

Risk Assessment for Scarborough Maritime Heritage Centre, 45 Eastborough, Scarborough

Scarborough Maritime Heritage Centre	Telephone: 01723 369361
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Date of Risk Assessment: January 2020	Date of next: January 2021
Carried out by: Mark Vesey	Role: Chairman

Checklist:

- Hand washing and toilet point provided - yes
- Fire equipment and first aid equipment accessible - yes
- Evacuation plans in place in the event of an emergency - yes
- Centre has adequate public liability cover - yes

1. General statement of intent

Our policy is to provide and maintain safe and healthy conditions for all our volunteers and visitors and to provide information, training and supervision, as needed for all to remain safe. We will carry out regular and annual assessments to ensure this. The allocation of duties for safety matters and the particular arrangements, which we will make to implement the policy, are set out below. Our policies will be kept up to date, especially relating to the Health & Safety at Work Act (1974), Management Regulations (1999) and any other relevant current legislation.

2. Responsibilities

Overall and final responsibility for health and safety rest with the Directors of SMHC and Board of Trustees.

3. Volunteers and Visitors

All volunteers and visitors have a responsibility to maintain a safe environment and to take reasonable care of themselves and others. Deficiencies or defects must be reported to committee members, directors or trustees.

4. Accidents

All accidents are to be recorded in the on-site Health & Safety Accident Record Book. Reportable accidents will be notified to the Local Authority.

5. First aid

A First Aid Boxes is located in the Kitchen along with the accident report book.

6. Fire safety

A no smoking policy is present in our premises. All volunteers are advised of the site fire action procedure, location of fire alarms, extinguishers and fire exits at their induction. Fire alarm points have an operational check weekly and a record kept. All volunteers have a duty to identify that escape routes are clear at all times. Any deficiencies should be reported to the committee, directors or trustees.

7. Housekeeping and premises

All volunteers will monitor that:

- Safe stacking and storage methods are followed
- Standards of cleanliness and hygiene are maintained in kitchen & toilet areas
- Waste is disposed of safely in appropriate containers
- Corridors and exits are kept clear and free of obstruction
- Equipment in their area is in good working order.

8. Portable Electrical equipment

Portable electrical equipment is inspected annually. Volunteers should report any defects through the normal channels listed previously.

9. Display screen equipment & furniture

Is checked annually

10. Manual handling

Manual handling is reduced as far as possible but use of ladders to reach high shelves should only be undertaken by trained volunteers.

11. Training

All staff will complete an induction programme with information about Health and Safety arrangements within the organisation. Any updates or changes to these arrangements will be relayed.

12. Other Organisations/Contractors

Organisations or contractors on our premises will be informed that they must comply with the requirements of the Health & Safety at Work Act 1974 and that their employees, trainers, trainees and volunteers are made aware of their own duties and liabilities under the Act. Information will be made available to contractors of known hazards on the premises.

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary? <i>Suggestions below</i>	Action by whom?	Action by when?	Done
Public Area	Visitors or volunteers – physical injuries from trips and falls.	Meeting and greeting, signage and awareness.	Maintenance and continuing awareness.	MV	Continual	
Shelving and artefacts	Volunteers using shelves and moving artefacts.	Hazard awareness, avoiding overweight objects on high shelving and unsafe storage. Training.	Ongoing surveillance of shelving and artefacts. On-going training.	ALL	Ongoing	
Electrical equipment	Volunteers & visitors	Regular checks.	Annual checks and replacement of faulty or dangerous equipment.	MV	Ongoing	
Number of visitors	Visitors and volunteers.	Keeping visitor numbers to a safe number (20) at one time.	Advise schools and groups how many permitted per visit.	ALL	Ongoing	
Use of toilet	Infection control.	Regular cleaning, use of hand basin, use of cleaning products under COSHH regulations.	On-going inspections.	ALL	Continual	
Sink and kitchen area.	Infection control.	Regular cleaning, use of hand basin, use of cleaning products under COSHH regulations.	On-going inspections.	ALL	Continual	