**PART A: What are you risk assessing?**

|  |  |  |
| --- | --- | --- |
| **Assessor:** Ana Cowie | **Job title / role:** Site Liasion Officer (LSC) | **Line manager check (if applicable):** Beth Taylor |
| **Date of assessment:** 17/03/2023 | **Date for revision:** 17/03/2024 | **Other related assessments – give filename/s (eg. site or task):** SRA 2060 - South Landing beachTRA 2223 - Seaglass Craft ActivitesTRA 2264 - Seaweed Pressing and Soap MakingTRA 2265 - Coastal Crafts and Exploration |
| **Site/s or Location:** Living Seas Centre | **Map of site – give filename/location:**  | **Facilities/welfare on site (eg. toilets):** Toilets & first aid at LSC |
| [**Y:\2 Resources\2.4 Accommodation\2.4.3 Living Seas Centre\2.4.3.7 Locations maps**](file:///Y%3A%5C2%20Resources%5C2.4%20Accommodation%5C2.4.3%20Living%20Seas%20Centre%5C2.4.3.7%20Locations%20maps) | **Local Authority area:** East Riding of Yorkshire Council |
| **RA Reference Number:** SRA 2185 |
|  |

**PART B: In an emergency**

|  |
| --- |
| Use this section to plan what you would do in the case of an accident or emergency incident on this site |
| Communications in the event of an emergency | **Location of nearest landline/s:** Living Seas Centre **Location of strongest mobile signal:** Anywhere outside the building **Which network?:** Vodaphone, Orange, O2**What are the alternative means of communication if necessary?:** Life Boat Station (only between Easter and October, 11am to 3pm) |
| Emergency Access locations/terrain etc.<http://gridreferencefinder.com> | **Nearest postcode:** YO15 1AE **What 3 Words:** <https://w3w.co/cloth.downturn.degrading> **Road access points (OS Grid refs and detailed description for each access point:** TA 23027 69522 – South Landing Car Park**4 x 4 vehicle access points (OS Grid refs and detailed description for each access point):** TA 23027 69522 – South Landing Car Park **Helicopter landing site/s (OS grid ref/s and detailed description of location & terrain):** TA 23027 69522 – South Landing Car Park |
| Nearest A&E details | **Hospital:** Scarborough **Address (inc Postcode):** Woodlands Drive, Scarborough, North Yorkshire, YO12 6QL |

|  |  |
| --- | --- |
| First aid  | **Name of first aider/s or location of notices (for permenantly manned sites):** Ana Cowie and Sophie Atkinson. First aid notices are located in the office and Discovery Room. **Fixed first aid kit location/s, notices to this effect and kit type/contents required:** Fixed first aid kits are present in the corner of the office and in Discovery Room near external entrance.  |
| Accident reporting  | **Location of accident book/s & Incident Report Forms:** Inside Living Seas Centre, in office next to the fixed first aid kit.  |

