out onto road that leads to Park Place via exit next to coracles. It is essential to have at least 2 members of staff positioned here, due to slipping hazard on path and hazard from any passing vehicles on the road.
 - **Route 2.** All people to leave from main courtyard by the black double doors. Note this is also the point of entry for any vehicles from the Emergency Services. A member of staff needs to be positioned by the doors to ensure free movement.
 - **Route 3.** All people to leave through the main reception area.

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CHILD PROTECTION POLICY January 2015 update

1. Taking into account the provisions of the Children Act 1989, which requires people other than parents to do what is reasonable to safeguard a child's welfare while the child is in his or her care, and in consideration of the Sex Offenders Act 1997 and Part V of the Police Act 1997,
2. The Policy of the Gower Heritage Centre (GHC) is to safeguard the welfare of the children and young people participating in its projects and to ensure good practice to protect children and young people from harm, by following the guidelines laid down in this document.
3. The GHC understands the primary issues of Health & Safety and Assault and Abuse
4. All people required by the GHC – and including employees of the GHC – to carry out duties which involve working with children shall undergo an Enhanced Disclosure check through the C.R.B. This will require them to provide:
 - Details of previous experience, voluntary or paid, of working with children,
 - Permission to contact at least one person who has experience of their work or contact with children,
 - Details of any convictions for criminal offences against children including any spent convictions under the Rehabilitation of Offenders Act 1974.
5. The GHC will provide all staff, volunteers and artists with clear guidelines concerning the safety and welfare of the children they will be responsible for.
6. The GHC will endeavour to avoid situations where there is one to one contact or where no other adult will be present.
7. Activities involving children (workshops, tours, parties) should take place:
 - with more than one adult present wherever possible
 - in a safe environmentAny concerns of the workshop leaders or other people present should be reported to a senior member of staff at the GHC immediately.
8. Policies and procedures should be reviewed annually by the GHC.

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SITE RISK ASSESSMENTS

Key to Tables

Who is at risk? S = staff, V = all visitors, D = disabled visitors/infirm, Y = youth visitors, CH = very young visitors, P = pregnant women

A : How likely? 1 = highly unlikely to happen, 2 = could possibly happen, 3 = quite likely

B : Severity of risk: 1 = only slight injury, 2 = more serious injury, 3 = very serious injury or fatality

C : Overall risk = A x B. Risk of 6 or greater is unacceptable; 4 & 5 require monitoring and action; 3 or less are usually acceptable.

SUMMARY FIRE RISK ASSESSMENT

Review date: January 2015

LOCATION	DESCRIPTION OF HAZARD	WHO'S AT RISK	A	B	C	PREVENTATIVE MEASURES
KITCHENS	Combustible material, gas flames, oil, all pose a burning hazard	S, V	2	2	4	Fire blanket in suitable place, correct fire extinguishers, regularly serviced.
PLAYROOM NEXT TO KITCHEN	Serious hazard in case of fire if the rear fire-exit cannot be opened	CH, V	1	3	3	Ensure door can be opened at all times.
WORKSHOP	Combustible material (sawdust, wood) in enclosed space with heat-generating machinery.	S	1	2	2	Ensure shop is kept clean and no smoking rule is enforced. Correct fire extinguisher available
CRAFT WORKSHOPS	Combustible material (sawdust, wood) in enclosed space...	S	1	2	2	As above
ALL AREAS	EVACUATION PROCEDURES SHEET APPLIES					
ALL AREAS	Tripping hazard, etc. in event of fire through panic and confusion on the part of members of the public	V	2	2	4	Clear directions from staff & clear signage. Also keep walkways clear

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SITE RISK ASSESSMENT – CAR PARK

