

Contents

1. General Parkland Safety 6

 1a Open Parkland and historical features 7

 1b Slips, trips and falls on designated pathways, car parks and open parkland 9

 1c Biological Hazards 12

 1d Animal and insect bites..... 14

 1e Personal Safety 16

 1f Vehicles striking pedestrians in car parking area 19

 1g Collision with YSP vehicles, off road moving vehicles. Ride on Mowers, ATVs, Telehandler 20

 1h Weather, Extreme Hot temperatures 21

 1i Weather, Extreme Windy conditions, Tree branch failure, objects propelled in wind..... 23

 1j Weather, Extreme Cold temperature 25

 1k Open Water, and flood conditions 27

 1l Tree Management. Tree/Branch Failure. 29

 1m Emergency Incident. Illness or serious accident arising in the parkland. 30

 1n Sale of knives to underage visitors 32

 1o Sale of knives to visitors over the age of 18 but are part of a learning or group visit 32

2 Learning Activity 33

 2a Activities and use of public spaces. 34

 2b Welfare 35

 2c Child welfare – contact with members of the public; missing person; personal security..... 36

 2d Insurance 39

 2e Fire – YSP buildings 40

2f Lifting and moving furniture for workshops and events	41
2g Use of pencils and paper.....	42
2h Use of scissors.....	43
2i Use of ink	44
2j Use of clay.....	45
2k Use of plasticine/ modelling material.....	47
2l Using wire and pliers.....	48
2m Using wire cutters.....	49
2n Use of glue guns.....	50
2o Use of plastics, natural materials and open-ended resources.	51
2p Using sewing needles.....	52
2q Use of glue	53
2r Lifting/ carrying heavy materials.....	54
2s Overcrowding of resource area.	55
2t Small parts & objects in making bag	57
2u Use of ribbon sticks in Family Workshops.....	58
2ua Use of Trugs in Baby Activity Event	59
2ub Use of long fabric covered elastics in Family Workshops	60
2v Use of chalk and chalk board	60
2w Allergic reaction to substances used in practical making sessions, i.e. glue, paint, clay, Modroc, plaster, sand, cornflour, earth and natural materials	61
2x Hot liquids	62
2y Metal bowls, implements, spoons, ladles and buckets	63
2z Rocks	64

2aa Edible materials - grains, rice, oats, edible play dough, corn flour, food colorants, fruit and beetroot	65
2bb Hanging umbrellas, umbrella spokes, hanging gutter runs, hanging strings	67
2cc Lycra wrapped trees and used for holding babies	68
2dd Hammocks	69
2ee Overhead projectors and light boxes	71
2ff Hot liquids.....	72
2gg Small kick stools	73
2hh Portable seats/stools	73
2ii Lockable wooden storage boxes.....	73
2kk Yoga & Sound bath	74
2ll Stone Carving	76
2mm Plaster	76
2nn Power tools.....	77
2oo Radios	78
2pp Site checks	79
2qq Sharps	80
2rr COSHH/Use of chemicals	83
2ss Pat/Use of electrical items	84
2tt Gazebo.....	85
2uu Dysregulation/ distress/ crisis behaviours	86
2vv Access to office/ workshop areas/ toilets/ stores	88
2ww Office auditing	89
2xx Training oversight -inductions.....	90
2yy Tree kits	91

<p>Equipment or Activity Being Assessed:</p> <p>All Learning Activity for Formal and Informal Programmes.</p> <p>Staff, Artist Educators, Workshop Assistants, Volunteers, Visitors</p>		<p>Health and Safety Advisor: Paul Beaumont</p> <p>Learning Managers:</p> <p>Christina Barrass and Emma Spencer</p> <p>Signatures:</p> <p>Christina Barrass <i>Emma Spencer</i></p> <p>Head of Programmes - Alex Hodby</p> <p>Signature: <i>AJHodby</i></p>			<p>Department:</p> <p>Learning</p>		
					<p>Date of Risk Assessment:</p> <p>Managers review:</p> <p>February 22nd 2026</p> <p>Final SLT edit:</p> <p>23rd February 2026</p>		
					<p>Review Date of Assessment:</p> <p>February 2027</p>		
<p>What is the Hazard?</p>	<p>Who May be Harmed and Injuries Sustained?</p>	<p>What Control Measures are already in Place?</p>	<p>Probability (P)</p>	<p>Severity (S)</p>	<p>Overall Risk (P X S)</p>	<p>Is the overall risk acceptable? If No, state additional Controls to achieve an acceptable risk level.</p>	<p>Who will action controls and date to be completed by?</p>
			<p>After Control Measures</p>				

1. General Parkland Safety

<p>1a Open Parkland and historical features</p>	<p>All Staff, public Minor or major injuries.</p>	<p>The Outdoor Gallery Team (OGT) are required to carry out frequent checks of the parkland and parkland features to visually identify potential safety concerns. It is advised that the checks are carried out daily but for remote areas of parkland checks should be made as frequently as possible. While carrying out parkland checks the OGT members are asked to visually look and check for obvious problems which could cause harm to visitors. Zonal lists have been formed, which contain general and specific items to be checked. Each OGT member is to complete the associated 'Check' form, noting general findings and confirming the check has been completed. Findings of immediate concern are to be reported immediately to the senior Outdoor or Indoor Gallery team member for immediate action by relevant teams.</p> <p>2, Assigned learning team conduct weekly site checks of the learning areas, completing forms and sharing documents with the learning coordinator. Contractors</p>	<p>-</p> <p>2</p>	<p>-</p> <p>3</p>	<p>-</p> <p>6</p>	<p>1) Controls adequate Check list criteria are regularly reviewed at the Health and Safety Working group, along with appropriate managers.</p> <p>2, Controls adequate. Learning site checks process to be reviewed by learning managers and Programme Lead, to be reviewed by Health and Safety Lead following near miss incidents</p>	<p>Indoor and Outdoor Gallery Managers to ensure teams are appropriately briefed in how to undertake and complete the checks properly.</p> <p>2, Learning co-ordinator/learning assistants</p> <p>Learning Team, Artist Educators, Workshop assistants, YSP Staff and volunteers</p>
---	---	---	-------------------	-------------------	-------------------	---	--

Yorkshire Sculpture Park Risk Assessment

		and remaining team check workshop area sites prior to any activity and maintain vigilance throughout sessions, reporting any concerns directly to the learning coordinator. Weekly learning ops meetings and Health and safety working group representatives disseminate and share information. Actions are recorded in the learning ops agenda.					Group leaders receive Visit information booklet
--	--	--	--	--	--	--	---

<p>1b Slips, trips and falls on designated pathways, car parks and open parkland.</p> <p>Including Early morning function events.</p>	<p>All staff, volunteers and public: minor or major injuries. Sprains and fractures.</p>	<p>1) Frequent checks are to be carried out on Parkland, car parks roads and pathways. See corresponding zonal lists. Any areas found to be dangerous will be fenced off or highlighted by using traffic cones or hazard tape.</p> <p>2) Monthly Inspection carried out on plastic pathway matting by Estate team.</p> <p>3) Staff and visitors are advised to wear appropriate footwear for ground conditions e.g., safety boots, wellingtons, walking shoes.</p> <p>4) After periods of heavy rainfall resulting in poor ground conditions. Dangerous areas will be roped off from public</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>1) Estate Manager, Head Grounds man and Senior OGT should closely monitor ground conditions and carry out maintenance or isolation of pathways as required.</p> <p>2) Controls adequate. The snow clearance and preventative gritting work instructions to be implemented from November through to April as weather conditions dictate.</p> <p>3) Controls adequate.</p> <p>4) Controls adequate. Group leaders receive Visit information booklet at the</p>	<p>1) Senior Outdoor and Indoor Managers to ensure checks are carried out by OGT.</p> <p>2)Estate manager to ensure checks on plastic pathway are carried out and advise on ground conditions</p> <p>3) ALL Line Managers as appropriate Learning Coordinator external communications</p> <p>4) OGT senior and Head of Marketing for Website. Learning</p>
---	--	---	----------	----------	----------	---	--

		<p>access or have warning trip hazard signage displayed as appropriate. YSP should publish advice and information to visitors regarding poor ground conditions and to wear appropriate footwear. Information should be included on YSP Website and use internal notices/posters/ and media displays. Event participants should be notified of adverse weather and ground conditions via event reminder email communication and recommendations made for suitable clothing and footwear.</p>				<p>point of booking and available through the website.</p>	<p>Coordinator external communications</p>
		<p>5) Inspection of carparks and corresponding event areas is to be carried out by a YSP competent person. In the event carparks are thought to be unsafe the function organiser will be notified that the event is cancelled, and attendees are not to attend.</p>				<p>5) Controls adequate.</p>	<p>5) Learning managers internal communications, Coordinator external communications</p>
		<p>6) Learning team to notify Estates team of any potential</p>				<p>6) Controls adequate.</p>	<p>6) Learning Coordinator Internal communications of Learning Team, Artist Educators,</p>

Yorkshire Sculpture Park Risk Assessment

		hazards. If necessary, direct participants away from danger in the first instance.				Site checks daily and weekly, communications through ops meetings.	Workshop assistants, YSP Staff.
--	--	--	--	--	--	--	---------------------------------

<p>1c Biological Hazards</p>	<p>All Staff, volunteers, Visitors and Contractors. Illness, Tetanus, leptospirosis, Lyme's disease. Hogweed Plant</p>	<p>All individuals working outdoors are advised to have a tetanus injection.</p> <ol style="list-style-type: none"> 1) All staff are encouraged to maintain personal hygiene (hand washing) especially after operating in areas such as refuge areas or stream/river banking's. 2) Staff should be aware of symptoms and transmission of Lyme disease through woodland ticks and read the enclosed information leaflet. 3) Staff should be aware of symptoms and transmission of Leptospirosis disease through contact with rat or cattle urine. 4) Staff should be aware of burns from the sap of Hogweed plants. If contact occurs, rinse with running water immediately. 5) Workshop leads to navigate site away from potential hazards. Learning teams monitor groups in proximity of any hazards and advise accordingly. 	<p>2</p>	<p>2</p>	<p>4</p>	<p>Safety display in learning office updated with relevant advice and safety precautions.</p> <ol style="list-style-type: none"> 1) Controls adequate. 2) Controls adequate. 3) Controls adequate. 4) Controls adequate. Images to support identification of giant hogweed displayed in the Learning Office for team members and Artist Educators to view 5) Controls adequate. Site checks daily and weekly, communications through ops meetings. 	<p>All Line Mangers to advise their teams accordingly.</p>
------------------------------	--	--	----------	----------	----------	---	--

Yorkshire Sculpture Park Risk Assessment

		6)Hand sanitiser to be provided near any natural handling resources in Learning spaces or galleries.				6) Controls adequate. Cleanliness boxes stored under sinks in each workshop studio.	6)Learning assistants monitor stock and re-order as appropriate
--	--	--	--	--	--	---	---

<p>1d Animal and insect bites</p>	<p>All Staff, volunteers Visitors and Contractors. Minor injuries, allergic reactions.</p>	<ol style="list-style-type: none"> 1) OGT team and Estates team are asked to be vigilant and report insects/wasps' nests. Identified nests which pose a threat to staff/visitors are destroyed by YSP in house team or pest control contractors. Any Learning Team member, Artist Educator or Workshop Assistant who discovers a nest should report immediately to the Estates team via the learning co-ordinator 2) Wasp attractants are installed in woodland areas surrounding public restaurants and outdoor catering areas to attract insects away from public areas. 3) Visitor information on YSP map boards and websites should contain information asking visitors to remain to designated pathways only. 4) Group leaders receive Visit information booklet and allergy information requested as part of booking process via website and learning co-ordinator. 	<p>2</p>	<p>3 Note: could be serious in the event of allergic reaction =5</p>	<p>6</p>	<ol style="list-style-type: none"> 1) Controls adequate. Line managers are asked to ensure their teams are informed of emergency procedures contained in YSP's Safety and Emergency Plan. 2) Controls adequate 3) Controls adequate 4) Controls adequate 5) Controls adequate 	<p>All Line Managers regarding EMG procedures</p> <ol style="list-style-type: none"> 1) Senior OGT Manager 2) Facilities Manager 3) Head of Marketing 4) Learning team co-ordinator
-----------------------------------	--	---	----------	--	----------	--	---

		<p>5) Appropriate first aid trained team to be in learning area or radio accessibility in KB to be in place at all times.</p> <p>6) When lone working team to radio Duty managers when on/off site if their allergies are recognised to be of risk. Epi pen to be stored in First aid kit in learning and details shared re team member affected –with consent.</p>				<p>6) Controls adequate Team with Epi pen prescribed to store stock in first aid kit in learning. In case of medical needs and loan working channel 3 must be in use where loan working occurs prior to normal start times e.g. 8am to 8.30, or on evening and weekend shifts. Communications with duty manager must be made at point of arrival and departure.</p> <p>Note: First aid update: insect creams are <u>not</u> to be offered as part of First aid</p>	<p>5) Adequate and allocated first aid team in office spaces</p> <p>6) Team affected/ Duty managers/Line managers</p>
--	--	---	--	--	--	--	---

