

## Assessment of risk for a group visiting Finchingfield Guildhall

Hazard	Risk level	Risk control	Other action
Access and Egress	Low	Finchingfield Guildhall has been inspected by the Fire Safety Officer and we have passed this inspection to remain open to the public. Emergency exits are clearly signed from all areas.	
First Aid	Low/ medium	Staff/volunteers can call for help as trained first aider may not always be on site. First aid kit available.	
Fire evacuation	Low	Advise all accompanying adults in advance: -All fire exits are clearly marked -The lift should not be used in case of fire -Go via nearest exit to st Johns church -Do not stop for bags/coats -Make sure entire group is present	There are regular fire tests within the building.
Child Protection Risk identified: Isolated children could be vulnerable to attentions of public	Low	Advise all accompanying adults in advance that children under 18 should not be left unaccompanied anywhere in the Guildhall.	During a school visit when the museum is closed, members of the public are not allowed in
Using public toilet Risk identified: Unable to unlock toilet door.	Low	Teacher in charge is responsible for pupils being escorted to the toilet. Verbal instruction and demonstration on correct use	
Rose head nails in floorboards Risk identified: scratches from nails	Low	Chairs and cushions available to sit on avoiding slight risk of scratching.	
Change of level in Guildroom Risk assessed: Falling down level change	Low	Hazard warning tape to warn of level change from guildhall to kitchen.	
Lift Risk assessed: Getting stuck in lift	Low	Advise all accompanying adults in advance that use of the lift should not be used by children not accompanied by an adult.	Signs are clearly on display forbidding children from use of lift without accompanying adult