

Activities Covered by this Assessment	Tearoom	Reference:	TRA10
Site Address / Location	1620s House & Garden	Department / Service / Team	Adult & Communities Museums and Heritage
Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity			

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?
Tables - round Tables - white Tables - oblong go pack Tables - green Friends Trapped fingers or skin Cuts from burrs from miss-handling Cuts from stainless steel Strains when handling Incorrect storage Incorrect putting up. Room changes Injuries from legs jumping out when carrying folded.	Staff, volunteers, public	Care to ensure full open and locked in position. -White tables a ring lock over legs) -Go Pak types ensure roll bar is engage and full in housing -Stack on side face to face. Level no more than 4 high face-to-face. Be aware of step into Friends shed if using to store e.g., psychic nights. Avoid rolling round tables as the edges will burr. When carrying round tables ensure legs are away from you and away from any other persons	M	L	L							

Chairs - wooden Miss-handling and stacking, injury from falling chairs. Injury from projecting screws (design fault) possible stab wound Chairs - folding Trapped fingers Strains when handling	Staff/ volunteers public.	Ensure only stacked level on each other two high. Daily push check for rogue screws, If found remove chair to friends shed or label with fault. Spare chairs stored in small shed. Folding chairs are stored in small shed. Care when setting up prevent trapped fingers.	M	L	L							
Highchairs Trip hazard Child falling Condition of straps if fitted.	Staff, volunteers, public including babies and toddlers	Check straps and chairs for condition daily visually. Assist visitors in placing of highchairs so they are not in the way of other visitors, or staff. As customers finish using sanitise. And return to safe area. Replace damaged straps on chairs	M	L	L							
Long handled beam cleaner Could be unstable. Residual dust could. damage eyes, strains, Inhaling dust Step ladders and Step stool & gardeners' ladder Possible falls, trapped limbs	Staff, visitors, volunteers, and contractors	Before use of beam cleaner check condition and that it is stable. Complete relevant forms for ladder usage. Ladder checks in accordance with policy Ensure completely open and on level floor. Two people to collect the ladder. Second person to foot ladder.	M	L	L	Wear safety goggles to protect eyes	M	L	L	Jan 2025		

Black boards/ A boards Trapped fingers in hinges or between boards. Sprains, strains, from moving and handling. Injury from falling over. Trip hazard Paint splashes in eye.	Staff, volunteers and public	Care when handling Secure hook into loop to keep boards stable. Aluminium A boards care not to hold the hinge press down with flat hand	L	L	L							
Side boards Moving and handling Display board /pins Trapped fingers Trips and falls Contents incorrectly stacked / not safely stacked	Staff, volunteers.	Only move furniture when empty. Make sure pins are secure and a colour that shows in food and foods are covered. Care when closing doors. Doors must always be closed and not left open. Stack contents carefully	L	L	L							
Bar, back bar, under bar areas Injury from Falling items. Electric shock	Staff, volunteers, Staff from other areas	Stack items safely and like for like. Wires plugs condition of equipment checked visually before use. Annual PAT testing Spills of liquids dried up immediately. Use steps to reach top of back bar.	L	L	L							

4

Education green property bags (for packed lunches and clothing) Trip hazards if not stowed correctly.	Staff, volunteers, teachers	Bags are stored in the secret cupboard in the buttery. used in barn for education events. During the day the bags are to be kept to the side of the barn.	L	L	L							
Projector screens 1 2 3 Projector table Trapped fingers, sprains Projector Cables Cable covers (trips and falls)	Staff, volunteers, public	1. New screen easy to put up and take down. 2. And 3 are the tripod type the small one has no issues. 3. The larger one does not stay up at full height. When used user will check that it is securely positioned on the table. Equipment checked prior to use, projector left overnight to cool down before packing away and stowing safely. Cables checked prior to use. Cable covers used in areas where people may walk. Stored flat under radiator when not in use.	L	L	L							

