

RISK ASSESSMENT FORM

Area assessed: PRIMARY SCHOOL VISIT

Carried out by: John Douthwaite	Department: Estates Manager	Date: 01-09-2017	Review date: 01-09-2018
Severity x likelihood = Risk rating	Hazard Severity Rating (S)	Likelihood of Occurrence Rating (L)	Risk Rating (R)
	1 = Slight (off work up to 3 days) 2 = Serious (off work over 3 days) 3 = Major (death or major harm)	1 = Low (seldom) 2 = Medium (frequently) 3 = High (certain or near certain)	1 = no action/low priority 2 = low priority action 3/4 = medium priority action 6/8 = high priority action 9 = urgent

Area	Persons at risk	Hazard	Risk rating			Controls in place	Additional controls required
			S x	L =	R		
Car park	All visitors	Open car park, cars and coaches driving in and reversing	3	1	3	5 mph speed limit in force. Students to disembark from coach onto paved area	Teachers to accompany and supervise students and maintain good discipline
Car park	All visitors	Uneven surface – possible trip	1	1	1	Monitored and maintained on a daily basis	Teachers to report any faults found
Garden	All visitors	Metal flame structure, obelisk and steps. Slips, trips or bumps	1	1	1	Maintenance to monitor daily for obstructions	Teachers to accompany and supervise students in an orderly manner
Garden	All visitors	Mound of stones. Climbing could cause trips and falls and throwing stones could cause injury	1	1	1	Notice invites students to place a stone on the mound. Staff to supervise students during this activity	Teachers to accompany and supervise students in an orderly manner
Garden	Students	Activities in garden involving water feature	3	1	3	Life buoy in place and area maintained daily. Signs warning of 'deep water'	Warn students of dangers in garden before activities begin. Teachers to accompany and supervise students at all times.
Garden	All visitors	Paths. Possible trip hazard – Uneven Surfaces, Loose ravel, Block paving and concrete	1	2	2	Regularly maintained and Monitored daily.	Warn students of dangers before Disembarking Coach.
Garden	All visitors	Leaves, moss, snow and ice on pathways	1	2	3	Areas maintained, leaves removed daily and gritting used when required.	Teachers to accompany and supervise students and maintain good discipline. No running permitted and wear appropriate footwear
Garden	All visitors	Overhanging branches – possible head/eye injury	1	1	1	Trees checked regularly and maintained. Branches at head height cut off	Teachers to accompany and supervise students in an orderly manner
Garden	All visitors	Trees – branch fall during high winds	2	1	2	Visitors not allowed in garden during high winds (over 25mph) Garden checked daily.	Teachers to accompany and supervise students in an orderly manner
Garden	All visitors	Roses – planted close to path possible scratches and Pricking.	1	1	2	Gardener inspects weekly and prune where appropriate	Teachers to accompany and supervise students in an orderly manner