<p>1e Personal Safety</p>	<p>All Staff, volunteers, Visitors and Contractors. Physical and verbal abuse</p>	<p>1) All staff to carry YSP radio or mobile when operating in parkland remotely.</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>1) Controls adequate Learning coordinator is responsible for ongoing admin of radios on channel 2 <u>and</u> channel 3. Learning coordinator always carries these radios when in and out of office to support site wide support. If Learning coordinator is not present/if out of office space (or on lunch or absent) channel 2 and channel 3 are held by a deputised person(s) Informal leading community/family events Radio duty manager when changing from channel 3 to 2, this occurs when the event is live. This communication must be confirmed and acknowledged by duty manager.</p>	<p>1) All Line Mangers to enforce controls as required.</p>
---------------------------	---	---	----------	----------	----------	--	---

		<p>2) Encouragement is given for all staff to inform line Managers/supervisors of their intended location and alternative communication device. (If required)</p> <p>3) Line Managers to ensure all volunteer guides/visitor are given a safety induction and supplied with YSP group radio.</p> <p>4) Should confrontation occur between school groups / community groups / event participants or visitors, workshop leads/teams are encouraged to disperse parties redirecting to alternate routes/destinations.</p> <p>5) Learning team to support verbal and written communications as appropriate with school</p>				<p>2) Controls adequate Frequent discussion in office and learning ops</p> <p>3) Controls adequate Where learning assistants are based outside of office, they need to have channel 3 accessibility for whole site emergency communication. This is not relevant if they are in gallery spaces with VET team support.</p> <p>4/5) Controls adequate Group leaders receive Visit information booklet with code of conduct guidance included. In case of 'emergency' any available radios should be collected and distributed across Learning managers. For any alpha one Learning co-ordinator leads on communications, decisions</p>	<p>2) All team</p> <p>3) Learning Leads and co-ordinator</p> <p>4, Learning Team, Artist Educators, Workshop assistants, YSP Staff</p> <p>5, Learning Team, Artist Educators, Workshop assistants, YSP Staff via learning co-</p>
--	--	--	--	--	--	---	---

Yorkshire Sculpture Park Risk Assessment

		<p>group leads/school and with DDSO.</p> <p>6) Learning teams to follow policy as per Learning - Preventative harassment RA.docx</p>				<p>would still be with programme leads or duty managers.</p> <p>6) Controls adequate</p> <p>Team discussion of process and policy in operational meetings</p>	<p>ordinator and/or DDSO.</p> <p>6. Learning team managers and all team</p>
--	--	--	--	--	--	---	---

Yorkshire Sculpture Park Risk Assessment

<p>1f Vehicles striking pedestrians in car parking area</p>	<p>All Staff, volunteers Visitors and Contractors.</p>	<p>1), 10mph speed limit in place throughout car park and estate. traffic and road markings are located and regularly replaced, repaired as required. Coach drop-off points are in designated safe area.</p> <p>2), Workshop leads to remind groups of vehicular access and assigned spaces for collection of groups.</p> <p>3), Learning team disseminate information to make clear difference between TLV and workshop coach arrangements –if necessary, communicating with VET team to re assign spaces/re route/open gates.</p>	<p>1</p>	<p>4</p>	<p>4</p>	<p>1) Controls adequate</p> <p>2) Controls adequate</p> <p>Booking confirmation and information pack support navigation for coaches</p> <p>3) Controls adequate</p>	<p>All line Managers to inform team members of speed limit on site and enforce.</p> <p>2, Workshop leads</p> <p>3, Learning coordinator/VET</p> <p>Group leaders receive Visit information booklet with coach navigation details.</p>
---	--	--	----------	----------	----------	---	---

Yorkshire Sculpture Park Risk Assessment

<p>1g Collision with YSP vehicles, off road moving vehicles. Ride on Mowers, ATVs, Telehandler</p>	<p>All Staff, volunteers, Visitors and Contractors. Potential for serious injury.</p>	<p>1) 10mph speed limit in place throughout Parkland including Off road vehicles.</p> <p>2) YSP staff inducted and trained (where appropriate) on all off-road vehicles and plant. ATVs serviced and maintained regularly by in-house team.</p> <p>3, Learning to share weekly diary if visitors/workshops booked in Main ops and daily updates of any amendments to Vet team.</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>1) Controls adequate Line Managers are to ensure individual risk assessments are completed for the ATV use in their departments.</p> <p>2) Controls adequate Subsequent training of individuals and maintenance of vehicles should be maintained. Consideration should be given to formal training by LANTRA or other body. Formal training maybe collective or single train the trainer course.</p> <p>3) Controls adequate</p>	<p>1) Line Managers as required. 1 and 2) Estate /Facilities/Senior Vet Executive team to consider formal training 3) Learning co-ordinator/assistants Group leaders receive Visit information booklet</p>
--	--	---	----------	----------	----------	--	--

Yorkshire Sculpture Park Risk Assessment

<p>1h Weather, Extreme Hot temperatures</p>	<p>All Staff, Volunteers Visitors and Contractors.</p> <p>Sun burn</p> <p>Dehydration</p> <p>Heat Stress.</p>	<ol style="list-style-type: none"> 1. YSP staff are encouraged to avoid exposing skin to direct sunlight for prolonged periods. 2. Use high factor sun block. 3. Wear the appropriate clothing for both the work and the conditions. 4. Staff are advised to keep hydrated when working in hot temperatures. Wear a hat or head dress to keep the sun directly off your head. 5. Take regular breaks in the shade, using trees or buildings for shelter. 6. Workshop leads and team consider met office and environment agency reports when planning routes for workshops 7. Visitors guided by pre visit information and support by VET and learning teams on day of visit. 	<p>2</p>	<p>2</p>	<p>4</p>	<p>1) Controls adequate</p> <p>Workshop leads and learning team are to advise visitors at point of booking and on day re:</p> <p>1) Controls adequate</p> <p>Avoid exposing skin to direct sunlight for prolonged periods.</p> <p>3) Controls adequate</p> <p>Use high factor sun block. Wear the appropriate clothing for both the activity and the conditions.</p> <p>4) Controls adequate</p> <p>Keep hydrated when working in hot temperatures. <i>Water dispenser signposted.</i></p> <p>5) Controls adequate</p> <p>Wear a hat or head dress to keep the sun directly off head. <i>Visor caps provided</i></p> <p>6) Controls adequate</p> <p>Take regular breaks in the shade, using trees or buildings for shelter.</p>	<p>1-5) Line Mangers are to advise their teams accordingly.</p> <p>6) Workshop leads and learning team</p> <p>7) Learning Co-ordinator, VET and learning teams</p>
---	---	---	----------	----------	----------	---	--

Yorkshire Sculpture Park Risk Assessment

						7) Controls adequate Group leaders receive Visit information booklet about the landscape and facilities available	
--	--	--	--	--	--	---	--

Yorkshire Sculpture Park Risk Assessment

<p>1i Weather, Extreme Windy conditions, Tree branch failure, objects propelled in wind.</p>	<p>All Staff, Volunteers Visitors and Contractors. Potential for serious injury</p>	<p>1) During strong winds it is advised that no persons shelter under tree canopies.</p> <p>2) In accordance with YSP tree management policy, the Head Groundsman or Senior OGT (weekend) will monitor any warnings issued by the MET/Environment agency office. As a result of an issued warning, relevant areas of parkland will be closed to public and staff as appropriate. Relevant warning signage and prohibition signage will be placed on access routes as appropriate by OGT.</p> <p>3) After weather warnings for strong winds the Estates team will carry out a check of wood land areas as outlined on the YSP tree management policy, the check will be for any trees or limbs which have become dangerous by the high winds.</p> <p>4) The OGT are asked to carry out a visual check from ground level for obvious dangerous problems caused by trees or limbs. All incidents are to be reported and areas isolated until tree/limb is removed.</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Head of Estates and Projects to regularly review YSP’s tree management policy.</p> <p>1) Controls adequate Advice provided to teams and groups</p> <p>2) Controls adequate Advice provided to teams and groups</p> <p>3) Controls adequate Advice provided to teams and groups</p> <p>4) Controls adequate Advice provided to teams and groups</p> <p>5) Controls adequate</p>	<p>1) All line Managers to advise teams accordingly.</p> <p>2 and 3) Head of Estates to review tree Policy accordingly and ensure checks are carried out.</p> <p>4)OGT manger to ensure team are aware of initial check requirements</p>
--	--	---	----------	----------	----------	---	--

Yorkshire Sculpture Park Risk Assessment

		<p>5) Learning team to discuss week ahead met office/environment agency report in ops meetings. Alternate routes for visitors in the interim of closure decision making. To action adverse weather policy processes when severe weather is predicted.</p> <p>6) During periods of severe weather (Yellow weather warnings and above) Hidden Forest and outdoor learning areas are checked on using dept site checks, reporting to Learning coordinator and estates.</p>				<p>Advice provided to teams and groups</p> <p>6) Controls adequate</p> <p>If appropriate areas cordoned and closed to visitors/visiting groups.</p>	<p>5) Learning team, artist educators/workshop leads</p> <p>6) Learning team, artist educators/workshop leads</p>
--	--	---	--	--	--	---	---

Yorkshire Sculpture Park Risk Assessment

<p>1j Weather, Extreme Cold temperature.</p> <p>Including Early morning function events.</p>	<p>All staff, volunteers, learning team, public, TL visitors and workshop participants and contractors.</p> <p>Hyperthermia</p>	<ol style="list-style-type: none"> 1) Close consultation with Met office forecast. Gritting operations are to be undertaken on main car parks and main access routes in and out of buildings and galleries. 2) When ice/snow is significant, Car parks should remain closed until ploughing, gritting is carried out and car park and pathways are designated safe by Estate Manager or senior OGT member on duty. 3) Initial checks by OGT to include checks for black ice on designated pathways. 4) Salt bins located at regular locations around site for use by staff and public. 5) Inspection of carparks and corresponding event areas is to be carried out by an YSP competent person. In the event carparks are thought to be unsafe the function organiser will be notified that the event is cancelled, and attendees are not to attend 6) Staff and visitors are advised to wear appropriate clothing for conditions Including thermal 	<p>2</p>	<p>2</p>	<p>4</p>	<p>(1) Controls adequate</p> <p>(2) Controls adequate</p> <p>(3) Controls adequate</p> <p>(4) Controls adequate Learning team on site to 'sprinkle' grit/salt on pathway between car park and entrance only.</p> <p>(5) Controls adequate Group leaders receive Visit information booklet and updated communication via email.</p> <p>(6) Controls adequate</p>	<p>1 and 2) Estate Manager</p> <p>3) Senior OGT Manger</p> <p>4) Facilities Manager, Learning team</p> <p>5) Learning managers and co-ordinator</p>
--	---	---	----------	----------	----------	---	---

Yorkshire Sculpture Park Risk Assessment

		<p>clothing, hat, gloves and footwear offering good grip.</p> <p>7) Regular warm up breaks should be taken by person operating outdoors in line with department or activity risk assessment.</p> <p>8) Learning team maintain correspondence via communications process flow.</p> <p>9) Team to park in main visitor's centre if access is challenging. Adverse weather external communications to be maintained as per policy.</p> <p>10) If hidden forest area is booked and anticipated to be in use, sleepers must be jet washed and salted in advance. Workshop leads to highlight to groups potential of slippy surfaces.</p>				<p>(7) Controls adequate</p> <p>Gloves and wheat bags available</p> <p>Indoor re-rooming accommodated if necessary/able</p> <p>(8) Controls adequate</p> <p>Team update phone numbers as required in ops with permission</p> <p>(9)Controls adequate</p> <p>(10)Controls adequate</p> <p>Site check monitoring and actions as appropriate</p>	<p>6,7) Learning co-ordinator and workshop leads</p> <p>8) Learning team</p> <p>9) Learning team</p> <p>10) Learning assistants and workshop leads</p>
--	--	---	--	--	--	---	--

