

Work Activity Inventory Sheet

WORK ACTIVITY INVENTORY

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Occupation being analysed:
Group visits to the site

Location:
**Glos Archives
 Kingsholm**

Number of staff doing job:
usually 2 maximum

Date
**31 Jan
 2007**

Activity	Potential hazards	Is this a significant risk? Yes/No	If risk assessment completed record details (date and reference) here
Parking and walking on site	Shared entrance and space for vehicles and pedestrians; tripping hazards	Y	Y - 02/02/2007
Using Frith Centre	Electrocution; fire; tripping	Y	Y - 02/02/2007
Tour of Archives building	Tripping; disorientation	N	Y - 02/02/2007
Moving around strong rooms	Tripping; being trapped in rolling shelving	Y	Y - 02/02/2007

Name of person compiling inventory :
**Julie Courtenay
 Head of Collections**

Name(s) of persons assisting in compiling this inventory:-
**Jill Shonk
 Outreach and Learning Officer**

Post:

Location:
**Glos
 Archives**

Signature:

Date:
 2/2/07

Risk Assessment Form

WORK ACTIVITY RISK ASSESSMENT

Task being undertaken:- **Group visit to Gloucestershire Archives (Kingsholm site)**

Occupations:- **various (school pupils, students, retired people etc)**

Population/staff affected:- **various groups of all ages (primary school age upwards)**

Any vulnerable persons particularly at risk:- **children, disabled people**

Date of assessment:- **02/02/2007**

Review date:-

Ref:- **RA**

Activity	Potential Hazards	Existing Control Measures	Degree of Risk			Additional Action Required/Comment	Degree of Risk		
			With Existing Control Measures				With Additional Control Measures		
			L'hood	Severity	Total		L'hood	Severity	Total
Parking and walking on site	Shared space - collision involving vehicles/ pedestrians	Entrance barrier slows traffic onto and off site; disabled parking is available by main door; clear signage around site; visiting group is advised of shared space and arrangements for parking on site, including driving slowly at all times	2	3	6	Mirrors to be purchased and positioned at blind corner (now in place – March 2007) Note: qualified first aiders are on site during public opening hours	1	3	3
Walking on site	Tripping or falling	Pedestrian ways are kept clear of tripping hazards; edges of steps are highlighted with yellow paint; disabled access ramp is in place	2	2	4	Resurfacing will be carried out as part of planned maintenance programme (some broken areas by rear of Frith Centre now resurfaced – April 2007)	1	2	2
Using Frith Centre	Electrocution	All Archives electrical equipment is PAT tested; groups of vulnerable people	1	5	5	Note: visitors may not bring their own portable electrical appliances	1	5	5

		are accompanied at all times by their own adult leaders				without discussing in advance with the Outreach and Learning Officer			
Using Frith Centre	Fire	Visiting group to be advised that smoking is not allowed in any building; cigarette stubs should be extinguished in metal container provided outside main entrance; evacuation procedures are explained at beginning of visit and notices are displayed in Centre; furniture meets BS standards; highly combustible materials are not stored	1	5	5	Note: in the event of an emergency evacuation, stewards will ensure all visitors exit the buildings promptly and safely			
Using Frith Centre	Tripping	All floors are kept tidy and clear of tripping hazards; rubber strips are used to cover any wires from portable equipment	1	2	2	Note: this is a ground level building			
Tour of Archives building	Tripping	Floors are kept clean and clear of tripping hazards	1	2	2	Note: this is a single storey building			
	Disorientation	Tours only as part of staff-guided group	1	1	1				
Moving around strong rooms	Tripping	Floors are kept clean and clear of tripping hazards; visiting groups are advised about wearing sensible shoes and warm clothing	1	2	2	Note: stairs only in one strong room and these are not accessed as part of group tours			
	Being trapped in rolling shelving	Access to strong rooms is only allowed as part of a staff-guided tour party; guide keeps visitors clear of	1	2	2	Note: all staff are aware of Health + Safety procedures			

		moving shelving							
Working with children and vulnerable adults		Visiting groups of children or vulnerable adults are accompanied by their own responsible adult; particular needs are discussed with Archives Outreach and Learning Officer before visit	1	2	2	Child protection policy is being drawn up			