RISK ASSESSMENT FORM

Garden	All visitors	Wood decking around pond – possible slip and trip	1	1	1	Painted with anti-slip decking paint. Checked daily and regularly maintained. Notice advising public to be cautious	Teachers to accompany and supervise students in an orderly manner
Garden	All visitors	Steps - Trip or fall on garden steps.	1	1	1	White paint on edges of steps and maintained	Teachers to accompany and supervise students in an orderly manner
Garden	All visitors	Depth of pond is sufficient to cause drowning.	3	1	3	Life saver buoy hung in garden next to pond. Pond has railings to restrict access. Signs warning of 'Deep Water'	Teachers to warn students of danger and supervise at all times
Garden	All visitors	Public have access to Dome and heating pipe.	1	1	1	Heating pipe is protected and maintained and area is checked during the day	Teachers to accompany and supervise students in an orderly manner
Entrance and bookshop	All visitors	Slips, trips and falls on laminate flooring if it is raining.	1	1	1	Anti-slip mat in place. Warning signs available in the event of spills. Floor monitored by staff and mopped if wet.	Teachers to accompany and supervise students in an orderly manner and report if floor wet
Inside building	All visitors	Slips trips and falls.	1	1	1	All flooring is cleaned and checked and maintained in good condition	Teachers to accompany and supervise students in an orderly manner
Inside building	All visitors	Burns and scolds from hot surfaces and hot water.	1	1	1	Hot surfaces and hot water are regulated by thermostatic valves	Teachers to accompany and supervise students in an orderly manner
Inside building	All visitors	Lift to all floors. Slips, trips and trapping fingers in lift doors.	2	1	1	Checked daily and regularly maintained. Students not allowed to use lift unsupervised.	Teachers to accompany and supervise students in an orderly manner.
Inside building	All visitors	Fire – risk of fall and slips if visitors panic.	2	1	2	Maintained fire detection system in place. Education staff introduction includes details of type of alert to indicate fire, fire exits and assemble point	Teachers to be aware of and comply with fire procedures (included in booking pack)
Building	All visitors	Cuts and abrasions from glazing.	1	1	1	Safety glass and/or safety film used on all glazing	Teachers to accompany and supervise students in an orderly manner
Toilets	All visitors	Wet floors increase risk of slips.	1	1	1	Flooring reduces risk of slips. Warning signs available in the event of spills. Floor monitored by staff and mopped if wet.	Teachers to accompany and supervise students in an orderly manner and report if floor wet
Disabled toilets	All visitors	Slips, trips and falls.	1	1	1	Maintained fall alarm alerting staff in reception which is manned at all times	Teachers to supervise students
Café	All visitors	Trips, bangs and falls if chairs and bags block pathways.	1	1	1	Chairs put away on regular basis and staff advise visitors if bags cause obstruction.	Teachers to supervise students and ensure bags stored under tables
Café	All visitors	Trays of drinks could be dropped, bumps and trips, burns and scolds.	1	1	1	Corridors kept clear of obstructions.	Teachers to supervise students and ensure bags stored under tables
Memorial hall	All visitors	Corners of stage could cause damage to legs.	1	1	1	Hi vis metal edging. Seating arranged in such a way to give clearance to edges of stage	Teachers to accompany and supervise students in an orderly manner
Memorial hall	All visitors	Cables on stage – trip hazard Hole on stage for microphone lead.	1	1	1	Cables kept to a minimum and cleared when not in use. Rubber covers in pedestrian areas. Staff escort speakers to desk	Teachers to accompany and supervise students in an orderly manner. Pupils not allowed on stage.

RISK ASSESSMENT FORM

Site	All visitors	Becoming injured/ill whilst on site	1	1	1	Trained First Aiders on site. First Aid kit available.	It is expected that teachers bring their own first aid kits and emergency medication if required
Site	All visitors	Insect bites or stings	1	1	1	Wasp posts fitted and maintained and pest control as appropriate	It is expected that teachers bring their own first aid kits and emergency medication if required
Station (Ronson building)	All Visitors	Trips, bangs and falls if chairs and bags block pathways	1	1	1	Chairs arranged on regular basis and staff advise visitors if bags cause obstruction.	Teachers to supervise students and ensure bags stored under tables
Station (Ronson building)	All Visitors	Falls, trips and trapping fingers, from folding chairs.	1	1	1	Chairs arranged for each group, and staff advise visitors not to rearrange chairs.	Teachers to supervise students at all times.
Station platform and railway track	All Visitors	Falls, trips on uneven surface and slips in wet weather.	1	2	2	Surfaces regularly checked & treated for algae & moss.	Teachers to warn students of danger and supervise at all times.
Station platform and railway track	All Visitors	Raised stone montage & raised platform Next to Journey entrance possible trip hazard.	1	2	2	Raised platform corners marked with large milk churns.	Students made aware of montage as potential trip hazard.
Station platform and railway track	All Visitors	Fall or slip off edge from platform to railway track.	2	2	2	Contrasting dark bricks placed around edge as border.	Teachers to supervise students & make them aware of drop from platform.
Station platform and railway track	All Visitors	Two lampposts & statue possible to bump into causing injury.	1	1	1	Lampposts placed next to raised montage & fence statue placed close to edge of platform.	Students made aware of obstacles & instructed to walk around.
Journey exhibition	All Visitors	Introductory room bicycle on stand, could trip or bump into.	1	1	1	Bicycle has been placed on stand against wall to avoid knocking it over.	Teachers to supervise children & tell them to take care near bicycle.
Journey exhibition	All Visitors	Leo's living room and Mr Stern's shop, display items that can be handled, when dropped can cause injury.	1	1	1	Checked daily for damage, and staff to supervise students during this activity.	Teachers to warn students of danger and supervise at all times.
Journey exhibition	All Visitors	Leo's living room rug on floor possible trip or slip.	1	1	2	Non-slip, secured to floor.	Teachers to warn students of danger and supervise at all times.
Journey exhibition	All Visitors	German schoolroom, Schulbanks (desks) trip over legs, joining desk to seat causing fall or bump.	1	1	2	Children advised, by staff, to sit down carefully & take time getting in and out of desks.	Teachers to warn students of danger and supervise at all times.
Journey exhibition	All Visitors	Tailors shop Secret hiding place, trips and falls on stairs due to low lighting.	2	2	2	Lighting on stairs checked daily.	Teachers to warn students of danger and supervise at all times.
Journey exhibition	All Visitors	Tailors shop Secret hiding place, camp bed could collapse if too much weight placed on it.	1	1	2	Limit of three children only to sit on bed.	Teachers to accompany and supervise students in an orderly manner

