



Site risk assessment form

Property	Longshaw	Location	Midlands	Ref No.	
Department	Visitor Experience	Head of Department	Craig Best	Date	19 th September 2025
Activity	Moorland Discovery Centre building and grounds when used by a school group				

Description:

Use of the Moorland Discovery Centre building and ground by school groups.
The location has first-aid and support can easily be accessed if required.
Emergency procedure: contact relevant emergency services and let duty manager/ranger know.

Nature of hazard	Groups at risk	Current precautions	Estimation of risk	Potential additional precautions
General information - injury or sickness	Longshaw staff, volunteers and visitors.	All staff at the MDC and Rangers are first aid qualified. First aid kits are available in the MDC. School staff act in loco parentis for visiting children. Landline telephone available for school staff to use to contact school or parent.	Severity of hazard : Major Likelihood of event : Remote Adequacy of controls : Good	
Injury caused by fire.	Longshaw staff, volunteers and visitors	Staff and volunteers are of fire exits and the procedure in the event of a fire. Appropriate fire signage displayed in the building Moorland Discovery Centre has appropriate level of fire certificate/insurance and regular fire inspections. NT staff to conduct regular fire alarm	Severity of hazard : Major Likelihood of event : Remote Adequacy of controls : Good	

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Nature of hazard	Groups at risk	Current precautions	Estimation of risk	Potential additional precautions
		<p>tests and fire evacuations. See below.</p> <p>Fire equipment in the MDC is tested regularly.</p> <p>The MDC and grounds are no smoking areas.</p> <p>All fire exits to be kept clear and free of obstruction.</p> <p>Flammable substances kept in the MDC COSH cupboard</p>		
<p>Injury caused by tripping over objects on the floor.</p>	<p>Longshaw staff, volunteers and visitors</p>	<p>Coat racks available to store coats, bags and shoes.</p> <p>All equipment and cables to be kept tidy, off the floor and away from walkways/doors where possible.</p> <p>Extension lead cables covered with cable covers</p>	<p>Severity of hazard : Moderate Likelihood of event : Possible Adequacy of controls : Good</p>	
<p>Inappropriate use of equipment/props causing injury</p>	<p>Longshaw staff, volunteers and visitors</p>	<p>National Trust to ensure that all electrical equipment is regularly tested.</p> <p>Leaders bringing equipment on the site to ensure it meets electrical safety standards.</p> <p>All other equipment to be in good working order (display boards, flipchart stands, tables, chairs)</p>	<p>Severity of hazard : Moderate Likelihood of event : Remote Adequacy of controls : Good</p>	



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Nature of hazard	Groups at risk	Current precautions	Estimation of risk	Potential additional precautions
Burns – from hot drinks or hot water	Longshaw staff, Volunteers and Visitors	Hot drinks to be made in the kitchen area or on separate drinks table with room for people to move safely around. Signage to be used at Nature Tots sessions and family events. Drinks to be served in appropriate cups. Hot water urn should be used on a flat surface, not moved while the water is hot, to be switched off when not in use. The urn is only used following manufacturer's instructions.	Severity of hazard : Major Likelihood of event : Remote Adequacy of controls : Good	
Loss or damage to property.	Longshaw staff, volunteers and visitors	All doors should be securely locked before leaving the building. Office door should be locked unless staff are using the office.	Severity of hazard : Minor Likelihood of event : Unlikely Adequacy of controls : Good	
Injury caused by raised beds and seating eg. splinters	Longshaw staff, volunteers and visitors	Any obvious damaged wood to be removed. Raised seating area and decking to the side of the building can be slippery when wet. Damaged areas are reported and cordoned off with bunting. Children are warned of potential risks.	Severity of hazard : Major Likelihood of event : Unlikely Adequacy of controls : Good	
Vehicles accessing grounds	Longshaw staff, volunteers and	Keep vehicle gates closed to stop cars accessing MDC grounds.	Severity of hazard : Major Likelihood of event : Unlikely	



