

# 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.