

Burnley Borough Council Risk Assessment Form

Task/Activity/Environment: School Tours and activities general	Location: Towneley Hall	Date of Assessment: June 2023																		
Identify Hazards which could cause harm: No. Hazard 1. Steps/Stairs 2. Waxed Floors 3. Paths 4. Doors 5. Barrier 6. Low Roof	Identify risks = what could go wrong if hazards cause harm: No. Risk 1 - 7 Slips, trips and falls - cuts, bruises, bumps, sprains, shocks, broken bones, bumped head. 8. Mental/Physical abuse. 9. Trapped finger, paper cut,																			
7. Handling objects/unlocked showcases																				
8. Child Protection																				
9. Use of equipment and handling items																				
10 COVID 19	Infection, spread, death																			
List groups of people who could be affected:			What numbers of people are involved?																	
What existing precautions are in place to reduce risks? No. Instruction-			Score the risk with these precautions in place:																	
			No.	L	X	S	=	RS												
1 Shoe laces tied, use of handrails, be observant			2		3		6													
2. Single file walking							(L)													
3. Fire evacuation																				
4. Staff and Teachers and Supervision																				
5. Use of handrails																				
6. Reminder of instructions																				
7. Instruction, handle lightweight items, work in teams, adult supervision. Adult to stand by open door.																				
8. C.P.P. check all staff; instruction to staff on C.P.P./Council Policy; never alone with children																				
9. Supervision and instruction																				
10. Existing risk assessment, Government regulations and precautions			2		5		10 (M)													
What additional actions are required to ensure precautions are implemented/effective or to reduce the risk further? No.			No.			L			X			S			=			RS		
1-6 Avoiding areas in the building which cause hazard			2				1				2									
10. Distancing wherever possible/vaccination of staff and adults/use of visor/reduced contact/PCR test & or rapid lateral flow test, <i>if needed</i>			2				2				4				(L)					
Who will be responsible for implementing these actions: Staff and Volunteers			By When: Immediately																	

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Score	Likelihood
0	Almost impossible
1	Very Unlikely
2	Unlikely < than 50/50 chance
3	Likely > than 50/50 chance
4	Very Likely
5	Virtually Certain

Completed by: AC

Score	Severity
0	No injury
1	First aid
2	< 3 days absence
3	> 3 days absence
4	Long term injury/ill health
5	Death or disabling

Signed: Alison Cooper

Total Score	Level of Risk	Action Required
0-1	I=Insignificant	No action
2-6	L=Low	Review controls to remain effective
<i>If greater than 7, identify additional actions</i>		
8-16	M=Medium	Identify additional actions to reduce
20	H=High	Seek further advice
25	C=Critical	STOP seek further advice