

# Risk assessment

Company name: **The Apedale Heritage Centre**

Date of risk assessment: **01-03-2019**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
The possibility of Methane (Fire Damp) within the underground Mining Museum.	Anybody underground.  Injury through explosion	Competent person will inspect the Mine at start of the working day, testing for the presence of Methane gas. This is done using an MSA mentor. If Levels of Methane are found ,they are removed by the Exhaust ventilation System. Prior to the School Tour. Therefore the Hazard is Removed and with it the risk.  Continuous monitoring while people are underground.	Monitor and report	Mine Duty Officer  Mine tour Guide	Daily, when mine is in use.	Yes
The possibility of Carbon Dioxide (Black Damp) within the underground Mining Museum.	Anybody underground.  Inhalation leading to unconsciousness	Competent person will inspect the Mine testing for Blackdamp Carbon Dioxide and Carbon Monoxide using MSA Mentor. If found the gas will be removed by exhaust ventilation. The person doing the tests will comply with the Lone Worker (SOP) standard operating procedure as per the Mine Safety Policy Document Only supervised visitors allowed in Mine. Therefore the Hazard is removed and with it the risk.  Continuous monitoring while people are underground.	Monitor and report	Mine Duty Officer  Mine Tour Guide	Daily, when mine is in use.	Yes

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Identify any Slip, Trip and Fall Hazards	Staff and visitors may be injured if they trip over objects, fall or slip.	<p>2.1 Competent person to make full visual inspection of mine area, prior to opening the Mine to School parties. Record any areas that present a trip or slip hazard, isolate area if possible if unable inform all parties walking in the Mine about such areas.</p> <p>2.2 Additional handrails have been fitted in areas such as steep inclines to assist school groups going into the Mine.</p> <p>2.3 Information about the walkways will be given at the start of the tour while on the surface, also information about walking conditions will be sent out in the form of a guidance sheet with booking forms. Teaching staff to exercise Child Supervision.</p>	Implement procedures as stated.	<p>Duty Mine Officer</p> <p>Mine Tour Guide</p>	Daily when there are visitors in the Mine	Yes
Stability of roof supports. Risk of support movement or collapse.	Hazards removed prior to any school visits. This action removes the likelihood of a potential Hazard becoming a risk.	<p>3.1 Competent person to undertake a visual inspection of mine Tour route roof supports and look for any signs of collapse, prior to opening the Mine to School parties.</p> <p>3.2 Written report on all above findings by competent person, any faults of dangerous conditions found should result in stoppage of all underground visits until such time as the Mine is declared safe to enter by the Mine manager or his / her deputy.</p>	Continuous monitoring. Keep a record of mine safety inspections. Promote a culture of communication as to the likelihood of harm	Competent Persons and agreed by Mine manager	Prior to school visit	yes

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<p>Darkness</p> <p>No Go Areas</p> <p>Inclines</p> <p>Low head Room</p>	<p>The likelihood of any Harm to supervised School visitors is very low and therefore with control measures in place the Hazards do not produce a risk.</p>	<p>4.1 All school parties will be congregated under supervision in the café area, this is a safe meeting point prior to going into the Mine.</p> <p>4.2 Within the safe area the Mine guide will take control of the group. The Mine Guide will issue strict instructions for all visitors to remain together and not get detached from the main group. This will be in part the duty of the schools responsible person. 4.3 The group size for any one tour will be a maximum of 12 persons, this will include one Mine guide and one supervisor representative from the school. The group size and make up must be planned at the booking stage and guidance for this will be included in the information sent with booking forms.</p>	<p>Adhere to the discipline set out prior o the start of the visit. Ensure the Schools supervisory representative is competent in his / her ability to manage the delegated control of the children on the visit. We have a mine early exit procedure in place should the underground environment prove distressing to anyone.</p>	<p>Duty Mine Officer</p> <p>Mine Tour Guide</p> <p>School representative</p>	<p>Daily when mine is taking visitors.</p> <p>Prior and during the visit</p>	<p>Yes</p>
<p>Lamp room - hazards include, battery charging.</p> <p>Contraband are saucers of ignition which can cause an explosion for example,</p> <p>Watches Phones Matches Cigarette Lighters Electrical Toys etc. A full list will be checked prior to going underground by the Duty Mine officer/ Tour Guide</p>	<p>Long periods of exposure to emitted Hydrogen gas from Lead Acid cap lamps being charged produces a very slight risk to Apedale Staff only. The charging process is not in operation when any visitors may be in the Lamp room area.</p> <p>The risk of explosion from contraband is a danger to every one below ground to this end we enforce a very strict NO CONTRABAND policy which is supervised by competent Apedale staff.</p>	<p>5.1 The cap lamp batteries are charged in the Lamp room, the local exhaust ventilation will be on as required, to maintain good ventilation levels at all times within this building.</p> <p>5.2 All school parties will be advised of the contraband rules that are in place in coal mines, and that a no smoking policy is in place at the centre. This will be done verbally on arrival to the heritage centre and via the information sent out with booking forms to the schools.</p> <p>5.3 No harmful substances within the COSHH requirements will be stored in any Public area including the lamp room.</p>	<p>Maintain strict control on contraband.</p> <p>Continually monitor the control measures in place to exclude any harmful substance from public areas. Also monitor the shut down of lamp charging equipment during School visits</p>	<p>Minr Duty Officer</p>	<p>Daily when the Mine is in use</p>	<p>Yes</p>