**PART C: Assessing the Risks**

|  |
| --- |
| Assess each risk below:- |
| **Hazards/hazardous events** | **Who is affected and how many people?**(staff, contractor, volunteer, public, vulnerable group/s) | **Typical outcome**eg. minor injury, serious injury, death | **How will the risk be controlled?**Completed by whom, when and how often?How will the control measure be communicated?(see Code of Practice 8 for advice on PPE) | **Remaining Risk Level**Likelihood / Severity matrixeg. likely x harmful = moderate |
| Electrical equipment | YWT staff, volunteers, visitors, schools, contractors  | Electric shock, burns, death | * Daily visual checks on cables, plugs etc
* Switch off all equipment when not in use
* All YWT equipment to be annually PAT tested
* All wet activities to be done away from electrical sockets / equipment
 | Unlikely x Very Harmful = Moderate |
| Fire | YWT staff, volunteers, visitors, schools, contractors   | Burns, smoke inhalation, death | * Also see Fire Risk Assessment – ensure actions are addressed
* No naked flames in workspace
* Combustible materials kept away from sources of ignition
* Avoid blocking air vents on electrical equipment
* Annual PAT testing
* Emergency plan to follow in the event of a fire
* Do not overload electrical sockets
* Switch off all equipment when not in use
* Tested fire fighting equipment on site
* Fire alarm in building
* Clearly marked and lit emergency exits
 | Unlikely x Very Harmful = Moderate |
| Slip/Trip/Fall | YWT staff, volunteers, visitors, schools, contractors  | Cuts, grazes, broken bones | * Workspace kept free from trailing cables
* Walkways and emergency exits kept free from any objects
* Non-slip flooring installed.
* Wet floor signs available
* Keep workspace tidy
* Paths to be kept clear around the LSC.
 | Unlikely x Harmful = Slight |
| Steps | YWT staff, volunteers, visitors, schools, contractors  | Cuts, grazes, broken bones | * There are steps leading up to the Living Seas Centre alongside a disabled access ramp.
* With younger children / groups the access ramp will be used instead of the steps.
 | Unlikely x Harmful = Slight |
| Car parks/vehicle access | YWT staff, volunteers, visitors, schools, contractors  | All outcomes possible | * Spend as little time as possible in car parks & be vigilant of other cars. Keep children under control and as far away from vehicle access as possible.
 | Unlikely x Very Harmful = Moderate  |
| Toilet facilities  | YWT staff, volunteers, visitors, schools, contractors  | Cuts, grazes, broken bones  | * Toilets opened and cleaned daily by Café staff. Disabled toilet available. Care to be taken when using step into male toilet.
* Toilets are public toilets and it will be the responsibility of teachers to supervise their children using the toilets. YWT staff will not be involved.
 | Unlikely x Slight Harm = Trivial |
| Public members & dogs | YWT staff, volunteers, visitors, schools, contractors  | Bites, infections from dog bites, scratches, Injury caused by agressive owners | * Dogs should be kept under control by owners.
* Follow Managing Challenging Behaviour training
* Report any suspicious or confrontational members of the public to staff.
 | Unlikely x Very Harmful = Moderate |
| Hot water | YWT staff, volunteers, visitors, schools, contractors  | Burns / scolds | * A sink is available for hand washing.
* The temperature is controlled by YWT staff so there is no risk of burn/scolds.
 | Unlikely x Slight Harm = Trivial |
| Fingers trapped in doors | YWT staff, volunteers, visitors, schools, contractors  | Crush injury, bruising  | * Main front doors and toilet doors are self shutting.
* Closing speed of doors are set so that they do not close too quickly
* Group members warned to avoid putting fingers between doors and frames.
* Anti-trapping guards attached to all doors used by the visitors.
 | Unlikely x Slight Harm = Trivial |
| Glass | YWT staff, volunteers, visitors, schools, contractors  | Cuts, serious bleeding | * Picures and doors fitted with approved toughened glass which will not break and splinter but shatter and remain in one piece.
 | Unlikely x Very Harmful = Moderate |
| Arts and crafts equipmente.g. scissors, glue | YWT staff, volunteers, visitors, schools, contractors  | Cuts, eye injury | * All equipment is sourced from school suppliers and is suitable for children to use.
* All craft activities will be supervised by a YWT volunteer/trainee/staff member.
 | Unlikely x Slight Harm = Trivial |
| Splinters | YWT staff, volunteers, visitors, schools, contractors  | Splinters | * Varnish applied to reduce liklihood of splinters
