

## The Bar Convent, York

### Risk assessment – Living Heritage Exhibition

Areas covered by risk assessment	All public access areas in the exhibition, the Chapel, classroom and conference room		Carried out by	Leigh Adamson, Senior Risk Manager, Ford Risk Management		Date	24.11.15
Hazard identified	Who might be harmed & how?	This is what is being done to control this hazard				Overall level of risk with controls in place (H/M/L)	
Floor surfaces / staircases	Risk of injury from slips and trips to visitors and staff if controls are not in place	All floor surfaces including carpeted floors, tiled floors and staircases are in good condition and free from obvious tripping and slipping hazards. Staircases have secure nosings fitted to steps and handrails. Monthly checks are carried out and recorded and any defects identified are addressed promptly.				L	
Cleaning activities	Potential for creation of tripping and slipping hazards from uncontrolled cleaning tasks	Cleaning tasks, including vacuuming and mopping are carried out before the premises opens to the public. Pre-opening checks are carried out to ensure that floors are dry and free from other hazards. Cleaning chemicals are stored in locked cupboards when the building is open to the public.				L	
Glass display cases and exhibition stands	Risk of staff and visitors coming into contact with broken glass if glass breaks	All glass fronted display cases are constructed from purpose designed reinforced glass. All display units and stands are of robust construction and are secured to the floor.				L	
Temperature within the building	Potential health issues if temperature is unsuitable	A new heating system has been installed that regulates the temperature throughout the building. The heating units are covered by timber covers that prevent any contact with hot surfaces.				L	
Priest Hole in exhibition area	Potential risk of contact with hard surfaces in a confined space	Access into the Priest Hole is supervised by staff to ensure that there is no risk of overcrowding or horseplay etc.				L	
Lighting levels	Risk of trips and falls to staff and visitors if lighting levels are poor	All areas are provided with good levels of artificial lighting to supplement the natural lighting. Lights are monitored each day and broken bulbs are replaced. Emergency lighting is installed throughout the building that comes on automatically in the event of a mains failure. There is no strobe lighting or other types of lighting that could affect people with epilepsy or other similar conditions.				L	
Overcrowding	Risk of injury and delays in evacuating building if it is allowed to become overcrowded	Access to the building is controlled via the reception desk and numbers will be limited to avoid overcrowding. School parties will be pre-booked and numbers agreed.				L	
First aid cover	Risk of any injuries or ill health being exacerbated by lack of first aid cover	There are always staff on site with first aid training and accessible first aid kits are provided. First aid kits are regularly checked and restocked and refresher training on first aid is carried out in line with current guidance.				L	
Finger traps	Risk of fingers being trapped in doors, particularly children	All doors in public access areas have been assessed and finger guards installed where deemed necessary to prevent entrapment.				L	

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Fire safety	Risk of serious injury or fatality if fire safety controls are not in place	The building has a comprehensive fire alarm installed that ensures early warning is provided in the event of a fire. Staff are trained in fire evacuation procedures and ensure that the building is evacuated calmly and quickly in the event of a fire or other emergency. Fire exit routes are clearly signed and emergency lighting is provided throughout the building. All fire safety equipment is regularly maintained by specialist contractors.	L
Safeguarding	Risk of allegations and issues arising if safeguarding protocols are not followed	All school groups are supervised by school staff when on our site. Our staff do not spend time alone with individual children. DBS checks have been carried out for certain members of staff where this was deemed to be good practice.	L
Classroom area	Risk of slips and trips if the use of the area is not controlled	School groups visiting the exhibition will go to the classroom area and leave all their bags in a designated area before going round the exhibition. The room has a projector and seating to enable teaching sessions to be undertaken. Use of the room is supervised at all times.	L
Chapel	Risk of slips and trips if access is not controlled / fire	Access to the chapel is supervised at all times. Floor surfaces are all in good condition and are regularly checked. Candles are only lit under supervised conditions and are never left unattended.	L
Premises maintenance	Risk of being struck by objects or collapse of parts of structure if there is a lack of maintenance	The building has been extensively renovated and all parts of the structure are maintained to a high standard. A programme of ongoing checks, monitoring and maintenance are in place.	L
Passenger lift	Risk of injury to users if lift is not installed or maintained correctly	Lift has been installed by a specialist contractor. Lift is subject to thorough examination by a competent engineer every 6 months. Lift operates with 'hold to run' controls and cannot travel with excessive speed. Lift contains clearly a visible emergency stop button and an emergency call button. Access door to lift control panel is locked. Lift entrance door is interlocked and cannot be opened when the lift is in motion.	L