Review date: January 2015

LOCATION	DESCRIPTION OF HAZARD	WHO'S AT RISK	A	B	C	PREVENTATIVE MEASURES
ROAD TO THE FORD	SERIOUS HAZARD FOR PEDESTRIANS WHO MAY NOT BE AWARE THIS IS A ROAD	V, CH	2	2	4	WARNING SIGNS / MARKINGS FOR PEDESTRIANS & MOTORISTS
MAIN CAR PARK AREA	SERIOUS HAZARD WITH PEDESTRIANS IN SAME AREA AS MOTORISTS	V, CH	2	2	4	WARNING SIGNS & DESIGNATED WALKING AREAS; SUPERVISION OF COACHES BY CENTRE STAFF
MAIN CAR PARK AREA	HAZARD TO PEDESTRIANS (CHILDREN) WITH REVERSING COACHES	V, CH	1	3	3	CENTRE STAFF TO SUPERVISE COACHES WHEREVER POSSIBLE
MAIN CAR PARK AREA	HAZARD TO PEDESTRIANS (CHILDREN) WITH REVERSING COACHES	V, CH	1	3	3	COACHES TO USE DESIGNATED ENTRANCE/EXIT, DESIGNATED BAYS, & WARNING SIGNAGE
MAIN CAR PARK AREA	MILL RACE – FALLING OR DROWNING HAZARD FOR SMALL CHILDREN SLIPPING UNDERNEATH GREEN RAILINGS IF PARENTS DO NOT SUPERVISE THEM	CH	2	2	4	THERE IS WIRE MESH ON RAILINGS OR CLEAR WARNING SIGNAGE
CAR PARK OVERFLOW	OPEN ACCESS TO MILL RACE, POSSIBLE FALLING OR DROWNING HAZARD FOR SMALL CHILDREN IF PARENTS DO NOT SUPERVISE THEM WATER HAZARD BRIDGE ENTRANCE TO CAR PARK	CH	1	3	3	WARNING SIGNAGE WARNING NOTICE

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SITE RISK ASSESSMENT – GENERAL INSIDE

Review date: January 2015

LOCATION	DESCRIPTION OF HAZARD	WHO'S AT RISK	A	B	C	PREVENTATIVE MEASURES
AIR RAID SHELTER	Low and narrow entrance and rather dark inside – could bump heads or trip	V, S	2	1	2	Warning sign & supervision of children
MILLER'S COTTAGE	Possible pinching hazard with some display items	CH	2	1	2	Sharp needles removed from sewing machine & record player. Parents asked to supervise child
OLD WHEEL SHAFT	Located in Carpenters workshop near Water Wheel – could be climbed on by young children	Y, CH	1	3	3	Warning sign and supervision of groups
COFFINS	Could be pulled over on top of children	Y, CH	1	2	2	Warning sign
ROLLER SHUTTER ENTRANCE	Low entrance – serious bump to head, fly screens obscure view	D, V, S	3	1	3	Improved signage provided, guide to warn older groups when arriving

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SITE RISK ASSESSMENT – COURTYARD

Review Date: January 2015

LOCATION	DESCRIPTION OF HAZARD	WHO'S AT RISK	A	B	C	PREVENTATIVE MEASURES
DAIRY	Dairy display items on high shelf not fixed in place	Y, CH	1	2	2	There are warning and other Signs - Pease do not handle the exhibits
DOORS TO WORK AREA	If door is left open, possible for public to access potentially dangerous work areas	Y, CH	2	1	2	Instruct staff to ALWAYS shut door. Warning signs improved
WISHING WELL	Children like to clamber over this: ensure nothing loose or sharp that could cause injury	CH	2	1	2	Inspect regularly and make on-going assessment whether safe
TRACTOR SHED	Step down from shed to courtyard could be a tripping hazard. Any child riding toy out of shed could fall.	CH	2	2	4	Tape or Paint edge of step with warning strip. Sign for parents re: supervision & need to keep all tractors inside shed. Children must be supervised.

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SITE RISK ASSESSMENT – OUTSIDE

Review Date: January 2015

LOCATION	DESCRIPTION OF HAZARD	WHO'S AT RISK	A	B	C	PREVENTATIVE MEASURES
PILLORY & STOCKS	Child pillory – a child could get stuck & frightened if alone. Loose bars on stocks could bang down on hands	CH	1	1	1	Request parental supervision (sign needed). With youth groups, ensure adequate supervision. Wedge on stocks to prevent pinch
PHOTO-STAND	Possible tripping / falling hazard off edge of display platform (10 cm approx)	ALL	2	1	2	Paint edge of platform to make it stand out
COCKLE CART	Old tools could cause injury if handled and misused	Y, CH	1	2	2	Ensure adequate supervision of groups. Do Not Touch notice
RIDGER & SOWER	These implements are accessible. Fingers could be pinched in places, rusty chain	CH	1	1	1	Warning signage & adequate supervision
TRACTOR (PLAY)	Old tractor has several sharp edges that could cause abrasions	CH	2	1	2	Ensure edges are chamfered if possible or cover
WOOD COPPICE AREA	Pieces of equipment that could fall on small child	CH	1	2	2	Ensure adequate supervision of children. Signage
Brodyr Bannwen display	Access via external staircase. Displays include weaponry	V CH	2	2	4	Displays are kept locked, staircase is covered to prevent it from being slippery