Yorkshire Sculpture Park Risk Assessment

<p>1k Open Water, and flood conditions</p>	<p>All staff, volunteers, learning team, public, TL visitors and workshop participants and contractors.</p> <p>Risk of Drowning</p>	<ol style="list-style-type: none"> 1) Public information signage in place, warning of open water around site and to keep to designated pathways. 2) Daily OGT checks for condition of pathways and dangerous conditions surrounding open water edges. 3) Life buoys located at regular intervals around woodland lakes and formal ponds. Frequent OGT checks to ensure they have not been removed. 4) During periods of heavy rain, river and lake levels may rise to a significant level. Information should be displayed to visiting public warning of high-water conditions on Website and public audio-visual displays. 5) TLV and self-guided Community Groups provided with site information regarding open water via maps of site 6) Workshop attendees directed by artist educators on tours of site 7) Supervision and ratios of responsible adult/student information shared with visitors/groups prior to visit. 	<p>2</p>	<p>2</p>	<p>4</p>	<ol style="list-style-type: none"> 1) Controls adequate 2) Controls adequate 3) Controls adequate 4) Controls adequate 5) Controls adequate Information shared via booking process (RA Information booklet) 6) Controls adequate 7) Controls adequate 	<ol style="list-style-type: none"> 1) Estate Manager 2,3 and 4) Senior OGT manager 5, Learning coordinator, VC reception and website 6, Workshop leads and Workshop assistants 7, Learning co-ordinator/website Group leaders receive Visit information booklet
--	---	--	----------	----------	----------	--	---

		<p>8) Review of building flooding and re-distribution of learning activity The lift to be actioned to the top floor and power isolated. Affected areas to placed out of order from the public. Monitoring of level of flooding to affect emergency exits routes to be conducted.</p>				<p>8) Controls adequate A decision should be made by the learning manager when the water level becomes too disruptive to the building users or conditions of the building do not reflect the standards which YSP want to display to visiting parties. The decision should also consider the number of bookings and type of building user: ratio required for toilets to users and presence of any mobility persons who need to use the Hayloft space.</p>	<p>8) Learning managers, co-ordinator, team and site team.</p>
--	--	---	--	--	--	---	--

Yorkshire Sculpture Park Risk Assessment

<p>1) Tree Management. Tree/Branch Failure.</p>	<p>All staff, volunteers, learning team, public, TL visitors and workshop participants and contractors. Minor or major injuries</p>	<p>1) A general tree identification and location survey has been completed by external arborists for general parkland areas. From this survey, high risk trees have undergone a full hazard survey. Any tree/limb found to pose immediate risk has been felled and removed. All other work is to be undertaken in-line with survey timeframes. Estate Manager holds copies.</p> <p>2) Nature Reserves: A full hazard survey has been undertaken on tree canopies over hanging designated pathways around YSP nature reserves and woodland lakes by external arborists. Estates Project Manager holds copies. Dangerous trees/limbs have been removed.</p> <p>3) Advice for public/staff to remain on designated pathways throughout Nature Reserves should be contained on Map boards/leaflets.</p> <p>4, Learning assistants to record and communicate reports from site checks any observations in OSB and Hidden Forest areas daily for urgent information/weekly as routine. Learning co-ordinator to manage admin and communication flow through ops meetings.</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>1) And 2) Estate Manager to ensure tree management plan is regularly reviewed and updated. Controls adequate</p> <p>3) Controls adequate Visitor Experience Manager to ensure information is contained on Visitor's information Map.</p> <p>4, Controls adequate</p>	<p>1 and 2) Estate Manager</p> <p>3) VE Manager</p> <p>4, Learning co-ordinator, learning assistants Group leaders receive Visit information booklet</p>
---	---	---	----------	----------	----------	---	--

Yorkshire Sculpture Park Risk Assessment

<p>1m Emergency Incident. Illness or serious accident arising in the parkland.</p>	<p>All staff, volunteers, learning team, public, TL visitors and workshop participants</p> <p>Potential for serious incident.</p>	<p>1) A YSP Safety and Emergency Plan has been produced, detailing the following:</p> <p>Notable historical features of parkland and Estate</p> <p>Common biological hazards in the parkland</p> <p>YSP emergency procedures</p> <p>Access routes and site coordinates</p> <p>Gate entrance postcodes and addresses</p> <p>2) The Safety and Emergency Plan is held at the main V.C information centre, Duty Managers, Department Risk Assessment folders, emergency folders and online server for quick reference in the event of an incident by all staff.</p> <p>3) Indoor and Outdoor Gallery managers have been instructed in the Safety and Emergency Plan and should cascade this information to their teams through annual review of risk assessment folders for all staff.</p>	<p>-</p>	<p>-</p>	<p>-</p>	<p>1) Controls adequate Line Managers to advise and instruct their teams in the contents of the Emergency and Safety Plan</p> <p>2)Controls adequate</p> <p>3)Controls adequate</p>	<p>1) And 2) All line Mangers to inform teams.</p> <p>3)And 4) Indoor and Outdoor Gallery Managers</p>
--	---	---	----------	----------	----------	---	--

Yorkshire Sculpture Park Risk Assessment

		<p>4) YSP have trained fully qualified first aiders who are tasked to respond to first aid incidents with staff and visitors.</p> <p>5) Learning coordinator to keep up to date records of training completed and signage for identification of key people/roles in learning office (First aiders/mental health first aiders/DDSO/Fire marshal/Evac chair trained)</p>				<p>4)Controls adequate</p> <p>5)Controls adequate Group leaders receive Visit information booklet directing to teams in case of emergency</p>	<p>5, Learning managers/ co-ordinator, learning team, artist educators/workshop assistants/volunteers</p>
--	--	--	--	--	--	---	---

Yorkshire Sculpture Park Risk Assessment

<p>1n Sale of knives to underage visitors</p>	<p>All staff, volunteers, learning team public, TL visitors and workshop participants</p>	<p>All retail staff to have received induction for 'challenge 25' and under. Staff under 18 years old are not allowed to sell knives or scissors and must be briefed accordingly.</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>1)Controls adequate</p>	<p>1) Retail Merchandiser and Supervisors</p>
<p>1o Sale of knives to visitors over the age of 18 but are part of a learning or group visit</p>	<p>All staff, volunteers, learning team public, TL visitors and workshop participants</p>	<p>In addition to 'challenge 25' question, retail staff must ask customers if they are part of a learning or educational visit. If the customer is part of a learning or educational visit, the sale is not allowed.</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>1)Controls adequate</p>	<p>1)Retail Merchandiser and Supervisors</p>

2 Learning Activity

Yorkshire Sculpture Park Risk Assessment

<p>2a Activities and use of public spaces. Contact with public.</p>	<p>All staff, volunteers, learning team public, TL visitors and workshop participants</p>	<p>1) Artist to organise activities so there is sufficient adult support for children (small, supervised groups or whole group activity in one area)</p> <p>2) Indoor gallery codes told clearly to the group before entering – no touch, floor lines, no running, keeping together or in groups.</p> <p>3) All teacher-led school groups and self-led community groups are advised to break down into smaller groups of 10 when entering gallery spaces.</p> <p>4) Community groups with larger numbers may go into gallery in larger group is enough adult support.</p> <p>5) Weekly site check of all, indoor, outdoor, wheelchair and storage spaces</p> <p>6) Pre activity site check carried out</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>1)Controls adequate.</p> <p>2)Controls adequate Information booklet and gallery invigilators support understanding</p> <p>3)Controls adequate Supervision and ratios of responsible adult/student information shared with visitors/groups prior to visit.</p> <p>4)Controls adequate Workshop attendees directed by artist educators on tours of indoor spaces.</p> <p>5)Controls adequate Wheelchair and indoor/outdoor spaces checks</p> <p>6)Controls adequate</p>	<p>1,2) Lead artist/educator to ensure controls in place prior to start of workshop and monitor activity.</p> <p>2,3) Teacher led or community led visits, workshop leads and gallery team</p> <p>4, Workshop leads Workshop assistant</p> <p>5, Learning co-ordinator/assistant</p> <p>6) Workshop lead</p>
---	---	--	----------	----------	----------	--	--

Yorkshire Sculpture Park Risk Assessment

<p>2b Welfare</p>	<p>All staff, volunteers, learning team public, TL visitors and workshop participants</p>	<ol style="list-style-type: none"> 1) Catering outlets throughout YSP supply clean drinking water. 2) Public toilets and hand-washing facilities are located throughout YSP and are checked regularly by YSP cleaning team. 3) Group leaders (Community and learning) must supervise their students / participants at all times whilst onsite unless students are 18+ or 25+ if SEND 4) Access to changing spaces information provided online prior to visit. Doorbell in learning at an accessible height for wheelchair users. Keys available in emergency folder (kitchen) and key cabinet (Learning Office) and in Café when open. 5) Evac chair provided with access to first floor for one participant via lift. 6) Evac marshal trained 	<p>2</p>	<p>2</p>	<p>4</p>	<ol style="list-style-type: none"> 1)Controls adequate 2)Controls adequate. 3)Controls adequate. Group leaders receive Visit information booklet with code of conduct and supervision guidance 4)Controls adequate 5)Controls adequate Access requirements checks made with all visiting groups/participants at time of booking. PEEP information requested 6) Controls adequate 	<ol style="list-style-type: none"> 1)YSP staff and group leaders. 2) Cleaning team 3)Parent/carer of child. Group leaders - visiting 4, 5, Learning Co-Ordinator, learning team, website. Workshop assistant 6) 1 team per building
-------------------	---	--	----------	----------	----------	--	--

Yorkshire Sculpture Park Risk Assessment

<p>2c Child welfare – contact with members of the public; missing person; personal security.</p> <p>Children wandering out of site during closed activity.</p>	<p>All staff, volunteers, learning team public, TL visitors and workshop participants</p> <p>Missing child – distress, abduction, abuse, emotional and physical injury.</p>	<ol style="list-style-type: none"> 1) CCTV in place in main galleries and buildings covering relevant positions. 2) Safeguarding policy in place. 3) Lead artist to have enhanced DBS. 4) YSP staff left in sole supervision of children are DBS checked. 5) Participants and Group Leaders advised that all toilets and catering facilities are used by members of public. Group leaders to supervise children in using toilet facilities and in public spaces. 6) Workshop leader/lead artist to instruct group to stay together and to follow their lead. 7) Group advised of scale of park; presence of YSP gallery team members and to inform them if lost or separated from group. 8) YSP Staff and Lead Artist briefed on missing child procedure. 9) Adults accompanying groups are to support their visit by separating into smaller groups when necessary and given responsibility for movement and safety of individuals. 10) Head counts to take place at appropriate points before moving to a new area of the park. 11) Only authorised groups are allowed to use the Learning Site. 	<p>2</p>	<p>1</p>	<p>2</p>	<ol style="list-style-type: none"> 1)Controls adequate 2)Controls adequate 3)Controls adequate 4)Controls adequate 5)Controls adequate 6)Controls adequate 7)Controls adequate 8)Controls adequate 9)Controls adequate 10)Controls adequate 11)Controls adequate 12)Controls adequate 	<p>YSP staff and group leaders.</p> <p>Parent/carer of child</p> <ol style="list-style-type: none"> 1) YSP Site 2) YSP HR 3) Workshop leads, Learning co-ordinator and HR 4) Learning staff 5) Workshop leads, Learning co-ordinator and team 6) Workshop leads 7) Workshop leads, Learning co-ordinator 8) Learning co-ordinator, assistants and managers 9) Visiting group leaders 10) Visiting group leaders 11) Workshop leads, visiting group leaders 12) Workshop lead 13) All team
--	---	---	----------	----------	----------	---	--

		<p>Workshop leader to ensure that access to the site is for workshop participants only during a workshop session.</p> <p>12) Workshop leader informs all participants and supervising staff to stay in the workshop area at all times* or to use designated regulation areas under group leader supervision</p> <p>13) All learning staff trained on channel 3 radio</p> <p>14) Visitors advised of reporting of safeguarding concerns through YSP team and DDSO/Safeguarding lead.</p>			<p>13) Controls adequate</p> <p>On event of missing person, the workshop leader to radio the Learning Team who will contact the Outdoor/Indoor Gallery Manager/Duty Manager in line with YSP missing person policy, YSP staff will search the parkland and inform emergency services if required.</p> <p>* Learning team to attend in support of remaining group and communicate updates to group leads, where necessary support search/attendance at incident. (Mental Health first aid)</p> <p>* where children have come forward to say they can't find their parents/carers, the child will remain in YSP staff members care in a public space until the parents/carers are located.</p> <p>14) Controls adequate</p>	<p>14) All team, DDSO and HR</p>
--	--	--	--	--	--	----------------------------------

Yorkshire Sculpture Park Risk Assessment

						DDSO nominated and information shared across team	
--	--	--	--	--	--	---	--

Yorkshire Sculpture Park Risk Assessment

<p>2d Insurance</p>	<p>All staff, volunteers, learning team public, TL visitors and workshop participants</p>	<p>1) YSP holds both public and employers' liability insurance. 2) Current copies can be supplied upon request. 3) All Freelance Artist Educators have their own public liability insurance. 4) Learning co-ordinator maintains up to date records of insurance documents during annual review.</p>	<p>1</p>	<p>1</p>	<p>1</p>	<p>1)Controls adequate YSP encourages groups to possess their own public liability insurance. 2)Controls adequate 3) Controls adequate 4)Controls adequate Checks and stores certification of Freelance artist insurance documents.</p>	<p>1)YSP Finance 2) Learning co-ordinator 3, Artist educators/workshop leads 4, Learning co-ordinator, assistant and HR</p>
---------------------	---	--	----------	----------	----------	---	--

