

HENLEY-IN-ARDEN HERITAGE CENTRE: SUMMARY RISK ASSESSMENT STATEMENT
DATE OF ISSUE: ORIGINAL 28 MARCH 2004; LATEST REVISION 08 MARCH 2013

Hazard	Where	Hazard Frequency	People affected	Existing measures and controls
1. Uneven floors	Rooms 2 & 3, upstairs	Permanent	Staff & visitors	Edges and worst areas tape marked
2. Wet floors	Slate ground floors	Occasional, usually when closed to the public	Staff	Warning signs posted.
3. Hot Water	Kitchen boiler	Occasional	Staff	Warning signs in place.
4. Electrical circuits	Throughout	Permanent	Staff & visitors	Annual PAT testing. Unused sockets Blanked. RCD circuit protection Central light switching.
5. Stairs and steps	a) Staircase b) General	Permanent Permanent	Staff & visitors Staff & visitors	Sturdy banisters, low rise steps. Hazard marking.
6. Low headroom	Rear landing	Permanent	Staff & visitors	Hazard marking.
7. Doors	Throughout	Permanent	Visitors	Doors hooked open during open hours.
8. Protruding shelves	Refectory	Permanent	Staff & visitors	Worst cases soft protected.
9. Sharp exhibits	Room 2 tools	Permanent	Staff & visitors	Out of reach or locked up.
10. Cleaning materials	Kitchen	Permanent	Staff	In secure cupboard not accessible to visitors.
11. Washing up	Kitchen	Intermittent	Staff	Dishwasher used.
12. Fire risks	Throughout	Permanent	Staff & visitors	Fire extinguishers easily visible. Smoke alarms in all rooms. Illuminated exit points Contract maintenance of equipment.
13. Stewardship	Throughout	When open	Staff & visitors	Staff induction including emergency procedures: Stewards' Handbook