

THE ALMONRY HERITAGE CENTRE

Group Visits Risk Assessment

Arriving and moving round the Heritage Centre

| Location | Potential Hazard | Control measures taken | Additional measures required | P | S | RF |
|--|---|--|---|---|---|----|
| Outside the Almonry: alighting from coach | Traffic | Group to be forewarned: coach drop-off point may be in public car park or in Merstow Green so that the visitors may have to cross a busy main road. Use pelican crossing. | Extra care to be taken if it is necessary to cross car park areas | 2 | 3 | 6 |
| Inside the building and in the gardens | Tripping: uneven floors stairs exhibits on floor | Verbal warning: move carefully around the building, use the handrails where available. | | 2 | 2 | 4 |
| Inside the building | Bumping head: low ceilings and doorways | Verbal warning: duck heads through low doorways. | | 2 | 2 | 4 |
| Inside the building | Low lighting | Verbal warning: if coming in from garden, allow time for eyes to adjust. | | 2 | 2 | 4 |
| Inside the building and gardens | Exhibits with moving parts | Verbal warning not to touch items unless otherwise marked. | | 2 | 3 | 6 |
| Inside the building and gardens | Fire | Group will be verbally advised of the evacuation procedure and accompanied by a member of staff at all times. | | 1 | 4 | 4 |

Please be aware that the Almonry has a first aid kit for use behind the desk but no qualified first aider amongst the staff. The nearest minor injuries unit is at Evesham Community Hospital.