Yorkshire Sculpture Park Risk Assessment

<p>2e Fire – YSP buildings</p>	<p>All staff, volunteers, learning team public, TL visitors and workshop participants</p> <p>Burns, smoke inhalation.</p>	<ol style="list-style-type: none"> 1) Fire risk assessments are carried out on buildings at YSP. 2) All YSP buildings have maintained fire detection systems. 3) All YSP buildings have fire evacuation procedures with appointed Fire Marshals. 4) Fire Drills are frequently carried frequently, and fire logbook is maintained on site. 5) Team Evac training annually 6) Learning drills are carried out at intervals throughout year. 7) Participants informed at beginning of session that we are not expecting a fire today 8) In the event of fire alarm or evacuation incident group leaders are asked to follow fire marshal instructions and assist with evacuating their group from the building. 9) Fire marshal and Evac chair lead to be identified at the start of the process. All available radios to be used. 	<p>2</p>	<p>2</p>	<p>4</p>	<ol style="list-style-type: none"> 1)Controls adequate. 2)Controls adequate 3)Controls adequate 4)Controls adequate <p>Learning Team members to read fire and emergency procedures for all buildings they are working in.</p> <ol style="list-style-type: none"> 5)Controls adequate <p>Annual trainer training session</p> <ol style="list-style-type: none"> 6)Controls adequate <p>Drills to be recorded and evaluated in ops meetings.</p> <ol style="list-style-type: none"> 7) Controls adequate 8) Controls adequate 9) Controls adequate 	<ol style="list-style-type: none"> 1)Fire Marshal, Lead artist/educator, group leaders. 2) Site manager 3) Site manager 4, Learning co-ordinator/learning team <p>Workshop assistant</p> <ol style="list-style-type: none"> 5, Site manager, Evac lead, learning team 6) Learning co-ordinator/learning team 7) Workshop leads 8,9) Fire marshal, learning team and workshop leads
--------------------------------	---	---	----------	----------	----------	---	--

Yorkshire Sculpture Park Risk Assessment

<p>2f Lifting and moving furniture for workshops and events</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p> <p>Muscular strains and pains, Back injuries.</p> <p>Slips, trips, and falls</p>	<ol style="list-style-type: none"> 1. Refer to YSP’s Health and Safety policy for good manual handling technique. 2. Area to be clear of trip hazards, i.e., rubbish, trailing cables etc. 3. Furniture should not be dragged and should be lifted from one position to another. 4. Use lifts and vehicles to transport items where possible. 5. Two/three people lift for heavy items, i.e., tables, tabletops and plinths. 6. Staff members should not carry or move any object which is beyond their capabilities and should ask for assistance in these occurrences. 7. Team lifting should be carried out for heavy lifting. 8. Manual handling training to be provided to those who carry out frequent handling services 	<p>3</p>	<p>2</p>	<p>6</p>	<ol style="list-style-type: none"> 1)Controls adequate 2)Controls adequate <p>Workshop areas and storerooms are organised with clear labels and mapping for orientation to ensure items returned to specified shelving/locations. Weekly site check.</p> <ol style="list-style-type: none"> 3)Controls adequate 4)Controls adequate 5)Controls adequate 6)Controls adequate <p>Reasonable adjustments for team are shared with appropriate staff for support and supervision – collated by learning co-ordinator/HR. Distribution of permitted information in learning ops.</p> <ol style="list-style-type: none"> 7) Controls adequate 8)Controls adequate 	<p>Line Managers to ensure team are actioning controls.</p> <ol style="list-style-type: none"> 1,2) Learning assistant, learning co-ordinator and team 3)All team 4) All team 5) All team 6) Learning co-ordinator and managers, and all relevant team 7) All team 8) All team
---	--	--	----------	----------	----------	---	---

Yorkshire Sculpture Park Risk Assessment

<p>2g Use of pencils and paper</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p> <p>Minor paper cuts, tripping on dropped pencils.</p> <p>Pencil penetrating skin0</p>	<ol style="list-style-type: none"> 1) Lead artist/educator to show participants how to use materials safely. 2) Participants instructed how to carry pencils when walking through YSP. 3) Participants organised into small groups with appropriate adult support. 4) Chunky pencils used as age-appropriate to avoid sharp points. 5) Workshop areas kept tidy 	<p>2</p>	<p>1</p>	<p>2</p>	<p>1)Controls adequate 2)Controls adequate 3)Controls adequate 4)Controls adequate Controls adequate. Fine motor adaption tools for holding/gripping available for individual /SEND needs 5)Controls adequate</p>	<p>1-5) Lead artist/educator. Workshop assistant</p> <p>Support from: Group leaders/ parent/carer of child.</p>
------------------------------------	---	--	----------	----------	----------	---	--

Yorkshire Sculpture Park Risk Assessment

<p>2h Use of scissors</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p> <p>Cuts</p>	<ol style="list-style-type: none"> 1) Scissors to be checked beforehand to ensure good working order. 2) Lead artist/educator to demonstrate how to use scissors safely. 3) Count in and count out 	<p>2</p>	<p>2</p>	<p>4</p>	<p>1)Controls adequate</p> <p>All Scissors distributed in Full blocks to be checked on return under supervision of workshop lead.</p> <p>Sharps stored in secure storage areas in allocated spaces.</p> <p>2)Controls adequate</p> <p>Fine motor adaption tools for holding/gripping available for individual /SEND needs</p> <p>3)Controls adequate</p>	<p>1-3) Lead artist/educator. Workshop assistant</p> <p>Support from: Group leaders/ parent/carer of child.</p>
---------------------------	---	---	----------	----------	----------	--	---

Yorkshire Sculpture Park Risk Assessment

<p>2i Use of ink</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p> <p>Minor skin irritation, inhalation, ingestion, contact with skin, eyes, staining clothes.</p>	<ol style="list-style-type: none"> 1) Use non-toxic and solvent free products where possible, to remove hazard. 2) Use water-soluble inks. 3) Ensure children are supervised at all times when using ink and drawing materials; group advised on appropriate child: adult ratio. 4) Advise participants to wash hands thoroughly after use. 5) Follow product data safety sheet advice if toxic inks are in use. In case of adverse reaction, seek medical advice. 6) Eyewash available 	<p>1</p>	<p>2</p>	<p>2</p>	<p>1)Controls adequate 2)Controls adequate 3)Controls adequate 4)Controls adequate</p> <p>Soap –sensitive skin, gloves –non latex and aprons available in studio ‘Workshop user cleaning boxes’</p> <p>5)Controls adequate</p> <p>Learning co-ordinator to maintain updates to COSHH records, team updates to purchases/training records if toxic inks are purchased in future for specialist workshops.</p> <p>6)Controls adequate</p> <p>Learning co-ordinator to maintain kit and report purchasing requirements to first aid lead.</p>	<p>1-5) Lead artist/educator. Workshop assistant</p> <p>Support from: Group leaders/ parent/carer of child.</p> <p>6) Learning coordinator</p>
----------------------	---	---	----------	----------	----------	--	---

Yorkshire Sculpture Park Risk Assessment

<p>2j Use of clay</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p> <p>Breathing-in silicon dust.</p>	<ol style="list-style-type: none"> 1) Participants instructed how to model with clay by lead artist/educator before using clay. 2) Only wet/malleable clay is used, avoiding dust from dry clay. 3) Participants advised to wash hands thoroughly after the session. 4) Clay boards are wet cleaned, avoiding dust, after the session. 5) Re-cycling and storage systems in place 	<p>1</p>	<p>4</p>	<p>4</p>	<p>1)Controls adequate 2)Controls adequate 3)Controls adequate 4)Controls adequate 5) Controls adequate</p> <p>Clay recycling system outlined in visual plan, posted in clay store area. Technician/learning support to routinely monitor and process recycling.</p> <p>Participants encouraged to engage in 'Doronga' recycling process to reduce risk of dust build up to technicians and workshop leads.</p> <p>'Clay only' cleaning area/materials to be used. Masks to be worn during 'deep clean'.</p> <p>Site check to monitor buildup of waste clay for disposal*</p> <p>Clay stored at waist/knee height when in full bags, above waist height in</p>	<p>1,2,3) Lead artist/educator. Workshop assistant 3) Parent/carer of child and participants Community lead 4) Workshop lead, workshop assistants 5) *Learning assistant, Workshop lead, workshop assistants.</p>
-----------------------	---	--	----------	----------	----------	--	---

Yorkshire Sculpture Park Risk Assessment

						<p>Tupperware portions. (on wall shelves)</p> <p>On hot days when working outside clay checked for drying out.</p> <p>Learning co-ordinator to maintain updates to COSHH/PAT records, team updates to purchases/training records. Annual review in February.</p>	
--	--	--	--	--	--	--	--

Yorkshire Sculpture Park Risk Assessment

<p>2k Use of plasticine/modelling material.</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p> <p>Minor skin irritation, ingestion, contact with eyes, skin.</p>	<ol style="list-style-type: none"> 1) Use non-toxic and solvent free products where possible to remove hazard. 2) Ensure participants are supervised at all times when using materials. 3) Advise participants to wash hands thoroughly after use. 4) Have COSHH and product safety data sheets logged and to hand for any products that may be hazardous. 5) Follow product data safety sheet advice. In case of adverse reaction, seek medical advice. 	<p>1</p>	<p>2</p>	<p>2</p>	<p>Controls adequate.</p> <p>Learning co-ordinator to maintain updates to COSHH records, team updates to purchases/training records</p> <ol style="list-style-type: none"> 1)Controls adequate 2)Controls adequate 3)Controls adequate 4)Controls adequate 5)Controls adequate 	<ol style="list-style-type: none"> 1,2,3) Lead artist/educator. Workshop assistant Parent/carer of child and participants Community lead 4) Learning co-ordinator. Workshop lead, workshop assistants 5) *Learning assistant, Workshop lead, workshop assistants.
---	---	---	----------	----------	----------	---	---

Yorkshire Sculpture Park Risk Assessment

<p>21 Using wire and pliers</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p> <p>Scratches and cuts</p>	<ol style="list-style-type: none"> 1) Participants instructed how to use a pair of pliers to cut and bend wire correctly before activity. 2) Participants instructed how to model with wire by lead artist/educator before using wire. 3) Lead artist/educator to check that pliers are in good working order before the session. 4) Use of pliers under close supervision. 5) Number of pliers issued to participants to be controlled and ensure all are returned after use. Pliers not in use should be stored safely away in locked store. 	<p>2</p>	<p>2</p>	<p>4</p>	<p>1)Controls adequate 2)Controls adequate 3)Controls adequate 4)Controls adequate 5)Controls adequate</p> <p>Number of wires/ Pliers issued to participants to be controlled and ensure all are returned after use, under supervision of workshop lead.</p>	<p>1-5) Lead artist/educator. Workshop assistant</p>
---------------------------------	---	---	----------	----------	----------	--	---

Yorkshire Sculpture Park Risk Assessment

<p>2m Using wire cutters</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p> <p>Trapped fingers, pinching and cuts</p>	<ol style="list-style-type: none"> 1) Participants instructed how to use wire cutters to cut wire correctly before activity. 2) Lead artist/educator to check that wire cutters are in good working condition before the session. 3) Use of wire cutters under staff supervision with appropriate PPE 4) Number of wire cutters issued to participants to be controlled and ensure all are returned after use 5) Wire cutters not in use, should be stored safely away. Sharps stored in secure areas in allocated spaces. (shadow boards/wire pre cut lengths by technician in containers) 6) Sharps stored in secure storage areas in allocated spaces. (shadow boards/wire pre cut lengths by technician in containers) 7) Guardians of very young children should be encouraged to cut wire rather than their child. 8) Radio available to contact first aider in case of incident. 9) First aider always on YSP site. 	<p>1</p>	<p>2</p>	<p>2</p>	<p>1)Controls adequate 2)Controls adequate 3)Controls adequate Goggles available Gloves available <i>Tape each end of pre cut wire for early years activity</i> 4)Controls adequate 5)Controls adequate 6)Controls adequate 7) Controls adequate 8)Controls adequate 9)Controls adequate</p>	<p>1-7) Lead artist/educator. Workshop assistant 7) Lead artist/educator. Parent/carer of child Community lead 8) Lead artist/educator. Workshop assistant 9) Learning team training and site wide support in place</p>
------------------------------	---	--	----------	----------	----------	---	--