Spinning wheel Georgian spice box Falls over, trapped fingers.	Staff volunteers public	Spinning wheel secured so will not spin. Placed to the rear of display tables so it won't fall over. Spice box closed on display	L	L	L							
Music centre Electric shock Boom box Electric shock fire Extension leads. fire trips and falls	Staff, volunteers, public	Visual checks wires and condition of units before use. Annual PAT testing. Boom box stored in plastic Kirby crate as directed by person carrying out fire survey. Extension cables unwound fully but safely placed to prevent trips and falls.	M	L	L							
Tablecloths Strains and sprains.	Staff, and volunteers.	Always use two people to move them. Ensure there is satisfactory room round prior to moving them.	M	L	L							
Crafts store under tables Strains and sprains	Staff, and volunteers	Always use two people to move them. Ensure there is satisfactory room round prior to moving them.	M	L	L	Identify alternative storage where objects can be stored in a better way. Check whether they are needed	L	L	L	April 2025		

Objects stored under table. Strains and sprains	Staff, volunteers, and the public	Always use two people to move them. Ensure there is satisfactory room round prior to moving them.	M	L	L	Identify alternative storage where objects can be stored in a better way. Check whether they are needed	L	L	L	April 2025		
Barn doors Large doors to rear exit, with inner small door and step outside. Falls trapped fingers. Storage units on wheels could accidentally fall and injure those nearby	Staff, volunteers, and public.	Large and inner small barn doors remain closed whenever possible. Place furniture in front of the doors to discourage use. Notices asking for the doors to be kept closed. When doors need to be used, try to do so when there are no public in the barn.	L	L	L							
Dogs in Tearoom	Staff, volunteers, public Trips, falls, scared or bites	Dogs permitted only when it is quiet. They must be on a short lead, controlled and remain at the far end of barn away from service area,	L	L	L							
DIY hand equipment	Staff, volunteers Injury, stab wounds	Keep in a secure place in good condition	L	L	L							

Collecting food round tearoom.	Visitors, volunteers, catering team. Slips trips and falls	Area to be well lit. Trays to carry food, so not carrying too much. Assistance offered by catering team, if person may struggle. Adequate space kept between tables for users to move around. Floor kept free of trip hazards.	L	M	L							
Carrying hot items	Visitors, volunteers, catering team. Scalding and burns.	Area to be well lit at all times. Trays to carry food, not holding hot objects. Assistance offered by catering team if person may struggle. Adequate space kept between tables for users to move around. Floor kept free of trip hazards.	L	M	L							
BEAN TO CUP M/C Boiling liquid scalds Machine height – sprains, Spilt water, Slip and falls, Inhale dust from chocolate powder, Electric shock, Chemical burns from cleaning chemical, Ingestion burns from chemical cleaner, legionella	Staff and Volunteers	Only trained persons to use machine. Only catering staff to use chemical cleaner in machine Check cables and plug regularly and PA test annually. Clear spillages immediately Winter close clean and run weekly. Switch of at night end of service	M	M	M							

FILTER COFFEE MACHINES: Boiling liquid scalds, Machine height – sprains, Spilt water, Slip and falls, Electric shock, Chemical burns from cleaning chemical, Ingestion burns from chemical cleaner, Cuts glass flasks	Staff / volunteers	Check cables and plug regularly and PA test annually Due July 2021 Clear spillages immediately Winter close empty and store drained Switch of at night end of service Care when emptying and filling flasks not to chink together Follow correct procedures when descaling dispose of cleaning chemicals with care	M	M	M									
--	--------------------	--	----------	----------	----------	--	--	--	--	--	--	--	--	--

To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

During this activity, what could go wrong resulting in an emergency situation?	If items are not kept tidy then separate risk could over lap and cause greater problems
How could this emergency situation be prevented / controlled?	Keep areas tidy and seek alternative locations for storage of objects. Check that everything does need to be kept.
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	Tearoom staff and calling the Hut staff if they are there.
Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?	Large numbers using the Tearoom could make it more difficult to respond to issues.

Risk Assessor (s) Name(s):		Risk Assessor(s) Signature (S):	
----------------------------	--	---------------------------------	--

	Barbara Thompson			
Authorised By:	Liz Esnouf	Authoriser Signature:		
Date Conducted:	18 July 2024	Date Review Due	Date of Review	Initial
		31 March 2025	18 March 2025	LE

Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium
		Low The event is unlikely to happen.	Medium It is fairly likely to happen.	High It is likely to happen.
Likelihood of Harm Occurring				

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.