



**Coppergate**

**York YO1 9WT**

**01904 615505**

## **Risk Assessment**

JORVIK has identified some potential areas of risk to visitors.

When carrying out a risk assessment special consideration is given to the control measures which we will undertake, such as providing adequate information, instruction or training to the appropriate people, and identifying who takes overall charge in an emergency situation. This is a generic risk assessment for the building; It is recommended that teachers and guides carry out their own risk assessment prior to their visit. This can be arranged free of charge through our bookings department on 01904 615505.

### **Facilities**

Toilet facilities are situated on the ground floor at the bottom of the staircase. These include male, female and disabled toilets which require a radar key. They will be accessible all through your visit. Floors maybe come wet due to sink overflows. The duty manager checks these areas on a regular basis throughout the day Disabled Access. The whole of the main exhibition is on the basement floor and has been designed to be wheelchair-friendly. A ride capsule has been adapted for wheelchair use. However, due to fire regulations, we are only permitted one wheelchair user in the building every hour. We therefore recommend that you inform the Reservations department if you will be bringing a wheelchair user. All capsules on the ride have been fitted with a hearing loop and large print versions of our gallery panel text are available. There is also a Braille guide to the artefacts gallery. Staff members are available to help where possible.

<b>Area</b>	<b>Potential Hazard</b>	<b>Risk</b>	<b>Control Measures</b>
Admissions	Lift door Staircase  Your Vikings Today screen on stairs	Finger traps Push/fall/trip  Possible distraction – trips/falls	Adult supervision required for children/signage in place
Discover Coppergate	Glass Floor Lighting Enclosed Space	Overheating/ Claustrophobia/dizziness Slipping on floor when wet	Limit numbers warn susceptible individuals. Floor to be mopped by staff

	Handling of replicas /artefacts	Decreased Visibility Risks arising from dropping / misuse of handling items	when necessary Routine checking by staff to ensure handling items are breakage-free. All handling to take place under close supervision by staff.
Toilets	Step down Door Wet Floor	Trip/fall Finger trap Trip fall	Signage please mind the step Finger guards Wet Floor signs
Caps On/Off (Boarding of time capsules)	Steps up/down into capsules. Speakers in capsules Low level lighting Sloping floor	Trip/fall/push. Bumping heads. Decreased visibility. Trip/fall/push	Clear instructions given from JORVIK staff. Non - slip strips on floors.
Ride	Evacuation from ride in case of ride breakdown/emergency	Emergency	All relevant staff trained in ride evacuation procedure: a separate risk assessment document has been prepared for this.
Artefacts Gallery	Open space / Low level lighting Glass Artefact Cases Handling of replicas/artefacts Coinstrike.	Fall/trip/push Fall/trip/push Hammers, Sharp corners Risks arising from dropping / misuse of handling items Hammers, loose coin dies, splinters.	Additional signage to be introduced Protectors placed on cases at head level. Routine checking by staff to ensure handling items are breakage-free. All handling to take place under close supervision by staff. Staff to ensure visitors remain at a safe distance. Equipment only to be used by trained staff. Clear H & S messages in place.

	Middleton Cross  End of Galleries Difference in floor levels.	Sharp edges  Trip/push/fall due to a slight rise in floor levels	Staff to ensure visitors remain at a safe distance.  A raised floor level has on floor marking. Children should be supervised at all times.
Shop/Stairs	Stairs – Screen distraction Free standing display units.  Flooring	Trip/push/floor  Sharp edges  Wet Weather – trips/fall due to wet floor	Staff to ensure safe distances between fixtures and fittings/anti slip tape in place.

**Please Note:**

- Activities that take place within JORVIK have been designed with full consideration of risks and are maintained as safe spaces for visitors.
- All electrical equipment is regularly checked and PAT tested.
- All materials used in the design of JORVIK are safe for visitor contact e.g. paint finishes etc.
- All materials used have been fire proofed.
- JORVIK has a current fire certificate and regular fire service inspections are undertaken. There are established, written evacuation procedures in place to deal with any such emergency.
- The centre is fitted with smoke and heat sensing systems that will trigger alarm systems to alert staff to evacuation.
- The centre is equipped with regularly maintained fire-fighting equipment.
- The uniformed Front of House team are in attendance and there is always a first aider on site.
- First Aid kit and accident book is available on site.
- Security assessment & procedures regularly performed