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SITE RISK ASSESSMENT – ANIMAL ENCLOSURE

Review Date: January 2015

LOCATION	DESCRIPTION OF HAZARD	WHO'S AT RISK	A	B	C	PREVENTATIVE MEASURES
PATHS	On the slope, slipping / health hazards (animal faeces, e-coli, leaves)	D, CH	2	2	4	Ensure regular cleaning of paths
GAMEKKEPERS HUT	Potentially dangerous objects within hut could be misused	Y	1	1	1	Gun is decommissioned and fastened to wall. Bottom half of door locked. Please do not Touch sign
ANIMAL CAGES	Fingers could get bitten if put through the wire	CH	2	1	2	Warning signage
CAGES BY POND	Chicken wire in between cages has sharp edges at eye height – possible hazard poking in the eye	CH	2	2	4	Cover edges or bend round
LEAT	Unfenced areas could be hazard to children – falling or tripping	CH	2	2	4	Warning signage. Keep path very clear Water Hazard
TOP SLUICE GATE	Child could fall into deeper water if not adequately supervised and not be immediately detected	CH	1	3	3	Warning signage & ensure adequate supervision by parents or group leaders remove large stones
DAIRY CART	Children could fall off and hurt themselves if they climb over it	CH, V	1	1	1	Warning signage or fenced off
FISH & DUCK FOOD DISPENSER	Small children could put fingers in mouth after handling the food	CH	2	1	2	Sign advising to wash hands. Provide wash facilities

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SITE RISK ASSESSMENT – TEA-ROOMS & PLAY ROOM

Review Date January 2015

LOCATION	DESCRIPTION OF HAZARD	WHO'S AT RISK	A	B	C	PREVENTATIVE MEASURES
TEA-ROOM	Items such as crockery, ice-cream cabinet, fire extinguisher, all present hazard to unsupervised young children – pulling over, pinching hazard, etc.	CH	1	1	1	Do not stack crockery at edge of table. Ensure parents supervise children (signage, verbal request)
ELECTRIC SOCKETS	If children are not adequately supervised, they could put their fingers into sockets or insert foreign objects	CH	1	2	2	Use socket caps & request parents supervise their children
PLAYROOM FIRE EXIT	The fire exit is in the playroom could be a trap in the event of a fire	S, V, CH	2	3	6	push bar on fire door and clear signage

SITE RISK ASSESSMENT – SANDPIT

Review date: January 2015

LOCATION	DESCRIPTION OF HAZARD	WHO'S AT RISK	A	B	C	PREVENTATIVE MEASURES
GENERAL SANDPIT	All outside equipment used unsupervised by staff of G.H.C. could be subject to damage or deterioration, leading to various possible accidents. Particular possible hazards with tree house, rope climber, adequate levels of sand throughout	CH	2	2	4	Ensure regular checking of equipment takes place and there is adequate maintenance
TREE HOUSE	Possible slipping hazard in damp weather	CH	2	1	2	General warning sign for parents to supervise children adequately

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SANDPIT GENERAL	Possible injury to eyes if sand is thrown by children	CH	2	1	2	Warning signage & parental supervision requested
WOODEN SEE SAW	Small children could pinch their fingers underneath the seat of the see saw as they come down	CH	2	1	2	Put some kind of stop under seats – survey and assess
TOY EXCAVATORS	The metal excavators could pinch tiny fingers	CH	2	1	2	Signage requesting parents supervise children adequately
SWING	Child could be kicked by another on the swing. Also falling hazard.	CH	2	2	4	Warning notice take care Check layout of equipment & adequate sand. Children should be supervised at all times

RISK ASSESSMENT – POTTERY WORKSHOP

Review date: January 2015

LOCATION	DESCRIPTION OF HAZARD	WHO'S AT RISK	A	B	C	PREVENTATIVE MEASURES
FRONT STEP	Tripping hazard, particularly on leaving pottery – concrete path outside	ALL	2	2	4	Improved sign on doorway & painted strip on edge of step
POTTERY ROOM	Overcrowding – danger of someone being pushed too near moving parts of wheel & difficulty of evacuation	ALL	1	1	1	Paint step. Limit numbers at any one time
FLOOR	Uneven in places, a heel or walking stick could get trapped	S,D,P	2	2	4	Floor to be repaired, step painted

