



Risk Assessment - SJHC School Visit Service at Garnethill Synagogue

HAZARD/RISKS	EXISTING CONTROLS	LIKELIHOOD	SEVERITY	RATING	ADDITIONAL CONTROLS REQUIRED
1. Slips, trips, falls, minor cuts and bruises: 29 Garnet Street Entrance, lower ground level, stairs to ground level		2	3	3	
	Pre-delivery checks of surfaces, ensure no cables, no access obstructed				
	Regular building maintenance plan and checks				
	Handrails are installed on inner stairs to ground level				
	Booking controls over maximum group size to avoid congestion				
	Doormat for wet weather				
	Path across courtyard to entrance - materials available to keyholder for clearance and gritting				
	First Aid kit located in Ladies toilet on lower ground level. Centre Manager and Learning Assistant have Emergency First Aid Training. Accident Book in place				
	Adequate lighting indoors and in courtyard				Courtyard lighting is on a timer
2. Slips, trips, falls, minor cuts and bruises: Prayer Hall and ground floor level		1	3	3	
	Pre-delivery checks of surfaces, ensure no cables, no access obstructed				
	Regular building maintenance plan and checks				
	Steps marked				
	First Aid kit and defibrillator in inner hall on lower ground level. Centre Manager and Learning Assistant have Emergency First Aid Training. Accident Book in place				
3. Adequate supervision of Group		2	3	3	
	SJHC Safeguarding Policy				
	All visits will have at least 2 SJHC Facilitators assigned. All Facilitators are Disclosure Scotland checked				
	Visiting groups will ensure they have an adequate staff/parent helper ratio for supervision. It is the responsibility of the visiting group to supervise pupils if they leave the areas where the session is being delivered by SJHC facilitators or access any areas which have not been risk assessed				
4. Knives & Hazardous Substances- Bleach etc		1	3	3	

	Storage in kitchen or other locked areas; no access for groups without supervision, teachers and supervisory adults advised to escort students from session delivery area to toilets to ensure they do not access				
5. Electricity and electrical appliances		1	3	3	
	PAT tests undertaken every 2 years and certificates filed				
	Boiler room has door to access - Teachers or supervisory adults advised to escort students from session delivery area to toilets to ensure they do not access				
	Cooker and hob in kitchen will remain switched off during school visits				
	Fire and Safety plan is in place and reviewed				
6.bFire		1	4	4	
	Fire exit and assembly point are pointed out to groups at start of visit				
	Fire extinguisher signs in place				
	Fire extinguishers checked yearly				
	Fire alarm checked weekly				
	Annual Fire Risk Assessment				
	Fire and Safety plan is in place and reviewed				
7. Security & unauthorised access to the building		1	3	3	
	Access to building is strictly controlled, no part of the building is generally open to the public without a pre-arranged booking, at any time. All external doors are locked at all times except for such times as may be necessary to allow pre-booked visitors access and egress. There are security cameras at both entrances plus video door entry at the side entrance, which is the usual point of access.				
	Any individual researchers in the building at the same time as visits are supervised by Archive colleagues				
		Risk ratings 1-5, 1 is least serious.			
Please use this document in conjunction with SJHC Safeguarding Policy & Garnethill Synagogue Health & Safety Policy. These are available on request					
					Last Updated:05/10/25