

# **Education Session Risk Assessment**

## **Longthorpe Tower**

Risk Assessment carried out in February 2013. Vivacity's Heritage Education Department has identified potential risk areas to assist teachers in carrying out their own assessments. The information we have provided is by no means exhaustive and all teachers are advised to make a familiarisation visit to make appropriate plans for their group. When carrying out a risk assessment it is imperative that teachers give special consideration to the measures they will undertake, such as providing adequate information, instruction and training to the appropriate people, identifying who takes overall charge in an emergency situation and the ratio of pupils to adults.

Teachers are reminded that whilst the staff at the tower are there to help, it is the responsibility of the teacher to ensure that children are supervised at all times.

### **Teacher/Pupil Ratio**

Entrance is free to accompanying teachers and support staff. We recommend a ratio of school children under eight years 1:4, over eight years 1:8, special needs 1:1, other groups 1:10.

### **First Aid**

First aid provision is available in the tower, on the first floor.

### **Toilets**

Toilets are on the ground floor, outside the tower. They are not suitable for wheelchair users.

### **Disabled Access**

There are no disabled access facilities due to the nature and age of the building.

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### Probability ratings:

1. Improbable: unlikely to occur.
2. Possible: may occur.
3. Probable: likely to occur.
4. Certain: common/frequent.

### Severity ratings:

1. Minimal risk: no injury.
2. Moderate risk: cuts/bruises etc.
3. High risk: broken bones/burns etc.
4. Major risk: death/disability

Area/Activity	Potential Hazard	Probability	Severity	Control measures to be taken	Additional measures required	Time/ date action to be taken
Entrance to site on driveway – on first arrival to site, listening to welcome and H&S on using stairs to access tower.	Traffic hazard	1	4	Member of staff ensures visitors are made aware of potential traffic, to stand on far side of the driveway - to not cause an obstruction.	Adults on each end of the line of children and to watch out for any cars/ bicycles etc.	On arrival
Entrance to site through small gate	Potential trip hazards on rough ground before you come to the stairs and toilet	2	2	Member of staff to make sure there are no trip hazards e.g caused by litter or debris.	Visitors told to take care, especially in wet weather when area can be slippery.	Check debris before visit. Advise visitors during H & S before entering the site.
Entrance to tower using the stairs	Trip and fall hazards on steep steps to entrance	2	3/4	Children to walk up one at a time, holding onto handrail. Adult at the top and at the bottom.	Door open at the top to feed children into. Adult waiting in the tower to welcome the children.	Open door before children arrive. Visitors told how to use stairs during H&S before entering the site.

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Top of steps and entrance doorway	Trip and fall from steps. Trip hazard at main doorway due to raised lintel especially harmful when exiting site.	2	3	Adult at doorway at the top of the stairs to supervise children.	Member of staff to warn visitors as part of initial H&S.	Children supervised on entering and leaving the tower. All visitors warned during H&S.
Moving around first floor interior	Trip hazard - brickwork around fireplace	2	2	Raised brickwork surround pointed out during H&S when in room. Children to walk and look where they are going.	Supporting adults to remind children during activity.	Pre warn when children all sitting down in centre of room, before children move around.
Bottom of spiral steps to and from first floor.	Trip hazard at bottom of spiral steps to second floor. Low headroom through doorway to spiral steps.	2	2	Adult to supervise children moving in and out of the area – adult to stand to the side of the entrance so as to not block.	As part of the H&S once in the building – the hazards of steps (and low doorways for adults) in doorways.	H&S and when steps are in use.
Using the spiral steps to and from the first and second floors.	Slip, trip and fall from uneven, steep narrow spiral steps.	2	3/4	walk up the steps one at a time, hold onto rope handrail and wall. Adult at top and bottom	Adult at the top and bottom of the steps and adult in the middle of line	H&S before steps are used and reminders by adults when in use.

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Top of spiral steps to and from second floor	Trip and fall over raised lintel in doorway.	2	2/3	Adult to supervise children moving in and out of the area – adult to stand to the side of the entrance so as to not block.	As part of the H&S once in the building – the hazards of steps in doorways.	H&S and when steps are in use.
Access to roof via spiral steps	Risk of visitors trying to access these steps where access is not allowed, resulting in trips and falls.	2	3	Check barrier rope tell children of the no access during H&S when in room.	Supporting adults to remind children during activity.	H&S when children all sitting down in centre of room, before children move around.
Participating in activities on second floor – dressing up, handling objects	Risk of cuts from heavy metal helmet and from glass cup	2	2	Supporting adults to supervise children putting on and taking off helmet. Children to handle objects with two hands and over the table.	Member of staff to supervise the handling activity, next to the glass cup.	H&S when children all sitting down in centre of room, before children move around and children reminded during activity by adults.

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Moving around second floor interior	Trip and fall hazards near windows and toilet	2	2	Member of staff to warn visitors of various trip hazards around room – to walk and to look where they are going.	Supporting adults to remind children during activity	H&S when children all sitting down in centre of room, before children move around
Outside of Tower - toilets	Toxic poisoning from consuming cleaning fluid	1	4	All cleaning liquids to be removed from toilet space	Adult to supervise when toilets are in use and to advise children not to lock the door.	Removed before children arrive on site.
Entrance to site on driveway – drawing tower activity and waiting for toilet.	Potential risk of traffic hazard	1	3	Member of staff ensures visitors are made aware of potential traffic, to stand on far side of the driveway - to not cause an obstruction.	Adults on each end of the line of children and to watch out for any cars/ bicycles etc.	On using the space.