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KILNS	Possible thermal hazard. Inadequate ventilation, Risk of being tampered with by children	S, Y, CH	1	2	2	Kiln area boarded off. Power protected by code. Extractor fan for fumes. R.C.D. fitted
POTTERY GENERAL	Fire hazard with wooden floor, benches, etc.	ALL	1	2	2	Powder extinguisher to be fixed on wall. Water available. Keep room clear of debris. No smoking sign
POTTER'S WHEEL	Drawing-in hazard of wheel, - loose hair or clothing. Abrasions to hands if caught on rough surface	ALL	2	2	4	Sign giving clear instructions to students, hair tied back and no loose clothing. Close supervision
POTTER'S WHEEL	Start/stop button is located 2 ft. off floor – child could push it	CH	1	1	1	Mains plug situated very high up – 7 ft. & closely supervised
POTTER'S WHEEL	General hazards – ejection of pieces of clay from wheel, unexpected start up of wheel.	ALL	1	1	1	Wheel cuts out & does not restart after power cut; clay is soft & inert; aprons worn & pupils wash hands after lesson.
HAND TOOLS	Both for wheel and modelling class, tools could cause cuts and abrasions if misused or used carelessly	S, Y, CH	2	1	2	With sharp tools, trainer controls use. Very close supervision throughout. Tools stored away from accidental reach of children
STORAGE OF CHEMICALS	Some chemicals that are required for glazing and other processes are harmful on contact & inhalation. Could tip onto potter when she gets them off very high shelf.	ALL	2	2	4	Chemicals to be locked away. Must not be stored high up.

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RISK ASSESSMENT – FLOUR MAKING

Review date: January 2015

LOCATION	DESCRIPTION OF HAZARD	WHO'S AT RISK	A	B	C	PREVENTATIVE MEASURES
GENERAL	Fire hazard: flour is combustible	ALL	2	2	4	Ensure extinguisher available. No smoking signage. Keep floor clear of debris
ENTRANCE & FLOOR	Step down into room not visible, hidden by fly screen. Tripping or falling hazard. Also gaps in old floor boards could trap a walking stick or heels and cause fall	ALL	2	2	4	Warning signage
TOOLS	Granite hand tool, weighing scale, demonstration grindstone could all cause abrasions if misused	CH, Y	2	1	2	Close supervision of youth groups. Signage requesting parental supervision & do not touch
MECHANICAL MILL	Sharp hooks on side could easily catch a child's finger and pierce it	CH	2	1	2	Remove or file down / cover
MILL WHEEL MACHINERY	Belt driving wood-turning lathe could be reached by teenager. Drawing-in hazard. Also trapping hazard in oscillator if misused	Y	1	2	2	Warning signage not to touch & supervision of groups
WHEEL GUARD	Bottom edges of guard around machinery is at head height – sharp edges could catch forehead & cause abrasions	S, V	2	1	2	Change guard or cover edges

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RISK ASSESSMENT – WOODTURNING

Review date: January 2015

LOCATION	DESCRIPTION OF HAZARD	WHO'S AT RISK	A	B	C	PREVENTATIVE MEASURES
GENERAL	Fire hazard – multiple combustible materials	ALL	1	3	3	Fire extinguisher available. No smoking signage. Floor kept clear of debris
LATHES	No guards could lead to eye damage, or drawing-in hazard with hair or sleeves. Also serious abrasions if fingers catch on piece being turned	S, Y	2	2	4	Very closely supervised and detailed instructions for use given, including safety advice. Eye protection worn. Hair tied back and loose clothing removed
LATHES	Electrical supply safety – danger if machine starts unexpectedly	S, Y	2	2	4	Machine does not restart after power cut. Mains switches high off ground
WORK AREA	Danger to children if they access area of machinery	CH	1	2	2	Gate bolted and warning signage

