Risk Assessment

Company name: **Joseph Hardy Charitable Trust (Henley in Arden Heritage Centre)**

Assessment carried out by: **Norman Kench, Jonathan Dovey**

Date of next review: **June 2027** **Date assessment was carried out: June 2026**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Hazard Level & Frequency	What further action do you need to take to control the risks?	When is the action needed by?
Uneven floors	Visitors & volunteers / Trips And Falls (Upstairs rooms have uneven floors and floorboards)	Signage and worst areas marked with tape	Low Permanent	lighting – making sure bulbs are replaced regularly	Ongoing
Wet Floors	Visitors & volunteers / Slips (Slate ground floors may be slippery when wet)	Signage. Cleaning of floors done when closed to public	Low Occasional		
Hot Water	Volunteers / scolds (Kitchen - immersion heater & Kettle)	Signage	Low Occasional		

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Electrical circuits	Visitors & Volunteers / Electric shocks, fires (Throughout)	PAT testing, Building electrical circuit testing, RCD circuit protection, central light switches & automatic light sensors	Low Permanent		
Stairs & Steps	Visitors & Volunteers / Trips and falls (Main Staircase & other small steps throughout the property)	Sturdy banisters and railings, low rise steps, hazard marking and painted steps, signage, ramps, disabled access to ground floor	Medium Permanent		
Low Headroom	Visitors & Volunteers / Injuries due to low doorways, beams (Doorways / low beams)	Hazard Marking, signage	Medium Permanent		
Doors	Visitors / Doors closing /opening onto people (Throughout)	Doors hooked open during opening hours	Low Permanent		
Protruding shelves	Visitors & Volunteers / Sharp edges (Refectory, Room 3)	Hazard marking, signage, soft protection covers	Low Permanent		

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Sharp exhibits	Visitors & Volunteers Sharp edges/cuts (Throughout)	Out of reach, locked up in cabinets	Low Permanent		
Cleaning materials COSHH	Volunteers/ Skin irritation, respiratory problems, burns and other health issues (Kitchen)	Kept in secure cupboard not accessible to visitors External Cleaners are used at least once a year.	Low Permanent		
Washing up	Volunteers / Hot water, cuts (Kitchen)	Dishwasher used	Low Occasional		
Fire Risks	Visitors & Volunteers (Throughout)	Fire extinguishers, smoke alarms, illuminated exit points, contract maintenance of equipment, on site no-smoking policy	Low Permanent		
Accidents (First Aid)	Visitors & Volunteers	First Aid kit Accident / Incident Book Emergency Procedures in induction and steward's handbook	Low Permanent	Include in Steward's induction	Every March

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Stewardship / Safeguarding	Visitors & Volunteers (Throughout)	Staff induction, safeguarding policy and emergency procedures in steward's handbook, 2 volunteers on each session, no unaccompanied children allowed to visit, internal CCTV. Group visits are to do their own risk assessments.	Low When open	Reporting: Any concerns or allegations of abuse are reported to the Trustees; in emergencies contact relevant authorities.	Ongoing
Lone Working	Volunteers / Trustees	Staff induction, 2 volunteers on the rota each session.	Medium		
Working at Height	Volunteers / Trustees Contractors Use of Ladders replacing lights, displays, repairs. Injuries from Falls	Use of contractors for lightbulbs, repairs and decoration. Work is undertaken when the centre is closed to visitors. We consider the competency and ability of the person carrying out the task, the stability and condition of the	Medium		

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		ladder and a prescribed safe system of work for carrying out the activity.			
Manual Handling	Volunteers / trustees Injuries including strains	Work is undertaken when the centre is closed to visitors. We undertake a suitable and sufficient assessment of all manual handling operations.	Low		
DSE (Display Screen Equipment)	Trustees / volunteers Where use of display screens is daily and for more than an hour.	Advise Trustees where this situation may arise. Where necessary do a DSE assessment and advise people to take regular breaks.	Low		