

## RISK ASSESSMENT FOR ATTRACTION VISITS

York's Chocolate Story, King's Square, York,  
YO1 7LD (01904 527 765)

|   |   |
|---|---|
| 1. <u>Risk Activity/Hazard</u> : Offsite / Onsite Educational Workshop  |   |
| 2. <u>Location of Risk Activity/Hazard</u> :<br>Offsite partner venues including Bedern Hall, The Central Methodist Church, Hotel 53, Explore Library, The Grand Opera house, St Michael Le Belfry and Theatre Royal.<br>Onsite includes the workshop room in The Skipper Suite (lower ground floor of the attraction).   |   |
| 3. <u>Hazards</u><br>Slips trips and Falls<br>Allergies<br>Personal hygiene issues  | 4. <u>Process/Activity Involved</u><br>Travel on foot to the offsite venue<br>Travel downstairs to The Skipper Suite<br>Workshop activity |
| 5. Persons exposed to the hazard (shade all groups who are at risk)<br><br><input checked="" type="checkbox"/> Specific employees (Specify) Workshop leaders<br><input type="checkbox"/> All employees<br><input checked="" type="checkbox"/> Members of the public<br><input type="checkbox"/> Contractors<br><input type="checkbox"/> Other (Specify).....  |   |
| 6. <u>Control measures currently used</u><br><br>We recommend that all teachers complete a familiarisation visit of the York's Chocolate Story and practice walking the route to the workshop location we have arranged, if your workshop is not taking place onsite. Allergy warnings and dietary considerations are to be provided by school staff with at least 2 weeks' notice of a visit. York's Chocolate Story team to reiterate allergy risk during each session. Personal hygiene equipment including gloves, hairnets and aprons are provided as an essential part of workshop. |   |

7. Assessment of risk to personal injury

a) Frequency; how often b) Likelihood; how likely is c) Severity; level of potential risk of personal injury

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Daily | <input type="checkbox"/> Likely              | <input type="checkbox"/> Disaster         |
| <input type="checkbox"/> Weekly           | <input type="checkbox"/> Probable            | <input type="checkbox"/> Fatality         |
| <input type="checkbox"/> Monthly          | <input checked="" type="checkbox"/> Possible | <input type="checkbox"/> Major            |
| <input type="checkbox"/> Annually         | <input type="checkbox"/> Remote              | <input checked="" type="checkbox"/> Minor |
|   | <input type="checkbox"/> Improbable          | <input type="checkbox"/> No Injury        |

8. Further action required. Identify the measures that could be taken to reduce the risk to an acceptable level. If risk is acceptable and no further control measures are required tick this box

| Measures  | Comments<br>(e.g. Any reasons why measures not reasonably practicable) | Target Date |
|---|--|-------------|
| Monitor incidents at offsite and onsite locations and investigate where possible. Work with partner venues to assess risks on an ongoing basis. |  | Ongoing     |

9. As a minimum, at least one leader trained in Emergency Aid must accompany every visit and where separate sub-groups of young people will be created during the course of a visit, each must have a similarly trained leader. Consideration needs to be given to the need for more comprehensive first aid training when supervising adventurous and outdoor activities and particularly in remote environments.

The Group Leader should be aware and have taken account of any existing medical conditions and/or special needs that group members may have.

Before undertaking any off-site activities, the head teacher should assess what level of first-aid provision is needed. The HSE recommends that, where there is no special risk identified, a **minimum** stock of first-aid items for travelling first-aid containers is:

- a leaflet giving general advice on first aid
- six individually wrapped sterile adhesive dressings
- one sterile unmedicated wound dressing – approximately 18cm x 18cm
- two triangular bandages
- two safety pins
- individually wrapped moist cleansing wipes
- one pair of disposable gloves

Again, equivalent or additional items are acceptable. Additional items may be necessary for specialised activities.

Your workshop leader offsite will not be first aid trained, but we will have first aid trained managers onsite who can assist.

10. This assessment was carried out by:

Name: Stuart Wood

Position: General Manager

Signature: S Wood

Date: 3<sup>rd</sup> October 2022

11. Review due on: 2nd October 2023

If you have any questions about the content of this assessment or any special requirements that may require our team to adapt your visit in any way, please contact the Management team directly on 01904 527765.

continue the story...