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RISK ASSESSMENT – PUPPET THEATRE & WORKSHOPS

Review date: January 2015

LOCATION	DESCRIPTION OF HAZARD	WHO'S AT RISK	A	B	C	PREVENTATIVE MEASURES
FIRE EXITS	Second exit at end of long room must be available for emergency use at all times	SS, V	2	2	4	Regular checking that nothing obstructs this exit
ROOM	If large number of small children in room with not many adults supervising, would be very hard to evacuate quickly in an emergency	CH	1	3	3	Limit numbers by agreement with puppeteer and control adult-child ratio
ELECTRICAL SOCKETS	With very small children, risk of small fingers / objects being put into sockets	CH	1	2	2	Socket caps in place when not in use
STEP IN MIDDLE OF ROOM	Possible tripping hazard	SS, V	2	1	2	Step painted different colour to make it stand out
SCISSORS, SHARP INSTRUMENTS	Possible misuse by small children could cause injury	CH	1	2	2	Safe school scissors used by children. Sharper scissors and tools stored away from reach

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RISK ASSESSMENT – CORACLE

Review date January 2015

LOCATION	DESCRIPTION OF HAZARD	WHO'S AT RISK	A	B	C	PREVENTATIVE MEASURES
GATE TO CORACLE AREA	If left open, small child could fall in water	CH	2	3	6	Gate bolted on far side. No entry sign. Keep padlocked
STEPS DOWN TO CORACLE	Very damp area, could be a slipping hazard	S, Y	2	1	2	Keep clear of leaves. Staff use non-slip shoes
GETTING IN & OUT OF CORACLE	Danger of slipping & falling in water	S, Y	2	1	2	Staffed only by those competent to instruct students. Suitable shoes, clothing, hair tied back.

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RISK ASSESSMENT – OUTDOOR ACTIVITY – WALKS

A risk assessment is produced for each route taken and reviewed before each activity. The following is a sample:

GOWER HERITAGE CENTRE OUTDOOR ACTIVITY RISK ASSESSMENT

RISK ASSESSMENT FOR: ROUTE CARD 2 – PARK WOOD & PENMAEN

RISK ASSESSMENT TOAL SCORE: 14

PARTY LEADER:

SIGNED BY:

	The activity	The individual	The activity leader	Environment	Access to First Aid	External factors
	x	x	x	x	x	x
1	Within the every day experience of the individual	Very experienced, appropriate level of competency	Experienced and qualified at the appropriate level	Urban or rural with hazards that are predictable	First Aid and emergency support available. Staff qualifications at appropriate level	Weather appropriate to the activity, any change will have no adverse effect on the group
2	Outside the every day experience of the individual but the tasks have familiar aspects	Regular exposure to the activity. An adequate level of competency	Minimal qualifications. Regular participant.	Urban and rural with hazards that change quickly	First Aid and emergency support available. Staff minimally qualified in First Aid	Weather appropriate to the activity, any change will have minimal effect, but will not affect safety

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3	Outside the every day experience of the individual but competency has been achieved in training	Experience at a recreational level, some competency	Minimal qualifications, Recreational participant.	Industrial. Overnight stays	First Aid and emergency support available. Staff unqualified in First Aid	Weather change could lead to problems if the group is not adequately prepared by training or equipment
4	Outside the everyday experience of the individual but training has been given	Some experience at an introductory level. No competency.	Some experience as a leader. Limited or recreational participant	Close proximity to water, cliffs, or other dangerous topographical feature	No First Aid and emergency support readily available; staff appropriately qualified in First Aid	Weather change could lead to serious problems if the group has not achieved a level of competency in the activity or is not adequately equipped
5	Outside the experience of the individual with no similar aspect training, etc.	Absolute novice, no experience of the activity and/or has special needs	No experience of the activity in a leader capacity. Some experience as a participant	Travel to other countries. Areas classified by NGBs as advanced e.g. sea, wilderness areas, etc.	No First Aid or emergency support readily available; staff appropriately qualified or no qualifications in First Aid	Weather change could has serious repercussions for the group

Assessment	6 – 10 LOW RISK <input type="checkbox"/>	11 – 19 MEDIUM RISK <input type="checkbox"/> 14	20 – 25 HIGH RISK <input type="checkbox"/>	26 – 30 UNACCEPTABLE RISK <input type="checkbox"/>
	Definition The possibility and nature of an accident occurring are not substantially different to those encountered in every day experience	The hazards encountered are outside the groups' experience but by adopting principles of safe practice should bring them to an acceptable level	The hazards encountered are either extreme or very much beyond the every day experience of the group. The repercussions of an accident could lead to serious consequences.	The hazards encountered are far beyond the experience of the group and the Leader.