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	visitors	Vehicles should not be moving in the MDC ground when it's open for public or any activities running.	Adequacy of controls : Good	
Injury caused by doors, shutters and gates e.g. splinters, trapped fingers, strained back	Longshaw staff, volunteers, visitors	<p>Decking around the centre can be slippery when wet. Do not to run on decking. Children warned off risk.</p> <p>Shutters should be opened with care and left closed if they do not opening easily.</p> <p>Runners and decking to be cleaned of leaves and debris regularly.</p> <p>Any damage is reported through the agreed procedure.</p> <p>Procedure for using toilets avoids children queuing in the corridor to minimise risk of trapped fingers.</p> <p>Cupboard and office doors kept shut when school groups are in the building.</p> <p>Entrance doors are not open at the same time to avoid slamming shut.</p> <p>Children enter building in a controlled way (10 at a time).</p> <p>Welly cupboard is supervised when doors are open.</p>	<p>Severity of hazard : Moderate</p> <p>Likelihood of event : Possible</p> <p>Adequacy of controls : Good</p>	Any issue with the shutters will be reported to building maintenance



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Nature of hazard	Groups at risk	Current precautions	Estimation of risk	Potential additional precautions
Children getting lost.	visitors	Young people should be accompanied by an adult/member of staff at all times. Radio to be used to let other onsite staff know of the situation MDC grounds gates kept closed while a school group is visiting.	Severity of hazard : Major Likelihood of event : Remote Adequacy of controls: Good	
Dogs, dog bites, chased by dogs.	Longshaw staff, volunteers and visitors	Dogs should not be in the MDC or grounds during a school visit.	Severity of hazard : Moderate Likelihood of event : Remote Adequacy of controls: Good	
Moving heavy object and furniture	Longshaw staff, volunteers and visitors	Manual handling guidelines should be followed.	Severity of hazard : Minor Likelihood of event : Possible Adequacy of controls : Good	If large amounts of equipment need moving a wheel barrow or sack trolley can be borrowed from the Rangers.
Falling in pond - drowning	Longshaw staff, volunteers and visitors	Pond is fenced off to prevent access. Pond is only be accessed with permission of Longshaw staff.	Severity of hazard : Major Likelihood of event : Remote Adequacy of controls : Good	
Sting from insect, contact with nettles - Bites, stings, rash	Longshaw staff, volunteers and visitors	Be aware that there may be bees, wasps and other biting insects in the MDC grounds around raised beds. Staff to keep paths and gateways clear of weeds. Nettles and brambles to be managed where appropriate. Any nests are reported to the Rangers so that they can be removed/made safe.	Severity of hazard : Moderate Likelihood of event : Unlikely Adequacy of controls : Good	



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Nature of hazard	Groups at risk	Current precautions	Estimation of risk	Potential additional precautions
Contact with hazardous substances	Longshaw staff, volunteers and visitors	Soil test kits are locked in a cupboard. COSH substances are kept in the COSH cupboard. Kits are only cleaned once a school group has left.	Severity of hazard : Major Likelihood of event : Remote Adequacy of controls : Good	
Weather -storms, high winds, heavy rain, ice.	Longshaw staff, volunteers and visitors	High winds - follow high winds policy. Paths to be gritted by Longshaw staff if icy. Events to be cancelled in extreme weather conditions. NT staff to advise visiting groups of the closure of the Estate due to high winds, participants will be asked to leave for their own safety - follow High Winds Policy. Appropriate activities can be run inside the MDC during bad weather please discuss with MDC/NT staff.	Severity of hazard : Moderate Likelihood of event : Unlikely Adequacy of controls : Good	
Maintenance		The Moorland Discovery Centre is maintained by the National Trust. Any damage, breakages or issues are reported through set procedure Compliance checks are carried out in line with policy (see below)		



