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

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| **Assessor:** Adam Stoyle | **Job title / role:** Spurn Operations Manager  | Line manager check (if applicable):  |
| **Date of assessment:** 13/06/2022 | **Date for revision:** 14/06/2023 | **Other related assessments – give filename/s (eg. site or task):** Site: Spurn NNR |
| **Site/s or Location:** Spurn Discovery Centre | Map of site – give filename/location:  | **Facilities/welfare on site (eg. toilets):** Toilets & First Aid at SDC |
| Spurn Discovery Centre, Spurn Road, Kilnsea HU12 0UH | **Local Authority area:** East Riding of Yorkshire Council |
| **RA Reference Number:** SRA 1960 (See **Site** Risk Assessment Tab of Risk Assessments Log)  |
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**PART B: In an emergency**

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| 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:** Spurn Discovery Centre **Location of strongest mobile signal:** Anywhere outside the building or on the upper floor **Which network?:** EE**What are the alternative means of communication if necessary?:** Internal radio communication, Blue Bell Café LandlineDetails of Emergency contacts (other than 112/999) eg. utility companies, railways: RNLI 01964 650228 Humber Rescue 01482 648200  |
| Emergency Access locations/terrain etc.<http://gridreferencefinder.com> | **Nearest postcode:** HU12 0UH**Road access points (OS Grid refs and detailed description for each access point:** TA 41727 15409 – Discovery Centre Car Park**4 x 4 vehicle access points (OS Grid refs and detailed description for each access point):** TA 41626 15406 – Discovery Centre Amphitheatre **Helicopter landing site/s (OS grid ref/s and detailed description of location & terrain):** TA 41727 15409 – Discovery Centre Car Park**\*Attach a map showing access points\*** |
| Nearest A&E details | **Hospital:** Hull Royal Infirmary **Address (inc Postcode):** Anlaby Rd, Hull HU3 2JZ (01482 875875)Is a map attached showing directions to hospital from site? See last page |

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| First aid  | **Name of first aider/s or location of notices (for permenantly manned sites):** Adam Stoyle, Andy Mason and trained volunteers / trainees. 1st Aid notices located in Discovery Centre. **Fixed first aid kit location/s, notices to this effect and kit type/contents required:** 1st Aid Kit in Office and in Cafe |
| Accident reporting  | **Location of accident book/s & Incident Report Forms:** Inside Discovery Centre, kept in Plant Room |

