

# Risk Assessment

**Company name:** Joseph Hardy Charitable Trust (Henley in Arden Heritage Centre)

**Assessment carried out by:** Norman Kench, Jonathan Dovey

**Date of next review:** June 2026      **Date assessment was carried out:** June 2025

| What are the hazards? | Who might be harmed and how?   | What are you already doing to control the risks?       | Hazard Level & Frequency | What further action do you need to take to control the risks? | When is the action needed by? |
|-----------------------|--|--|--------------------------|---|-------------------------------|
| Uneven floors         | Visitors & volunteers / Trips And Falls<br><br>(Upstairs rooms have uneven floors and floorboards) | Signage and worst areas marked with tape               | Low<br>Permanent         | Improving lighting – making sure bulbs are replaced regularly | March 2026                    |
| Wet Floors            | Visitors & volunteers / Slips<br><br>(Slate ground floors may be slippery when wet)                | Signage. Cleaning of floors done when closed to public | Low<br>Occasional        |   |                               |
| Hot Water             | Volunteers / scalds<br><br>(Kitchen - immersion heater & Kettle)                                   | Signage  | Low<br>Occasional        |   |                               |

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|------------------------------|---|--|-------------------------------------|--|--------------------------------------|
| <b>Electrical circuits</b>   | Visitors & Volunteers / Electric shocks, fires<br>(Throughout)  | PAT testing, Building electrical circuit testing, RCD circuit protection, central light switches & automatic light sensors       | Low<br>Permanent                    |  |                                      |
| <b>Stairs &amp; Steps</b>    | Visitors & Volunteers / Trips and falls<br><br>(Main Staircase & other small steps throughout the property) | Sturdy banisters and railings, low rise steps, hazard marking and painted steps, signage, ramps, disabled access to ground floor | Medium<br>Permanent                 |  |                                      |
| <b>Low Headroom</b>          | Visitors & Volunteers / Injuries due to low doorways, beams<br><br>(Doorways / low beams)                   | Hazard Marking, signage  | Medium<br>Permanent                 |  |                                      |
| <b>Doors</b>                 | Visitors / Doors closing /opening onto people<br>(Throughout)   | Doors hooked open during opening hours   | Low<br>Permanent                    |  |                                      |
| <b>Protruding shelves</b>    | Visitors & Volunteers / Sharp edges<br><br>(Refectory, Room 3)  | Hazard marking, signage, soft protection covers  | Low<br>Permanent                    |  |                                      |

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| <b>Sharp exhibits</b>           | Visitors & Volunteers<br>Sharp edges/cuts<br><br>(Throughout)  | Out of reach, locked up in cabinets   | Low<br>Permanent         |   |                               |
| <b>Cleaning materials COSHH</b> | Volunteers/<br>Skin irritation, respiratory problems, burns and other health issues<br><br>(Kitchen) | Kept in secure cupboard not accessible to visitors<br>External Cleaners are used at least once a year.                  | Low<br>Permanent         |   |                               |
| <b>Washing up</b>               | Volunteers /<br>Hot water, cuts<br><br>(Kitchen)   | Dishwasher used   | Low<br>Occasional        |   |                               |
| <b>Fire Risks</b>               | Visitors & Volunteers<br><br>(Throughout)  | Fire extinguishers, smoke alarms, illuminated exit points, contract maintenance of equipment, on site no-smoking policy | Low<br>Permanent         |   |                               |
| <b>Accidents (First Aid)</b>    | Visitors & Volunteers  | First Aid kit<br>Accident / Incident Book<br>Emergency Procedures in induction and steward's handbook                   | Low<br>Permanent         | Check instructions and procedures given to stewards if an accident occurs | March 2026                    |

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| <b>Stewardship / Safeguarding</b> | Visitors & Volunteers (Throughout) | Staff induction, emergency procedures in steward's handbook, 2 volunteers on each session, no unaccompanied children allowed to visit, internal CCTV. Group visits are to do their own risk assessments. | Low<br>When open         | Safeguarding policies and procedures to address the needs of vulnerable adults, including those with disabilities. Clear communication and support systems are in place to help them feel safe and protected. Reporting: Any concerns or allegations of abuse are reported to the relevant authorities | March 2026                    |
| <b>Lone Working</b>               | Volunteers / Trustees              | Staff induction, 2 volunteers on the rota each session.  | Medium                   | Supervision and monitoring: Regularly check in with the worker and provide support. Training: Ensure lone workers are properly trained on safety procedures, emergency protocols, and the use of safety equipment. Procedures: Establish clear guidelines for communication, reporting incidents       | March 2026                    |

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|---------------------------------------|--|---|-------------------------------------|---|--------------------------------------|
| <b>Working at Height</b>              | Volunteers / Trustees<br>Contractors<br><br>Use of Ladders replacing lights, displays, repairs.<br><br>Injuries from Falls | Use of contractors for lightbulbs, repairs and decoration. Work is undertaken when the centre is closed to visitors | Medium                              | We consider the competency and ability of the person carrying out the task, the stability and condition of the ladder and a prescribed safe system of work for carrying out the activity. | March 2026                           |
| <b>Manual Handling</b>                | Volunteers / trustees<br><br>Injuries including strains  | Work is undertaken when the centre is closed to visitors.   | Low                                 | We undertake a suitable and sufficient assessment of all manual handling operations.  | March 2026                           |
| <b>DSE (Display Screen Equipment)</b> | Trustees / volunteers<br>Where use of display screens is daily and for more than an hour.                                  | Advise Trustees where this situation may arise.   | Low                                 | Do a DSE assessment.<br>Advise people to take regular breaks.   | March 2026                           |