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Checks	Regularity	By whom	Information kept
Fire alarm	Weekly	National Trust	MDC office
Fire safety lighting	Monthly	National Trust	Longshaw Estate Office
Fire extinguishers	Monthly	National Trust	Longshaw Estate Office
Smoke detectors	Every 6 months	National Trust	Longshaw Estate Office
Fire Drill	Yearly		Longshaw Estate Office
PAT testing	Yearly	National Trust	Longshaw Estate Office
Legionella/water testing	Monthly	National Trust	Longshaw Estate Office
Loft ladder	Every 6 months	National Trust	Longshaw Estate Office
Building inspection/work space	Every 6 months	National Trust	Longshaw Estate Office and Alden House
Heat pump inspection	Yearly	National Trust/contractor	Longshaw Estate Office
Vermin check	Every 4-6 weeks	National Trust/contractor	Longshaw Estate Office
Sanitary waste bins	Emptied regularly	National Trust/contractor	Longshaw Estate Office

Assessment carried out by	Melany Holmes	Job title	MDC Visitor Experience Officer
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Property	Longshaw	Location	Midlands	Ref No.	
Department	Visitor Experience	Head of Department	Craig Best	Date	19 th September 2025
Activity	School Visits on the Longshaw Estate				

Description:

School groups participating in visits lead by National Trust staff.

The location has first-aid and support can easily be accessed if required.

Emergency procedure: contact relevant emergency services and let duty manager/Ranger know.

Age range: All age ranges, but mainly young people with accompanying adult teachers and leaders

Frequency and duration of exposure: Varied according to visit, but typically no longer than 6 hours

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Injury caused by fire.	Longshaw staff, volunteers and visitors	Staff and volunteers are of fire exits and the procedure in the event of a fire. Appropriate fire signage displayed in the building Moorland Discovery Centre has appropriate level of fire certificate/insurance and regular fire inspections.	Severity of hazard : Major Likelihood of event : Remote Adequacy of controls : Good	



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		<p>NT staff to conduct regular fire alarm tests and fire evacuations. See below.</p> <p>Fire equipment in the MDC is tested regularly.</p> <p>The MDC and grounds are no smoking areas.</p> <p>All fire exits to be kept clear and free of obstruction.</p> <p>Flammable substances kept in the MDC COSH cupboard</p>		
Injury caused by tripping over objects on the floor.	Longshaw staff, volunteers and visitors	<p>Coat racks available to store coats, bags and shoes.</p> <p>All equipment and cables to be kept tidy, off the floor and away from walkways/doors where possible.</p> <p>Extension lead cables covered with cable covers</p>	<p>Severity of hazard : Moderate</p> <p>Likelihood of event : Possible</p> <p>Adequacy of controls : Good</p>	
Inappropriate use of equipment/props causing injury	Longshaw staff, volunteers and visitors	<p>National Trust to ensure that all electrical equipment is regularly tested.</p> <p>Leaders bringing equipment on the site to ensure it meets electrical safety standards.</p> <p>All other equipment to be in good working order (display boards, flipchart stands, tables, chairs)</p>	<p>Severity of hazard : Moderate</p> <p>Likelihood of event : Remote</p> <p>Adequacy of controls : Good</p>	



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Loss or damage to property.	Longshaw staff, volunteers and visitors	<p>All doors should be securely locked before leaving the building.</p> <p>Office door should be locked unless staff are using the office.</p>	<p>Severity of hazard : Minor Likelihood of event : Unlikely Adequacy of controls : Good</p>	
Injury caused by raised beds and seating eg. splinters	Longshaw staff, volunteers and visitors	<p>Any obvious damaged wood to be removed.</p> <p>Raised seating area and decking to the side of the building can be slippery when wet.</p> <p>Damaged areas are reported and cordoned off with bunting.</p> <p>Children are warned of potential risks.</p>	<p>Severity of hazard : Major Likelihood of event : Unlikely Adequacy of controls : Good</p>	
Vehicles accessing grounds	Longshaw staff, volunteers and	<p>Keep vehicle gates closed to stop cars accessing MDC grounds.</p>	<p>Severity of hazard : Major Likelihood of event : Unlikely</p>	



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Building inspection/work space	Every 6 months	National Trust	Longshaw Estate Office and Alden House
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Vermin check	Every 4-6 weeks	National Trust/contractor	Longshaw Estate Office
Sanitary waste bins	Emptied regularly	National Trust/contractor	Longshaw Estate Office

Assessment carried out by	Melany Holmes	Job title	MDC Visitor Experience Officer
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