Yorkshire Sculpture Park Risk Assessment

<p>2n Use of glue guns</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p> <p>Burns, minor skin irritation, ingestion, contact with eyes, skin</p> <p>Electrical related hazards</p> <p>Trip hazard caused by obstructing cable</p>	<ol style="list-style-type: none"> 1) Participants instructed how to use glue guns correctly before activity, including the dual temperature settings which offer an optional, lower heat. 2) Lead artist/educator to check that glue guns are in good working condition before the session. 3) Use of glue guns under COSHH trained staff supervision 4) Number of glue guns issued to participants to be controlled and ensure all are returned after use. 5) Glue guns not in use, should rest upon heat resistant mats and remain on stands. They should be given sufficient time to cool prior to storage. 6) Glue guns should be stored safely away in locked store, in allocated spaces. 7) Guardians of very young children should be encouraged to use glue guns rather than their child. 8) Ensure glue guns have been PAT Tested and PAT test is within its valid date. 9) Use appropriately located power sockets to plug in glue guns. 10) Avoid obstruction of walkways with power cables 11) Radio available to contact first aider in case of incident. 12) First aider always on YSP site 	<p>2</p>	<p>2</p>	<p>4</p>	<ol style="list-style-type: none"> 1)Controls adequate 2)Controls adequate 3)Controls adequate <p>Learning co-ordinator to maintain updates to COSHH/PAT records, team updates to purchases/training records. Annual review in February.</p> <ol style="list-style-type: none"> 4)Controls adequate 5)Controls adequate 6)Controls adequate 7) Controls adequate 8)Controls adequate 9)Controls adequate 10)Controls adequate 11) Controls adequate 12)Controls adequate 	<ol style="list-style-type: none"> 1-8) Lead artist/educator. Workshop assistant 7) Parent/carer/ guardian 8) Learning co-ordinator 9) Lead artist/educator. Workshop assistant 10) Lead artist/educator. Workshop assistant 11) Lead artist/educator. Workshop assistant 12) Lead artist/educator. Workshop assistant
----------------------------	--	--	----------	----------	----------	--	---

Yorkshire Sculpture Park Risk Assessment

<p>2o Use of plastics, natural materials and open-ended resources.</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p> <p>Cuts, splinters, slips, falls and bumps</p>	<p>1) Workshop materials to be checked by lead artist/educator for damage & broken parts.</p> <p>2) Lead artist/educator to show participants how to use materials safely.</p> <p>3) Weekly inspection by Learning team with check list of resource area and Hidden Forest including bare foot trail when in use.</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>1)Controls adequate</p> <p>Materials checked prior to delivery –daily/weekly</p> <p>2)Controls adequate</p> <p>3)Controls adequate</p>	<p>1) Lead artist/educator. Learning assistant</p> <p>2) Lead artist/educator.</p> <p>3) Learning assistant</p>
--	--	---	----------	----------	----------	---	---

Yorkshire Sculpture Park Risk Assessment

<p>2p Using sewing needles.</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p> <p>Needle prick, stabbing</p>	<ol style="list-style-type: none"> 1) Participants instructed how to correctly sew with a sewing needle correctly before activity. 2) Participants are supervised during the activity. 3) Only materials which can be easily sewn together are to be used to avoid excess pressure being used. 4) Cotton strands to be cut only with scissors. 5) Needles and sharps counted in and out. 6) Range of needle sizes and embroidery hoops available to support fine motor skills. 	<p>2</p>	<p>2</p>	<p>4</p>	<ol style="list-style-type: none"> 1)Controls adequate 2)Controls adequate 3)Controls adequate 4)Controls adequate 5)Controls adequate <p>Sharps stored in secure storage areas in allocated spaces.</p> <p>Number of needles issued to participants to be controlled and ensure all are returned after use, under supervision of workshop lead.</p> <ol style="list-style-type: none"> 6)Controls adequate 	<ol style="list-style-type: none"> 1) Artist Educators, Workshop assistants, YSP Staff, School Staff (Carer/teachers/LS) 2) Artist Educators, Workshop assistants, YSP Staff 3) Artist Educators, Workshop assistants, YSP Staff 4) Artist Educators, Workshop assistants, YSP Staff, School Staff (Carer/teachers/LS), participants. 5,6) Artist Educators, Workshop assistants, YSP Staff
---------------------------------	---	--	----------	----------	----------	---	--

Yorkshire Sculpture Park Risk Assessment

<p>2q Use of glue</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p> <p>Minor skin irritation, ingestion, contact with eyes, skin</p>	<ol style="list-style-type: none"> 1) Use non-toxic and solvent free products where possible to remove hazard. 2) Ensure all children are supervised at all times when using glue sticks/PVA. 3) Advise participants to wash hands thoroughly after use. 4) Have COSHH and product safety data sheets logged and to hand during workshop for any products that may be hazardous. Follow product data safety sheet advice. In case of adverse reaction, seek medical advice. 	<p>1</p>	<p>2</p>	<p>2</p>	<p>1)Controls adequate 2)Controls adequate 3)Controls adequate Cleaning materials in each studio under sink 4)Controls adequate Non toxic items in use</p> <p>Not classified as hazardous under Control of Substances Hazardous to Health Regulations 2002 when supplied as standard water-based adhesive.</p> <p>Usually non-flammable (water-based).</p> <p>Low vapour risk (no strong fumes).</p>	<p>Lead artist/educator. Parent/carer of child</p> <p>1) Artist Educators, Workshop assistants, YSP Staff</p> <p>2) Artist Educators, Workshop assistants, YSP Staff</p> <p>3) Artist Educators, Workshop assistants, YSP Staff</p> <p>4) Artist Educators, Workshop assistants, YSP Staff, Learning co-ordinator</p>
-----------------------	--	---	----------	----------	----------	---	--

Yorkshire Sculpture Park Risk Assessment

<p>2r Lifting/ carrying heavy materials. Unstable Items and equipment</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants . Strains and bruises.</p>	<ol style="list-style-type: none"> 1) Before the outdoor session, all participants are instructed in how to carry materials from the Learning Resource area safely by the lead artist/educator. 2) Lead artist/educator should give examples of how materials can be put together safely before the session. 3) Lead artist/educator should check that workshop materials are stored in a safe way after each session following mapping of spaces and labelled storage areas 4) Weekly inspection with check list of resource area 	<p>2</p>	<p>2</p>	<p>4</p>	<ol style="list-style-type: none"> 1)Controls adequate 2)Controls adequate 3)Controls adequate 4)Controls adequate <p>Weekly checklist completed and actions shared in ops meeting</p> <ol style="list-style-type: none"> 5)Controls adequate 6)Controls adequate 	<ol style="list-style-type: none"> 1) Artist Educators, Workshop assistants 2) Artist Educators 3) Artist Educators, Workshop assistants 4) Learning assistant
---	--	--	----------	----------	----------	---	--

Yorkshire Sculpture Park Risk Assessment

<p>2s Overcrowding of resource area.</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants. And potentially public.</p> <p>Bumps, bruises and trips.</p>	<ol style="list-style-type: none"> 1) Guidance given of suggested maximum occupancy number of 80 – 68 children and 12 adults. This may change depending on nature of workshop. 2) Hayloft max capacity 60 persons/ Garden studio 36 persons. Based on above, max occupancy is set by learning team based on activity 3) Limiting of one wheelchair user in Hayloft space at a time, alternate accommodation in garden studio to be facilitated. 4) Use of outdoor sheltered provision utilised in high demand seasons. 5) Workshop leaders preparation time to cover discussion of expected routes and timings 6) Regulation areas signposted to support welfare of potentially overwhelmed participants 	<p>1</p>	<p>2</p>	<p>2</p>	<p>1)Controls adequate</p> <p>Booking limits in place for indoor spaces and outdoor areas (ticket control via Artifax/Patronbase)</p> <p>2)Controls adequate</p> <p>Booking limits in place for indoor spaces and outdoor areas (ticket control via Artifax/Patronbase)</p> <p>3)Controls adequate</p> <p>Booking inquiry access questions elicit information of PEEP requirements from groups.</p> <p>4)Controls adequate</p> <p>5)Controls adequate</p> <p>Scheduled time</p> <p>6)Controls adequate</p> <p>Wayfinding of resources outlined in information booklet and through open access in learning</p>	<p>Learning Team, Artist Educators, Workshop assistants, YSP Staff, School Staff (Carer/teachers/LS) and workshop participants</p> <p>Community leader</p> <p>1) Learning co-ordinator</p> <p>2) Site safety - occupancy is set by learning team based on ratio of user to adult and ability level.</p> <p>3) Learning co-ordinator</p> <p>4) Learning co-ordinator/team</p> <p>5) Learning assistants support preparation periods</p> <p>6)All team aware and signpost resources.</p>
--	---	--	----------	----------	----------	---	--

Yorkshire Sculpture Park Risk Assessment

						building. Regulation sensory bags distributed by workshop leads and accessible to teacher led visits in learning open space (next to lift/evac chair)	
--	--	--	--	--	--	---	--

Yorkshire Sculpture Park Risk Assessment

<p>2t Small parts & objects in making bag</p> <p>Mirrors and looking tools</p> <p>Baskets/bags for carrying materials</p> <p>Ribbons</p> <p>Bottle tops</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p> <p>Choking</p> <p>Slips and trips on objects</p> <p>Scratches and bruising.</p>	<ol style="list-style-type: none"> 1) All objects/materials are soft & large with no sharp edges. 2) Baskets or bags not to be heavy. 3) Mirrors have rounded corners. 4) Ribbons carried by artist in separate case and brightly coloured so easy to spot. 5) Material checked before and after use 6) Team aware of introduction of new items requires evaluation of safety and SEND needs. 	<p>2</p>	<p>2</p>	<p>4</p>	<ol style="list-style-type: none"> 1)Controls adequate 2)Controls adequate 3)Controls adequate 4)Controls adequate 5)Controls adequate 6) Controls adequate <p>New items discussed in ops before introduction</p> <p>Monitoring and supervision.</p> <p>Training for awareness of Pica.</p> <p>Understanding and managing pica</p>	<p>1-5) Learning Team, Artist Educators, Workshop assistants, YSP Staff</p>
---	---	---	----------	----------	----------	--	---

Yorkshire Sculpture Park Risk Assessment

<p>2u Use of ribbon sticks in Family Workshops</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p> <p>Strangulation</p>	<p>1) Artist to model safe use of ribbon stick. (Length/movement/constraint consideration)</p> <p>2) Guardians will be asked to be responsible for the young person in their care.</p>	<p>2</p>	<p>1</p>	<p>2</p>	<p>1)Controls adequate</p> <p>Number of lengths of ribbon/string/rope issued to participants to be controlled and ensure all are returned after use, under supervision of workshop lead. All stored in secure storage areas in allocated spaces.</p> <p>2)Controls adequate</p>	<p>1) Learning Team, Artist Educators, Workshop assistants</p> <p>2)Parent/carer of child. Community leader</p>
--	--	--	----------	----------	----------	---	---

Yorkshire Sculpture Park Risk Assessment

<p>2ua Use of Trugs in Baby Activity Event</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p> <p>Falls and injury</p>	<p>1) Artist to model safe use of trug 2) Guardians will be asked to be responsible for the infant in their care.</p>	<p>2</p>	<p>1</p>	<p>2</p>	<p>1)Controls adequate Use only large, rigid, good-quality trugs free from cracks or weakness.</p> <ul style="list-style-type: none"> - Place non-slip mats under trugs to prevent sliding. - Ensure padding inside to avoid hard surfaces. <p>2)Controls adequate</p> <ul style="list-style-type: none"> - Babies must be held or physically supported by a carer at all times while in the trug. - Place trugs on a flat, stable floor. - Only one baby per trug. 	<p>1) Learning Team, Artist Educators, Workshop assistants</p> <p>2)Parent/carer of child. Community leader</p>
--	---	---	----------	----------	----------	--	---

Yorkshire Sculpture Park Risk Assessment

<p>2ub Use of long fabric covered elastics in Family Workshops</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p> <p>Strangulation</p>	<p>1) Artist to model safe use of elastics</p> <p>2) Carers will be asked to be responsible for the infant/young person in their care.</p>	<p>2</p>	<p>1</p>	<p>2</p>	<p>1)Controls adequate</p> <p>Number of elastics issued to participants to be controlled and ensure all are returned after use, under supervision of workshop lead.</p> <p>Infants and young people to be supervised at all times</p> <p>All stored in secure storage areas in allocated spaces.</p> <p>2)Controls adequate</p>	<p>1) Learning Team, Artist Educators, Workshop assistants</p> <p>2)Parent/carer of child. Community leader</p>
<p>2v Use of chalk and chalk board</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p> <p>Choking</p>	<p>1) Artist to demonstrate how to use materials. To monitor appropriate use.</p> <p>2) Teachers will be asked to assist children to use materials.</p> <p>3) Guardians will be asked to be responsible for the young person in their care.</p>	<p>2</p>	<p>1</p>	<p>2</p>	<p>1)Controls adequate</p> <p>Monitoring and supervision. Training for awareness of Pica.</p> <p>Understanding and managing pica</p> <p>2)Controls adequate</p> <p>3)Controls adequate</p>	<p>1) Learning Team, Artist Educators, Workshop assistants, YSP Staff</p> <p>2) School Staff (Carer/teachers/LS)</p> <p>3) Parent/carer of child. Community leader</p>