RISK ASSESSMENT FORM

Journey exhibition	All Visitors	Tailors shop Secret hiding place, porcelain bowl & jug could cause injury if lifted or dropped.	1	1	1	Staff instruct children not to lift.	Teachers to supervise children.
Journey exhibition	All Visitors	Tailors shop, Sewing machine, Could cause injury to fingers, if miss-handled.	1	1	1	Needle has been removed.	Teachers to supervise children next to table displaying sewing machine.
Journey exhibition	All Visitors	Tailors shop, Heavy objects such as iron (one approx. 2kg & one approx. 5kg) Cause injury if dropped.	2	1	2	Heavy iron placed above 'child height'.	Teachers to warn students of danger and supervise at all times.
Journey exhibition	All Visitors	The carriage, port-hole on wall could cause injury to a child's eye or shoulder if knocked when walking past.	2	1	2	Member of staff to be positioned at port-hole as children enter carriage, blocking possibility.	Teachers to accompany and supervise students & tell them to walk in an orderly manner.
Journey exhibition	All Visitors	Refuge room, fire door will open if leaned on; could cause child to fall through door.	1	1	1	Children instructed, by staff, On correct use of fire escape as emergency exit only.	Teachers to warn students of danger and supervise at all times.
Journey exhibition	All Visitors	Refuge room, Glass display cases could cause injury if walked into.	2	1	2	All glass fitted in the exhibition, is safety glass to British Standards. Glass is rounded & 'framed' in black and well-lit.	Teachers to accompany and supervise students & tell them to walk in an orderly manner.
Top floor containing classrooms and toilets	All Visitors	Stairs fairly steep to top floor possible trip or fall.	2	1	2	2 handrails fitted; children instructed to ascend and descend in single-file, holding on to handrail.	Teachers to warn students of danger and supervise at all times.
Top floor containing classrooms and toilets	All Visitors	Lift, Trapped fingers in doors or separated from group.	2	1	2	Lift can only be operated by member of staff, with key.	Teachers to warn students of danger and supervise at all times.
Top floor containing classrooms and toilets	All Visitors	Classrooms low beams, Could bang head when rising from chair.	1	1	1	Children are made aware of risk, & furniture positioned to avoid this incident. Beams painted to contrast with ceiling.	Teachers to warn students of danger and supervise at all times.
Top floor containing classrooms and toilets	All Visitors	Toilet floors, slipping if floor is wet.	1	1	1	Non-slip flooring has been laid. Staff check toilets regularly for spillages.	Teachers to warn students of danger.