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<p>The mine tour - hazards include uneven ground (slips and trips) low level roadways, poor lighting, cold temperatures.</p>	<p>Only a complete lack of adherence to the Mine Safety code of practice could result in injury under normal circumstances. As visitor safety is our priority the likelihood of harm is very slight.</p>	<p>6.1 The mine guide will at the start of the tour give suitable and sufficient information on the use of the Miners Cap Lamps. An explanation of why two bulbs are fitted into the lamps and procedures should a person's cap lamp bulb fail.</p> <p>6.2 The mine guide will at the start of the tour give information on the walkway conditions and advice on using the handrails in certain areas of the mine.</p> <p>6.3 During the underground visit there are areas of the mine that have height restrictions, warnings of this will be given by the mine guide before going into such areas.</p> <p>6.4 Temperatures in the mine can be very cold, advice of suitable clothing will be sent to schools at time of booking.</p> <p>6.5 A communications system is in place throughout the mine, this gives communication from all parts of the mine to the surface, in case of emergency.</p>	<p>Stay focused on the range of visitors we have and make allowances for Diversity and Differentiation of understanding. Develop a culture of checking the understanding of basic given instructions.</p>	<p>Mine Duty Officer</p> <p>Mine Manager</p> <p>Tour Guides</p> <p>Support Staff</p>	<p>Ongoing Process</p>	<p>Yes</p>

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<p>Accidental Injury</p> <p>Sudden onset of illness</p> <p>Uncontrolled erratic Behaviour</p> <p>Any of the above which could constitute a sudden emergency -</p>	<p>Any person with one or more of the stated Hazards. The onset of panic is a known condition below ground which can be detrimental to the sufferer .</p>	<p>7.1 There are three means of access and egress in the mine, all guides are trained to access the best exit route from the mine in the event of an emergency. There is an early exit of the Mine system in place which is adequate in 99% of occasions</p> <p>7.2 The communications system can be used at any time to call for assistance from the lamp room. This system is checked before any school visits take place.</p> <p>7.3 The Heritage Centre Duty office is on standby at all times during the day in case of an emergency. He / She will be in control at such times and will be responsible for call out of any emergency services. The lamp room attendant therefore will contact the duty officer in the event of an emergency underground so that the appropriate services or help can be called.</p>	<p>The Hazards stated here are self generated and can be activated by a variety of trigger points. Diligence and attention to detail at the introduction / Welcome stage could well be supported by fact finding questions as to the potential visitors capability of completing the tour.</p>	<p>Duty Mine Officer</p> <p>School / Rep</p> <p>Tour Guide</p>	<p>Prior to any underground Tour</p>	<p>Yes</p>
<p>Dirty Hands</p>	<p>School Visitors / Handling Food</p>	<p>Wash Hands before Eating</p>	<p>Maintain Hygiene Standards</p>	<p>Supervision</p>	<p>End of Tour</p>	<p>Yes</p>

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)