Yorkshire Sculpture Park Risk Assessment

<p>2w Allergic reaction to substances used in practical making sessions, i.e. glue, paint, clay, Modroc, plaster, sand, cornflour, earth and natural materials</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p> <p>Allergic reactions, i.e. breathing problems, skin reactions, sickness</p>	<p>1) Workshop leader to inform participants of possible allergic material and monitor use throughout session. PPE options and alternate media offered where possible.</p> <p>2) Workshop leader to inform parent/carers that they are responsible for their children at all times</p> <p>3) School/group leads asked to provide relevant information at time of booking.</p> <p>Participants/guardians to be asked to inform Workshop leader of any participants with allergic reactions during session when monitoring activity</p> <p>4) Availability of first aid box in case of incident</p> <p>5) Radio available to contact First aider</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>1)Controls adequate</p> <p>Site check includes assessment of stock control of PPE/Cleaning materials</p> <p>2)Controls adequate</p> <p>3)Controls adequate</p> <p>Participating adults support in supervising children during workshop</p> <p>4)Controls adequate</p> <p>In learning office</p> <p>5)Controls adequate</p> <p>Learning staff to ensure controls in place, before start of workshop, and monitor activity.</p>	<p>1) Artist Educators</p> <p>2) Artist Educators</p> <p>3) Learning Team, Artist Educators, Workshop assistants, YSP Staff, School Staff (Carer/teachers/LS) and workshop participants</p> <p>Community leader</p> <p>4) Site team management</p> <p>5) Learning Team, Artist Educators, Workshop assistants, YSP Staff,</p>
--	--	--	----------	----------	----------	--	--

Yorkshire Sculpture Park Risk Assessment

<p>2x Hot liquids Including drinks and urn</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p> <p>Burns from hot liquids or touching hot surfaces. Slips, trips and falls.</p>	<ol style="list-style-type: none"> 1) Hot drinks brought in by participating adults in covered cups are the responsibility of the adult. 2) Group told verbally about the consumption of hot liquids by workshop leader. 3) Floor areas are to be kept tidy, spillages to be cleaned up immediately to prevent slips and falls. (Please see slips, trips and falls.) 4) Workshop leader to inform parent/carers that they are responsible for their children at all times 	<p>2</p>	<p>2</p>	<p>4</p>	<p>1)Controls adequate</p> <p>2)Controls adequate</p> <p>Learning staff to ensure controls in place prior to start of workshop, and monitor activity.</p> <p>3)Controls adequate</p> <p>4)Controls adequate</p> <p>See also: Hot liquids risk assessment 2025/26</p>	<ol style="list-style-type: none"> 1) Learning Team, Artist Educators, Workshop assistants, YSP Staff, School Staff (Carer/teachers/LS) and workshop participants Community Leader 2) Learning Team, Artist Educators, 3) Artist Educators, Workshop assistants 4) Artist Educators, Workshop assistants, YSP Staff
--	---	---	----------	----------	----------	--	---

Yorkshire Sculpture Park Risk Assessment

<p>2y Metal bowls, implements, spoons, ladles and buckets</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p> <p>Danger if hit with, hit another child with. Hard material.</p>	<p>1) Workshop leader to inform participants of possible dangers and monitor use throughout session.</p> <p>2) Attention drawn to participants about hazards and to be aware when navigating through the space.</p> <p>3) Radio available to contact first aider in case of incident</p> <p>4) First aider always on YSP site</p> <p>5)Workshop leader to inform parent/carers that they are responsible for their children at all times</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>1)Controls adequate</p> <p>Learning staff to ensure controls in place prior to start of workshop, advise throughout workshop, and monitor activity.</p> <p>2)Controls adequate</p> <p>3)Controls adequate</p> <p>Agreement of channel with learning co-ordinator/duty manager</p> <p>4)Controls adequate</p> <p>5)Controls adequate</p> <p>Participating adults support in supervising children during workshop.</p>	<p>Learning Team, Artist Educators, Workshop assistants, YSP Staff, School Staff (Carer/teachers/LS) and workshop participants</p> <p>Community Leader</p> <p>1) Artist Educators</p> <p>2) Artist Educators</p> <p>3) Learning Team, Artist Educators, Workshop assistants, YSP Staff</p> <p>4) Sitewide team</p> <p>5) Artist Educators</p>
---	---	--	----------	----------	----------	---	--

Yorkshire Sculpture Park Risk Assessment

<p>2z Rocks</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p> <p>Heavy - danger if dropped or thrown</p>	<p>1) Workshop leader to inform participants of possible dangers and monitor use throughout session. Volunteer/WA/LS to remain close to rock area during session/ or special attention to be taken.</p> <p>2) Attention drawn to participants about hazards and to be aware when navigating through the space.</p> <p>3) Radio available to contact first aider in case of incident</p> <p>4) First aider always on YSP site</p> <p>5)Workshop leader to inform parent/carers that they are responsible for their children at all times</p> <p>6) Team aware of introduction of new items requires evaluation of safety and SEND needs.</p>	<p>1</p>	<p>4</p>	<p>2</p>	<p>1)Controls adequate</p> <p>Learning staff to ensure controls in place prior to start of workshop, advise throughout workshop, and monitor activity.</p> <p>2)Controls adequate</p> <p>Monitoring and supervision.</p> <p>3)Controls adequate</p> <p>Agreement of channel with learning co-ordinator/duty manager</p> <p>4)Controls adequate</p> <p>5)Controls adequate</p> <p>Participating adults support in supervising children during workshop.</p> <p>6) Controls adequate</p> <p>Training for awareness of Pica.</p> <p>Understanding and managing pica</p>	<p>1) Learning Team, Artist Educators, Workshop assistants, YSP Staff, School Staff (Carer/teachers/LS) and workshop participants</p> <p>Community Leader</p> <p>2) Learning Team, Artist Educators, Workshop assistants, YSP Staff, School Staff (Carer/teachers/LS) and workshop participants</p> <p>Community Leader</p> <p>3) Site wide support</p> <p>4) Site wide support</p> <p>5) Learning Team, Artist Educators, Workshop assistants, YSP Staff, School Staff (Carer/teachers/LS)</p> <p>6) Learning Team, Artist Educators, Workshop assistants</p>
-----------------	--	---	----------	----------	----------	--	---

Yorkshire Sculpture Park Risk Assessment

<p>2aa Edible materials - grains, rice, oats, edible play dough, corn flour, food colorants, fruit and beetroot</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p> <p>Slips, trips, standing on, swallowing, allergic reaction, choking</p>	<p>1) Workshop leader to inform participants of possible dangers and monitor use throughout session.</p> <p>2) Attention drawn to participants about hazards and to be aware when navigating through the space.</p> <p>3) Radio available to contact first aider in case of incident</p> <p>4) First aider always on YSP site</p> <p>5) Workshop leader to inform parent/carers that they are responsible for their children at all times</p> <p>6) Team aware of introduction of new items requires evaluation of safety and SEND needs.</p>	<p>1</p>	<p>2</p>	<p>2</p>	<p>1) Controls adequate</p> <p>Workshop leader to inform participants of possible consumption by young participants, and possible allergic material, and monitor use throughout session</p> <p>2) Controls adequate</p> <p>3) Controls adequate</p> <p>Agreement of channel with learning co-ordinator/duty manager</p> <p>4) Controls adequate</p> <p>Availability of first aid box in case of incident</p> <p>First aider always on YSP site</p> <p>5) Controls adequate</p> <p>6) Controls adequate</p> <p>Participants/guardians to be asked to inform Workshop leader of any participants</p>	<p>1) Learning Team, Artist Educators, Workshop assistants, YSP Staff, School Staff (Carer/teachers/LS) and workshop participants</p> <p>Community Leader</p> <p>2) Learning Team, Artist Educators, Workshop assistants, YSP Staff, School Staff (Carer/teachers/LS) and workshop participants</p> <p>Community Leader</p> <p>3) Site wide support</p> <p>4) Site wide support</p> <p>5) Learning Team, Artist Educators, Workshop assistants, YSP Staff, School Staff (Carer/teachers/LS)</p> <p>6) Learning Team, Artist Educators, Workshop assistants</p>
---	--	---	----------	----------	----------	--	---

Yorkshire Sculpture Park Risk Assessment

						<p>with allergic reactions/ tendency to over eat.</p> <p>Monitoring and supervision. Training for awareness of Pica.</p> <p>Understanding and managing pica</p>	
--	--	--	--	--	--	---	--

Yorkshire Sculpture Park Risk Assessment

<p>2bb Hanging umbrellas, umbrella spokes, hanging gutter runs, hanging strings</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p> <p>Scrapes, pokes - eyes, choking</p>	<p>1) Workshop leader to inform participants of possible dangers and monitor use throughout session.</p> <p>2) Attention drawn to participants about hazards and to be aware when navigating through the space.</p> <p>3) Radio available to contact first aider in case of incident</p> <p>4) First aider always on YSP site</p> <p>5) Workshop leader to inform parent/carers that they are responsible for their children at all times.</p>	<p>2</p>	<p>2</p>	<p>2</p>	<p>1) Controls adequate</p> <p>Workshop leader to inform participants of possible dangers and monitor use throughout session. Attention drawn to participants about hazards and how to prevent accidents</p> <p>2) Controls adequate</p> <p>Volunteer to remain close to these objects during session.</p> <p>3) Controls adequate</p> <p>Agreement of channel with learning co-ordinator/duty manager</p> <p>4) Controls adequate</p> <p>Availability of first aid box in case of incident</p> <p>First aider always on site</p> <p>5) Controls adequate</p>	<p>1) Learning Team, Artist Educators, Workshop assistants, YSP Staff, School Staff (Carer/teachers/LS) and workshop participants</p> <p>Community Leader</p> <p>2) Learning Team, Artist Educators, Workshop assistants, YSP Staff and volunteers.</p> <p>3) Site wide support</p> <p>4) Site wide support</p> <p>5) Learning Team, Artist Educators, Workshop assistants, YSP Staff, School Staff (Carer/teachers/LS)</p>
---	---	--	----------	----------	----------	---	---

Yorkshire Sculpture Park Risk Assessment

<p>2cc Lycra wrapped trees and used for holding babies</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p> <p>Slips and trips on Caused by Lycra Scratches and bruising from surrounding uneven ground. Suffocation or trapped by Lycra.</p> <p>Risk of infant falling.</p>	<p>1) Workshop leader to inform participants of possible dangers and monitor use throughout session. Volunteer/WA/LS to remain close to area during session/ or special attention to be taken.</p> <p>2) Attention drawn to participants about hazards and to be aware when navigating through the space.</p> <p>3) Breathable material</p> <p>4) Bright, bold colours so easy to spot</p> <p>5) Radio available to contact first aider in case of incident</p> <p>6) First aider always on YSP site</p> <p>7)Workshop leader to inform parent/carers that they are responsible for their children at all times</p> <p>8) When used for holding babies; minimum of two persons to hold Lycra. Position close to ground.</p>	<p>2</p> <p>2</p>	<p>4</p>	<p>1)Controls adequate Sharing of directional play, modelling of safe practice.</p> <p>2)Controls adequate</p> <p>3)Controls adequate</p> <p>4)Controls adequate</p> <p>5)Controls adequate</p> <p>Agreement of channel with learning co-ordinator/duty manager</p> <p>6)Controls adequate</p> <p>Availability of first aid box in case of incident</p> <p>First aider always on site</p> <p>7)Controls adequate</p> <p>8)Controls adequate</p> <p>Permission from carer, following cues from infant (if upset stop)</p>	<p>1) Learning Team, Artist Educators, Workshop assistants</p> <p>2) Learning Team, Artist Educators, Workshop assistants</p> <p>3) Learning Team, Artist Educators</p> <p>4) Learning Team, Artist Educators</p> <p>5) Site wide support</p> <p>6) Site wide support</p> <p>7) Learning Team, Artist Educators, Workshop assistants, Parent/carer of child</p> <p>8) Learning Team, Artist Educators, Workshop assistants</p>
--	--	---	-------------------	----------	--	--