 | Unlikely x Slight Harm = Trivial |
| Falling from height | YWT staff, volunteers, visitors, schools, contractors  | Cuts, grazes, broken bones | * A safety barrier installed to prevent falls from the balcony
* Group members, and other children warned told not to climb on the fence or walls.
* An access ramp doubles back on itself as access to the Discovery Room (approximately 50cm).
* Guard rail / fence installed.
* Groups to be supervised when entering and exiting the Discovery Room to ensure they use the designated paths.
* Group leaders/parents/guardians to have overall responsibility for the behaviour of children in their care.
 | Unlikely x Very Harmful = Moderate |
| Hazardous chemicals | YWT staff, volunteers, visitors, schools, contractors  | Chemical burns | * All cleaning products, paints and varnishes are locked in chemical store in the wet store or in the staff office.
* No public access to these rooms which will be locked at all times.
* Gloves available for use and all COSHH sheets kept on site.
 | Unlikely x Slight Harm = Trivial |
| Safeguarding issues | YWT staff, volunteers, visitors, schools, contractors | Abduction | * YWT staff and vols leading on events / school trips are trained in safeguarding and will remain vigilant at all times.
* YWT has a safeguarding policy in place.
* YWT staff will not be left alone with groups of children at any time. It is the responsibility of the teachers / guardians to supervise their group at all times.
* CCTV has been installed throughout the LSC for crime prevention and safeguarding reasons.
 | Unlikely x Slight Harm = Trivial |
| Bacterial infections from displays | YWT staff, volunteers, visitors, schools, contractors  | Infections | * Seashore-find display objects to be cleaned and treated with milton before being put out.
 | Unlikely x Slight Harm = Trivial |
| Ceiling mounted objects | YWT staff, volunteers, visitors, schools, contractors  | Head Injury, cuts, bruises | * Lightweight items only to be mounted on the ceiling and done so in a secure way.
* The ceiling mounted projector has been professionally installed and is to only be moved by professionals
 | Unlikely x Very Harmful = Moderate |
| Portable steps in Discovery Room | YWT staff, volunteers, visitors, schools, contractors  | Cuts, bruises, broken bones | * Steps to the bird viewing area to be positioned against the utility space wall.
* Adults to be told to supervise their children at all times while using the steps.
* YWT staff / vols to remain vigilent to improper use of steps.
 | Unlikely x Harmful = Slight |
| Surrounding trees and vegetation | YWT staff, volunteers, visitors, schools, contractors  | Bruises, cuts, scratches, grazes, stings | * Trees to be visually inspected regulary around the LSC and any broken branches etc to be dealt with by East Riding of Yorkshire Council Countryside Access team as soon as possible.
* Vegetated areas left to grow wild but any stinging / sharp vegetation to be cleared from near paths / entrances.
 | Unlikely x Harmful = Slight |
| Legionella | YWT staff, volunteers, visitors, schools, contractors | Cough, difficulty breathing, chest pain, high temperature, flu-like symptoms  | * Monthly legionella checks are carried out where all taps are flushed for 5 minutes.
 | Unlikely x Harmful = Slight |
| Confined spaces | YWT staff | Bruises, cuts, scratches, grazes | * Due to poor plumbing, staff carry out weekly flushes of the pipes outside the back of the building. This involves opening multiple manhole covers and flushing buckets of water down to clear any obstructions.
* Staff are to alert anyone nearby that this will be taking place.
 | Unlinkely x Slight harm = Trivial |

**Directions to Accident and Emergency:**



**YO15 1AE, Flamborough, North Humberside**

* Leave South Sea Road South towards South Sea Way (0.2 mi)
* Turn left on to B1259 / Lighthouse Road (385 ft)
* Bear left on to B1255 / Church Street (0.1 mi)
* Turn right on to B1229 / Bempton Lane (7.0 mi)
* At roundabout, take 3rd exit on to A165 (1.7 mi)
* Pass through 8 roundabouts, remaining on A165 (9.3 mi)
* Turn left on to A64 / Westborough (0.2 mi)
* Turn right on to B1364 / Victoria Road, and then immediately bear left on to Roscoe Street (0.2 mi)
* Road name changes to Wykeham Street (0.3 mi)
* Bear left on to Manor Road (269 ft)
* At roundabout, take 2nd exit on to A171 / Scalby Road (0.6 mi)
* Turn left on to Woodlands Drive (401 ft)
* Turn right on to Quaker Close (280 ft)

**Arrive at YO12 6QL, Scarborough, North Yorkshire**

**20 miles**

**39 min driving, 45 min with traffic**