

# Risk Assessment for Groups Visiting The Jane Austen Centre

What are the hazards?	Who/what might be harmed and how?	How likely is this to occur?	What has been done by the Centre to reduce this risk?	What needs to be done by the trip organiser to reduce the risk?
<b>Stairs</b>	Visitors may be harmed if they or others slip.	2	Signs are placed in the stairwells warning visitors that care must be taken, hand-rails are provided, the stairs are well-lit.	Groups of younger visitors must be supervised at all times when using the stairs. Students must be told to act responsibly by their group leaders.
<b>Boxes in hallway</b>	Visitors may be harmed by tripping over boxes.	2	Boxes are stacked neatly and put away as quickly as possible.	Groups must be supervised while moving around the Centre.
<b>Large volume of people in small areas</b>	Visitors may trip over one another or become too hot.	2	Staff are on hand to direct people around the Centre and to ensure that areas do not become blocked or overcrowded, rooms are well ventilated.	Group leaders must ensure that groups do not cluster together wherever possible. Group leaders are advised that it is best to split large groups up and stagger visits.
<b>Shop</b>	Shop items may be damaged if knocked. Visitors Could slip if floor is wet.	3	The shop is kept neat and tidy with adequate gangways, staff are on hand. Wet floor signs are put up.	Groups of younger visitors must be supervised whilst using the shop. Group leaders should split large groups up to enter the shop.
<b>Ropes</b>	Visitors may trip over ropes.	2	The ropes are positioned at levels which ensure that the likelihood of tripping is reduced.	Group leaders must supervise their groups as they move around the exhibition.
<b>Objects</b>	Visitors may be harmed if they trip over or fall into objects, objects may be harmed if knocked.	3	Objects are kept behind ropes or positioned so as to leave plenty of room for visitors to pass.	Groups must take care as they move around the exhibition.
<b>Fire</b>	Everyone in the building and all contents of the building.	2	The Centre operates a no smoking policy, alarms are in place and staff are aware of correct fire procedures.	Groups should be made aware that if the alarm sounds they should follow instructions from their group leaders and the staff of the Centre.
<b>Health conditions/emergency healthcare</b>	Visitors (asthma, diabetes, epilepsy etc.)	4	There is a first aid box in the staff kitchen and there are designated members of staff trained in first aid.	Younger visitors should have completed a health form for off-site visits. All visitors should carry their medication with them.