Yorkshire Sculpture Park Risk Assessment

<p>2dd Hammocks</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p> <p>Risk of child falling</p>	<p>1) Workshop leader to inform participants of possible dangers and monitor use throughout session. Volunteer/WA/LS to remain close to area during session/ or special attention to be taken.</p> <p>2) Attention drawn to participants about hazards and to be aware when navigating through the space.</p> <p>3) Breathable material</p> <p>4) Bright, bold colours so easy to spot</p> <p>5) Radio available to contact first aider in case of incident</p> <p>6) First aider always on YSP site</p> <p>7) hang at low height, away from other activity, position cushioning under hammock, check anchors before and after each use ensuring no loose cords</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>1)Controls adequate Sharing of directional play, modelling of safe practice.</p> <p>2)Controls adequate</p> <p>3)Controls adequate</p> <p>4)Controls adequate</p> <p>5)Controls adequate</p> <p>Agreement of channel with learning co-ordinator/duty manager</p> <p>6)Controls adequate</p> <p>7)Controls adequate</p>	<p>1) Learning Team, Artist Educators, Workshop assistants, YSP Staff, School Staff (Carer/teachers/LS) and workshop participants</p> <p>Community Leader</p> <p>2) Learning Team, Artist Educators, Workshop assistants, YSP Staff, School Staff (Carer/teachers/LS) and workshop participants</p> <p>Community Leader</p> <p>3) Learning Team, Artist Educators, Workshop assistants, YSP Staff</p> <p>4) Learning Team, Artist Educators, Workshop assistants, YSP Staff</p> <p>5) Site wide support</p> <p>6) Site wide support</p>
-------------------------	--	---	----------	----------	----------	---	---

Yorkshire Sculpture Park Risk Assessment

								7) Learning Team, Artist Educators, Workshop assistants
--	--	--	--	--	--	--	--	---

Yorkshire Sculpture Park Risk Assessment

<p>See Overhead projectors and light boxes</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p>	<ol style="list-style-type: none"> 1) Workshop leader to inform participants of possible dangers and monitor use throughout the session, carers to supervise young persons. 2) Light boxes and projectors not to be left unattended 3) Attention drawn to participants that the objects can damage eyes with direct viewing of light source, that the device heats up and is connected to an electricity source 4) No water to be used close by/not to be used with wet hands. 5) Radio available to contact first aider in case of incident 6) First aider always on YSP Site 7) Items included in PAT Register. 	<p>1</p>	<p>2</p>	<p>3</p>	<p>1)Controls adequate Workshop leader to inform participants of possible dangers and monitor use throughout session. Volunteer to remain close to these objects during session. Attention drawn to participants about hazards and how to prevent accidents 2)Controls adequate 3)Controls adequate 4)Controls adequate 5)Controls adequate Agreement of channel with learning co-ordinator/duty manager 6)Controls adequate Availability of first aid box in case of incident First aider always on site Learning co-ordinator to maintain updates to PAT records team updates to purchases/training records.</p>	<p>1) Learning Team, Artist Educators, Workshop assistants, YSP Staff, School Staff (Carer/teachers/LS) and workshop participants Community Leader 2) Learning Team, Artist Educators, Workshop assistants, YSP Staff 3) Learning Team, Artist Educators, Workshop assistants, YSP Staff 4) Learning Team, Artist Educators, Workshop assistants, YSP Staff 5) Site wide support 6) Learning co-ordinator</p>
--	---	--	----------	----------	----------	---	--

Yorkshire Sculpture Park Risk Assessment

<p>2ff Hot liquids RA Hot liquids.docx</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p>	<p>Hot water bottles and kettles introduced to learning spaces by visitors are not to be used.</p> <p>Workshop leader and teams to advise visitors of unacceptable risk and request removal from usage.</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>Acceptable risk.</p> <p>Adequate controls.</p> <p>Workshop leader to inform participants of possible dangers and monitor use throughout session.</p> <p>Offer of wheatbags to be distributed as alternate heat source.</p>	<p>Learning Team, Artist Educators, YSP Staff and workshop participants</p>
--	---	---	----------	----------	----------	---	---

Yorkshire Sculpture Park Risk Assessment

<p>2gg Small kick stools</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p>	<ol style="list-style-type: none"> 1) Stools to be used to reach sinks and tables in learning spaces to wash hands. Supervised use during workshops. 2) Max weight limit of 150kg. 3) Indoor use only. 4) Stool to be fully opened and hinges fully engaged before use – checked by staff before use. 	<p>2</p>	<p>3</p>	<p>6</p>	<ol style="list-style-type: none"> 1)Controls adequate 2)Controls adequate 3)Controls adequate 4)Controls adequate 	<p>1-4) Learning Team, Artist Educators, Workshop assistants, YSP Staff</p>
<p>2hh Portable seats/stools</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p>	<ol style="list-style-type: none"> 1) Stools to be checked before used for workshops for any damage/instability. 2) Ensure seats are open fully and all feet are in contact with the ground. 3) Sit down slowly and with both feet firmly on the ground. 4) Seats are for one person at once. 	<p>2</p>	<p>2</p>	<p>4</p>	<ol style="list-style-type: none"> 1)Controls adequate 2)Controls adequate 3)Controls adequate 4)Controls adequate 	<p>1-4) Learning Team, Artist Educators, Workshop assistants, YSP Staff</p>
<p>2ii Lockable wooden storage boxes</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants Public</p>	<ol style="list-style-type: none"> 1) Boxes remain padlocked when not in use. 2) Adult supervision when in use to ensure safety. 3) Boxes to be checked after workshops to make sure the padlock is back on. 	<p>2</p>	<p>2</p>	<p>4</p>	<ol style="list-style-type: none"> 1)Controls adequate 2)Controls adequate 3)Controls adequate <p>Chains checked to monitor potential damage from lid weight/pulling during weekly site check</p>	<p>1) Learning Team, Artist Educators and Learning assistant</p> <p>2) Learning Team, Artist Educators and workshop assistant</p> <p>3) Learning assistant – site checks</p>

Yorkshire Sculpture Park Risk Assessment

<p>2kk Yoga & Sound bath Injury</p>	<p>All staff Yoga teacher Participants</p>	<ol style="list-style-type: none"> 1. Clear information on website before event. And advise on checking with health conditions and not recommended in first trimester of pregnancy 2. Before the session the teacher will explain about keeping safe and check for any known injury / illness 3. Participants encouraged to listen to their body and take things slowly. 4. There will be movement options for the participants and the class is pitched at a universal level so suitable for all ages. 5. Yoga mats provided 6. Adequate space will be made between participants 7. Lead practitioners are very experienced, and insured. 8. Clear instructions given and member of YSP staff supporting at all times, 	<p>1</p>	<p>2</p>	<p>2</p>	<p>1)Controls adequate 2)Controls adequate 3)Controls adequate 4)Controls adequate 5)Controls adequate 6)Controls adequate 7)Controls adequate 8)Controls adequate 9)Controls adequate Trauma informed team available (MHFA)</p>	<ol style="list-style-type: none"> 1) Learning Team 2) Yoga Teacher 3) Learning Team, Yoga Teacher and participants 4) Learning Team, Yoga Teacher 5) Learning Team 6) Yoga Teacher 7) Yoga Teacher 8) Learning Team, Yoga Teacher 9) YSP Team
---	--	---	----------	----------	----------	--	---

Yorkshire Sculpture Park Risk Assessment

		supporting participants and teacher. 9. The nature of a Yoga is to relax and explore your emotions, it can be very therapeutic, and a natural release of emotions is cathartic. YSP staff always present					
--	--	---	--	--	--	--	--

Yorkshire Sculpture Park Risk Assessment

<p>2II Stone Carving</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p> <p>Cat bleed, cuts, scratches, stabbing, grazes, infections.</p>	<p>*Not currently part of programme</p> <p>Not to be used</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>Plinth identified as no longer usable and space left due to inhabitation of protected beetles.</p> <p>Advise from tech team/technicians to source new plinth if intention to progress with courses/activities</p>	<p>Learning Team, Artist Educators, Workshop assistants, YSP Staff, School Staff (Carer/teachers/LS) and workshop participants</p>
<p>2mm Plaster</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p> <p>Inhalation, slips, burns.</p>	<p>*Not currently part of programme</p> <p>Not to be used</p> <p>Refer to safety data sheet and COSHH Guidance 2026 If proposing any activity.</p>	<p>3</p>	<p>4</p>	<p>7</p>	<p>Only to be used as part of specialist programme following bespoke session plan approval of managers.</p>	<p>Learning Team, Artist Educators, Workshop assistants, YSP Staff, School Staff (Carer/teachers/LS) and workshop participants</p>

Yorkshire Sculpture Park Risk Assessment

<p>2nn Power tools Angle grinders Sanders Drills Saws (Mitre/jig)</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants Visitors and Contractors. Cat bleed, cuts, scratches, stabbing, grazes, infections.</p>	<p>*Not currently part of programme Not to be used Appropriate training to be in place, authorised by Health and Safety lead Use of only PAT tested products registered/owned by YSP Appropriate first aid kit in location of activity Equipment to be stored safely in designated secure area.</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>Advise/support from tech team/technicians/estates/site teams if intention to progress with courses/activities</p>	<p>Learning Team, Artist Educators, Workshop assistants, YSP Staff</p>
---	---	---	----------	----------	----------	--	--

Yorkshire Sculpture Park Risk Assessment

<p>Zoo Radios</p>	<p>YSP staff, workshop leads, WA and volunteers</p> <p>Visitors and Contractors.</p> <p>Loss of vital time sensitive communications, misinformation dissemination</p>	<ol style="list-style-type: none"> 1. Learning co-ordinator, learning assistants –formal and informal and artist educators to carry radio at all times. 2. A minimum of one person to be based in learning office/area at all times (On weekdays) 3. On weekdays Learning office has channel 2& 3 on 4. Where necessary communications to flow through learning co-ordinator/VET team duty manager for oversight. 5. Comms via learning coordinator on agreed channels 	<p>2</p>	<p>4</p>	<p>8</p>	<ol style="list-style-type: none"> 1)Controls adequate 2)Controls adequate 3)Controls adequate 4)Controls adequate 5)Controls adequate 	<ol style="list-style-type: none"> 1) Learning Team, Artist Educators, Workshop assistants, YSP Staff 2) Learning Team, Artist Educators, Workshop assistants, YSP Staff 3) Learning co-ordinator and learning assistants 4) Learning Team, Artist Educators, Workshop assistants, YSP Staff 5) Learning Team, Artist Educators, Workshop assistants, YSP Staff
-------------------	---	---	----------	----------	----------	---	--

Yorkshire Sculpture Park Risk Assessment

<p>2pp Site checks</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p> <p>Visitors and Contractors.</p> <p>Trips, slips, collisions, bruising, cuts, infections, falls....</p>	<ol style="list-style-type: none"> 1. Learning assistant to check site weekly filling in site check sheets, relaying concerns and actions through learning co-ordinator and learning ops. 2. Artist educators to check workshop spaces on morning of booked sessions. 3. Learning team, artist educators, workshop assistants and volunteers to report any concerns to learning co-ordinator. 4. Where concerns are 'live' alternate spaces for activities to be sourced. 	<p>2</p>	<p>4</p>	<p>8</p>	<p>1)Controls adequate</p> <p>Weekly ops meetings and site check processes for reporting shared across team.</p> <p>2)Controls adequate</p> <p>3)Controls adequate</p> <p>4)Controls adequate</p>	<ol style="list-style-type: none"> 1) Learning assistant, learning co-ordinator 2) Artist Educators 3) Learning Team, Artist Educators, Workshop assistants, YSP Staff 4) Learning Team, Artist Educators, Workshop assistants, YSP Staff
------------------------	---	---	----------	----------	----------	---	---

Yorkshire Sculpture Park Risk Assessment

<p>2qq Sharps Knives, nails, screws, staples, pins</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants Visitors and Contractors. Incisions, stabbings, infections and cuts</p>	<p>1) Craft knives to be used by age 18+ only in adult workshops under supervision of Learning Team member/Artist Educator. 2) Guidance on best practice for use provided by Learning Team member/Artist Educator 3) All knives to be counted out at start of session then counted back in at end of session. 4) Self-harm indicators/concern reported to Learning lead/DDS0 in a timely manner.</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>1) Controls adequate 2) Controls adequate Protect Your Workspace: Always use a cutting mat to protect surfaces and prevent the blade from slipping. Cutting Direction: Always cut away from your body and keep your free hand well away from the cutting path. Use Proper Tools: Use a metal-edged ruler or a designated safety ruler to guide cuts, keeping fingers behind the guard. Blade Maintenance: Use a sharp blade. Dull blades require more force, which increases the risk of slipping. Controlled Force: Apply light pressure; make multiple passes rather than trying to cut through thick material in one go. Handling & Transport: Never walk around with an exposed blade. Retract or</p>	<p>1) Learning Team, Artist Educators, Workshop assistants, YSP Staff 2) Learning Team, Artist Educators 3) Artist Educators 4) Learning Team, Artist Educators, Workshop assistants, YSP Staff</p>
--	---	---	----------	----------	----------	---	--