**PART C: Assessing the Risks**

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| 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 |
| Electric shock | YWT staff, volunteers, public, schools  | 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, public, schools  | Burns, smoke inhalation, death | * 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 emergency exits
* Kitchen only to be used by trained staff
* Keep walkways clear of boxes, footwear & other objects
 | Unlikely x Very Harmful = Moderate |
| Wet floors or obstructions at low level | YWT staff, volunteers, public, schools  | Slip/Trip/Fall - Minor injury | * Workspace kept free from trailing cables
* Walkways and emergency exits kept free from any objects
* Non-slip flooring installed
* Wet floor signs available & used
* Keep workspace tidy
* Paths to be kept clear around the SDC
 | Unlikely x Harmful = Slight |
| Steps | YWT staff, volunteers, public, schools  | Minor injury | * There are steps leading up to the Discovery Centre – these are made of non-slip steel. There is also a ramp for alternative & disabled access
* 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, public, schools  | All outcomes possible | * Public vehicles can only access car park
* Spend as little time as possible in car parks & be vigilant of other cars
* Particular care must be taken when crossing the road from car park to SDC
* Keep children under control and as far away from vehicle access as possible
* Staff to be vigilant when driving in and out of the undercroft
 | Unlikely x Very Harmful = Moderate  |
| Toilet facilities:* Slippery floors
 | YWT staff, volunteers, public, schools  | Minor Injury | * Toilets opened daily and cleaned regularly by YWT staff. Disabled toilets (x2) available
* Toilets are public toilets and when school groups visit it will be the responsibility of Teachers to supervise their children using the toilets. YWT staff will not be involved with this
* Signage warning of slippery surfaces will be put up when necessary
 | Unlikely x Slight Harm = Trivial |
| Aggressive members of the public/angry dog owners | YWT staff, volunteers, public, schools  | Minor/Serious Injury | * Dogs should be kept under control by owners
* Report any suspicious or confrontational members of the public to staff
* Signage & leaflets detailing safe dog walking onsite
* Dog owners to clean up after their dogs
 | Unlikely x Very Harmful = Moderate |
| Hot drinks / spilt drinks | YWT staff, volunteers, public, schools  | Minor/Serious injury | * Kettle in staff office for staff use only
* Kitchen facilities to be used by trained staff
* Facilities available to deal with spills promptly
 | Unlikely x Very Harmful = Moderate |
| Hot water  | YWT staff, volunteers, public, schools  | Burns / scalds | * A sink is available for hand washing
* The temperature is controlled by YWT staff so there is no risk of burns/scolds
* Kitchen to be used by trained staff who are familiar with equipment
 | Unlikely x Harmful = Slight |
| Doors | YWT staff, volunteers, public, schools  | Minor injury | * Main front doors are self shutting.
* The speed has been set so that it does not close too quickly
* Groups will be told not to put fingers in doors when using the toilets and Education Room (which has bifold doors)
* Staff to take proper care in office & other rooms
 | Unlikely x Slight Harm = Trivial |
| Glass | YWT staff, volunteers, public, schools  | Major injury | * Low level glass in office door & interior window
* Picture windows
* Each is framed with approved toughened glass which will not break and splinter but shatter and remain in one piece
* Stickers on interior glass for visibility
 | Unlikely x Very Harmful = Moderate |
| Arts and crafts equipmente.g. scissors, glue etc | YWT staff, volunteers, public, schools  | Minor injury | * All equipment is sourced from school suppliers and are suitable for children to use
* School groups will be supervised
 | Unlikely x Slight Harm = Trivial |
| Wooden tables | YWT staff, volunteers, public, schools  | Minor injury, splinters | * SDC café has rustic wooden tables
* They are made to a high (catering) standard and a coat of varnish has been applied to reduce splinters
* Staff will monitor any damage that could lead to splinters
 | Unlikely x Slight Harm = Trivial |
| Falling from height | YWT staff, volunteers, public, schools  | Major injury | * The main rooms of the SDC are located on the first floor
* A safety barrier has been installed to prevent falls from the ramp and balcony
* Railings are fixed at the higher parts of amphitheatre
* Children will be told not to climb on the fence, and must be supervised when in the amphitheatre area
* Teachers / guardians have overall responsibility for the behaviour of children in their care
 | Unlikely x Very Harmful = Moderate |
| Hazardous chemicals | YWT staff, volunteers, public, schools  | Minor injury | * All fuel, paints and varnishes are kept in a locked chemical store in the undercroft There is no public access to this store which will be locked at all times
* Cleaning products are kept in a lockable cleaning cupboard
* Gloves available for use and all COSHH sheets kept on site
 | Unlikely x Slight Harm = Trivial |
| Safeguarding issues | YWT staff, volunteers, public, schools  | Minor injury | * YWT staff and vols leading on events / school trips have had Safeguarding training and will remain vigilant at all times
* YWT has a safeguarding policy in place which is used at SDC
* 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 SDC for crime prevention and safeguarding reasons
 | Unlikely x Slight Harm = Trivial |
| Bacterial infections from displays | YWT staff, volunteers, public, schools  | Minor injury | * The SDC will regularly have displays of seashore finds. All those out on display have been cleaned and treated with Milton before being put out
 | Unlikely x Slight Harm = Trivial |
| Ceiling mounted objects:* Overhead Projector
* Television Screens
 | YWT staff, volunteers, public, schools  | Serious injury | * Items will be mounted from the ceiling in a secure way
* The ceiling mounted projector and televisions have been professionally installed and will only be moved by professionals or SDC Manager
 | Unlikely x Very Harmful = Moderate |
| Freezer  | YWT staff & volunteers | Minor injury – freezer burn | * The freezer in the SDC is of catering standard and will be used by café staff
* No public access to freezer
* SDC Staff will take care when loading up the freezer
 | Unlikely x Slight Harm = Trivial |
| Kitchen Equipment:* Kettle
* Panini Press
* Coffee Machine
* Oven
* Bain Marie
 | YWT staff & volunteers | Burns, Serious injury | * Only trained kitchen staff to operate equipment
* Daily visual inspection of equipment to be undertaken
 | Unlikely x Very Harmful = Moderate |
| Surrounding trees and vegetation:* Falling trees/branches
* Thorny scrub
* Trailing vines
 | YWT staff, volunteers, public, schools  | Minor injury | * Tress to be visually inspected regulary around the SDC 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
* Particular care to remove trip hazards (i.e. trailing brambles) from paths
* Shrubs to be trimmed to avoid eyestrikes
 | Unlikely x Harmful = Slight |
| Biological hazard * Brown Tailed Moth caterpillars
* Bee hives
 | YWT staff, volunteers, public, schools  | Minor Injury  | * Site users warned to avoid Brown Tailed Moth cocoons which may cause skin irritation
* Bee hives to be located away from public space, in a area where public are not allowed
* Signs erect to alert people to the presence of Bees and Brown tailed moths.
 | Unlikely x Harmful- = Slight  |