					<p>cover the blade immediately after use.</p> <p>Safety Gear: Wear safety glasses, especially when cutting materials that might splinter or snap.</p> <p>If Dropped: Never catch a falling knife. Step back and let it fall.</p> <p>Storage: Store knives in a secure, designated area (e.g., box or sheath) and dispose of old blades in a sharps container.</p> <p>When Cutting</p> <p>Never use a knife for prying, as the blade can snap.</p> <p>If you need to change the angle, move the material, not your hand or body.</p> <p>Ensure your working area is stable and clear of clutter.</p> <p>3)Controls adequate</p> <p>Laminate checklist located in box to keep up to date register in sessions</p>	
--	--	--	--	--	---	--

Yorkshire Sculpture Park Risk Assessment

						4)Controls adequate Reporting procedures outlined in safeguarding policy	
--	--	--	--	--	--	---	--

Yorkshire Sculpture Park Risk Assessment

<p>2rr COSHH/Use of chemicals</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p> <p>Visitors and Contractors.</p> <p>Poisoning, burning, scalding, inhalation, fire, slipping, explosion</p>	<ol style="list-style-type: none"> 1. All items included in the register and included in annual auditing. 2. All toxic items/those with warning hazards stored in COSHH cabinet in end shed only –code 2013 3. Learning co-ordinator to collate information on new items shared by team and add to register, organise safety data sheets and folder admin. 4. All teams to read folder contents and sign register in acknowledgement of understanding safe use in principle and location of key information related to products. 5. Artist educators, workshop assistants, learning team, and volunteers to share safe use guidance prior to using items with others. 	<p>2</p>	<p>4</p>	<p>8</p>	<p>1)Controls adequate New items discussed at ops meetings</p> <p>2)Controls adequate</p> <p>3)Controls adequate</p> <p>4)Controls adequate</p> <p>5)Controls adequate</p>	<p>1) Learning managers, learning co-ordinator</p> <p>Learning Team, Artist Educators, Workshop assistants, YSP Staff</p> <p>2) Learning managers, learning co-ordinator</p> <p>Learning Team, Artist Educators, Workshop assistants, YSP Staff</p> <p>3) Learning co-ordinator</p> <p>4) Learning managers, learning co-ordinator</p> <p>Learning Team, Artist Educators, Workshop assistants, YSP Staff</p> <p>5) Learning managers, learning co-ordinator</p> <p>Learning Team, Artist Educators, Workshop assistants, YSP Staff</p>
---------------------------------------	---	--	----------	----------	----------	--	---

Yorkshire Sculpture Park Risk Assessment

<p>2ss Pat/Use of electrical items</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p> <p>Visitors and Contractors.</p> <p>Electrocution, shock.</p>	<ol style="list-style-type: none"> 1. All items included in register and included in annual testing 2. Learning co-ordinator to collate information on new items shared by team and add to register. 3. All teams to read folder contents and sign register in acknowledgement of understanding safe use in principle 4. Artist educators, workshop assistants, learning team, volunteers to conduct a visual check prior to using items and report any damage to learning co-ordinator. 5. When new equipment purchased added to Register 	<p>2</p>	<p>4</p>	<p>8</p>	<p>1)Controls adequate 2)Controls adequate 3)Controls adequate 4)Controls adequate 5)Controls adequate</p> <p>New items discussed at ops meetings</p>	<p>1) Learning managers, learning co-ordinator</p> <p>Learning Team, Artist Educators, Workshop assistants, YSP Staff</p> <p>2) Learning managers, learning co-ordinator</p> <p>Learning Team, Artist Educators, Workshop assistants, YSP Staff</p> <p>3) Learning managers, learning co-ordinator</p> <p>Learning Team, Artist Educators, Workshop assistants, YSP Staff</p> <p>4) Learning Team, Artist Educators, Workshop assistants, YSP Staff</p> <p>5) Learning managers, learning co-ordinator</p> <p>Learning Team, Artist Educators, Workshop assistants, YSP Staff</p>
--	---	---	----------	----------	----------	---	---

Yorkshire Sculpture Park Risk Assessment

<p>2tt Gazebo</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p> <p>Visitors and Contractors.</p> <p>Collision, damage to environment</p>	<p>See separate Gazebo Risk Assessment: Learning Risk Assessment Gazebo 2025.docx</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>Controls adequate when internal teams follow associated assessment</p>	<p>Learning co-ordinator</p> <p>Learning Team, Artist Educators, Workshop assistants, YSP Staff – e.g. curatorial/retail</p>
-----------------------------------	--	---	----------	----------	----------	---	--

<p>2uu Dysregulation/ distress/ crisis behaviours</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p> <p>Visitors and Contractors.</p> <p>Assault, biting, kicking, screaming, crying, punching, hitting, verbal abuse, false accusations, true accusations, spitting, sexualised presentation, damage to environment, exhaustion and distress.</p>	<ol style="list-style-type: none"> 1. Information gathering at time of booking –request number of students / participants who have SEMH needs/SEND/individual adaptations/PEEP etc. 2. Regulation area and tools signposted at booking enquiry stage and available on request/via workshop lead/information desk team. Information pack includes: guidance on adaptations, wayfinding and familiarity, mobility, digital resources, welfare support and access to lifts and toilets. 3. Team training - signposting of information re SEND/Individual needs and dysregulation e.g. Distressed behaviour 4. Co-regulation strategies/opportunities offered via visiting group lead/learning support 	<p>2</p>	<p>4</p>	<p>8</p>	<p>1)Controls adequate</p> <p>Forms for booking online and at visitor centre desk include range of adaption prompts.</p> <p>2)Controls adequate</p> <p>Communications internally between teams, on information desk and through Information booklet. <i>Regulation and self-accessible areas are provided to support visitors (spaces and sensory bags) – Learning and VC.</i></p> <p>3)Controls adequate</p> <p>Resource area for learning team includes SEND strategies and materials linked to workshop delivery</p> <p>4)Controls adequate</p> <p>Spaces and resources negotiated across teams (YSP/Visitor)</p>	<p>1) Learning Co-ordinator, Learning Team, Artist Educators, Workshop assistants, YSP Staff, Information desk @visitor centre. School Staff (Carer/teachers/LS) and workshop participants Community Leader</p> <p>2) Learning Co-ordinator, Learning Team, Artist Educators, Workshop assistants, YSP Staff, Information desk @visitor centre.</p> <p>3) Learning Co-ordinator, Learning Team, Artist Educators, learning assistants, learning managers</p> <p>4) Learning Co-ordinator, Learning Team, Artist Educators, learning assistants, learning managers. School Staff (Carer/teachers/LS)</p>
---	---	--	----------	----------	----------	--	--

Yorkshire Sculpture Park Risk Assessment

								and workshop participants Community Leader
--	--	--	--	--	--	--	--	--

Yorkshire Sculpture Park Risk Assessment

<p>2vv Access to office/ workshop areas/ toilets/ stores</p>	<p>All staff, artist educators, volunteers, learning team and workshop participants</p> <p>Visitors and Contractors.</p> <p>Accessing dangerous items, breach of GDPR, safeguarding and Equality act.</p>	<ol style="list-style-type: none"> 1. Office spaces /stores are secured with passcode 2. IT for individuals is password protected. 3. Lanyard for teams provided and worn at all times 4. Authorised persons sign in and out. Line management meetings agenda include adjustments requests/consideration of adaptations 5. Access to gender neutral toilets is available at the Bothy. 6. Changing spaces toilet available at Learning site 	<p>2</p>	<p>3</p>	<p>6</p>	<p>1)Controls adequate Doors closed after use</p> <p>2)Controls adequate Managed by HR</p> <p>3)Controls adequate Red lanyard available for non DBS visitors</p> <p>4)Controls adequate</p> <p>5)Controls adequate</p> <p>6)Controls adequate</p>	<p>1-6) Learning Team, Artist Educators, Workshop assistants, YSP Staff Community Leaders, visiting organisation partners</p>
--	---	---	----------	----------	----------	---	---

Yorkshire Sculpture Park Risk Assessment

<p>2ww Office auditing</p>	<p>YSP staff, learning team, artist educators, workshop leads, WA volunteers</p> <p>Not meeting standards for DSE provision, H&S provision and HR equality act provision</p>	<p>1) Learning co-ordinator/managers conduct office space audit.</p> <p>2) Routine policies and procedures are accessible for teams –links in meeting schedules where possible</p> <p>3) Drills/ training are in place and recorded</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>1)Controls adequate Learning co-ordinator completes office assessment, shares findings with managers to set actions.</p> <p>2)Controls adequate COSHH/RA/PAT/DSE Administration completed, shared and accessible.</p> <p>3)Controls adequate EVAC/Emergency fire/Safeguarding drills and scenario are recorded/discussed in ops meetings as a team.</p>	<p>Learning Lead/HR oversight</p> <p>1)Learning co-ordinator, learning managers</p> <p>2) Learning co-ordinator, learning managers</p> <p>3) Learning co-ordinator, learning managers</p> <p>Learning Teams, artist educators contribute to operational delivery of policies.</p>
----------------------------	--	---	----------	----------	----------	--	---

Yorkshire Sculpture Park Risk Assessment

<p>2xx Training oversight - inductions</p>	<p>YSP staff, learning team, artist educators, workshop leads, WA volunteers</p> <p>Not meeting standards for DSE provision, H&S provision and HR equality act provision</p>	<p>Records to show current training for:</p> <ol style="list-style-type: none"> 1) Safeguarding (mandatory) 2) Radios (mandatory) 3) Fire Evac (mandatory) 4) COSHH (mandatory) 5) Evac chair (optional) 6) First aid (optional) 7) Mental health first aid (optional) 8) Trauma informed/SEMH (optional) 			<p>1)Controls adequate</p> <p>Team induction/policy sharing/active discussion 'scenario training'</p> <p>2)Controls adequate</p> <p>Team induction/policy sharing/active discussion 'scenario training'</p> <p>3)Controls adequate</p> <p>Team induction/policy sharing/active discussion 'scenario training' - register signing</p> <p>4)Controls adequate</p> <p>Team induction/policy sharing/active discussion 'scenario training' - register signing</p> <p>5)</p> <p>Course attendance and certification</p> <p>Team training/drills</p>	<p>1-4)Learning Team, Artist Educators, Workshop assistants, volunteers, learning co-ordinator, learning assistants, learning managers and technician.</p>
--	--	---	--	--	--	--

Yorkshire Sculpture Park Risk Assessment

						6,7,8) Course attendance and certification	
<p>2yy Tree kits</p> <p>Mirrors</p> <p>Lanyards</p> <p>Tape measure</p> <p>Magnifiers</p> <p>Pencil crayons</p>	<p>All staff, volunteers, learning team, public Participants</p> <p>Mirrors and Magnifiers reflecting light – starting fire</p> <p>Tape measure – chocking risk</p>	<ol style="list-style-type: none"> 1. Sticker on Kit which states used under adult supervision 2. Tree kits are signed out to a family and an adult is responsible for children and themselves when using Kits. 3. Lanyards have quick release catch. 4. Kits checked on return by VET team 5. Mirrors and Magnifier's are Acrylic reduces risk 	2	1	2	<p>1)Controls adequate</p> <p>2)Controls adequate</p> <p>3)Controls adequate</p> <p>4)Controls adequate</p> <p>5)Controls adequate</p>	Learning Team, YSP Staff -VET

Matrix of Risk Calculation.

Probability (P) of hazard Occurring

- 1 – Very unlikely (Almost never)
- 2 – Unlikely (Occurs rarely)

Severity (S) of Hazard, if was to occur.

- 1 – Very Minor Example – discomfort, minor cut/sprain, self-help recovery
- 2 – Minor First aid Example – minor burn, strained muscle, minor first aid.

Yorkshire Sculpture Park Risk Assessment

3 - likely (Could Occur but uncommon) 3 – Substantial injury Example - Sever burn, Deep cut needing stitches, incapacitation >2 days
4 – very likely (Recurrent) 4 – Very serious injury Example - unconsciousness, fractures, Electrocutation, incapacitation>4 days, hospitalisation >24Hrs
5 – Certain to Occur (Occurs frequently) 5 – Death. Single or Multiple

Overall Risk Level. (PXS. Probability multiplied by Severity)

0 – 5 Low- No further controls required. Monitor as require

6 -8 Medium – Consider improving control. Review and monitor frequently.

9 -25 High – Immediate action required. Stop activity immediately