

<u>RISK ASSESSMENT FORM</u>		Assessed by:		
Activity:	Safeside Education Programmes	Name:	Job Title:	Roll No.
Location:	Safeside Safety Village, Stairs and Roof Area	Rob Hattersley	Safeside Manager	9377
Dept/Station:	Community Safety	Sally Hitchman	Safeside Co-ordinator	1324
Date of Assessment:	26/7/13			
Next Review Date:	26/7/14			

Trade Union Consultation

Off station training

FBU have been consulted on this risk assessment Yes No (tick one) Person consulted _____

SEVERITY (S)		Likelihood (L)					Risk Rating (RR) S x L = RR	
		1. Rare - The situation is well controlled	2. Unlikely - Well controlled, occasional lapses could occur	3. Likely - Incomplete controls	4. Very likely - Inadequate Controls	5. Certain No Controls		
1.	First Aid only Minor Injury	1	2	3	4	5	Low Risk 1 – 5	No further action required
2.	Lost Time Injury 1-3 days	2	4	6	8	10	Medium Risk 6 – 12	Action plan required and further controls implemented before proceeding
3.	Over 3 Day Injury	3	6	9	12	15		
4.	Major Injury Fracture etc.	4	8	12	16	20	High Risk 15 - 25	Do not proceed consult SHE Team
5.	Fatality/multiple injuries	5	10	15	20	25		

Breakdown of Task (where required)	Hazard/ Risk	Person (s) at risk	Existing control measures	Risk rating			Recommendations/ additional controls needed (Complete action plan)
				S	L	RR	
	Fire	Visitors, Guides, Presenters	Sprinkler system throughout building Clearly labelled fire exits which all staff are shown during training Fire extinguishers Evacuation procedure – all staff trained No smoking policy Scenario electrical items not plugged in to live circuits	5	1	5	Termly evacuation practise for each programme
	Medical emergency	Visitors, Guides, Presenters	First Aid provided by HQ Security, Janet Wilson, Sally Hitchman and Alan Swift. Fire control to be notified in serious cases and will call all necessary assistance. Guides and Presenters will be informed. Visitors will be moved.	4	1	4	Rob Hattersley and Katrina Harris to be trained
	Moving vehicles – arrivals and departures	Visitors, Guides, Presenters	School vehicles requested to drop off and collect visitors adjacent to the entrance to minimise conflict between pedestrians and other vehicles	4	1	4	None
	Snow and ice – arrivals and departures	Visitors, Guides, Presenters	Snow/ice procedures are in place along with HQ. Vehicles drop of adjacent to building entrance to minimise exposure to slippery surfaces.	4	1	4	None
	Conference and Meeting Rooms	Visitors, Guides, Presenters	No significant hazards identified. Visitors are briefed and split into groups in this area, and use the rooms for a quizzes and workshops.	1	1	1	None
	Balcony area	Visitors, Guides, Presenters	Visitors will only be in this area for a short period of time. Guides and Presenters closely supervise visitors to ensure they do not hang off the balcony rail. This is 1100mm high and meets current standards.	5	1	5	None

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				S	L	RR	
	Rooftop garden and patio area Fire – specifically of only route of exit being blocked Trips/slips/falls	Visitors	Clear escape route in case of emergency and appropriate signage provided Double doors from patio to lift area and from lift area to stairs to be wedged open when patio in use to allow faster exit Maximum of 40 people on patio at any one time Upper balcony area cleared of all materials and furniture and not to be used except for access Smoke shutter on basement level repaired and checked regularly (weekly) to ensure basement fire does not affect upper level escape route via lift shaft Test audibility of fire alarm sounder on roof on weekly basis Roof garden not to be used by more than 2 visitors with limited mobility at any one time Strictly no-smoking in rooftop area Children and Young People’s groups to be supervised by at least 2 members of visitor staff at all times, and groups moving up/down stairs to be supervised to ensure no running	1	5	5	
	Police station and court room	Visitors, Guides, Presenters	No significant hazards identified. COSHH information on cell smell machine provided to SHE Team and no risks identified. Possible trip hazard on jury bench – keep lights in court room on.	1	1	1	Ensure guides keep lights on in court room
	Kerbs – potential for slips and trips	Visitors, Guides, Presenters	This is a normal hazard faced by anyone walking along a street. Visitors are supervised.	2	1	1	None

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	Health Centre – used by children and parents on occasions	Visitors, Guides, Presenters	The oven is to be switched off at the wall. Baby changer represents a possible fall hazard but no different to that faced at home. Parents are responsible.				The oven is to be switched off at the wall
	Alleyway	Visitors, Guides, Presenters	The smell machine in the alleyway has been boxed in to prevent contact with visitors. No risks identified from COSHH				
	Internet café	Visitors, Guides, Presenters	No significant risks identified	1	1	1	None
	Shop	Visitors, Guides, Presenters	Tablets have been removed from packs Bleach and other chemicals are present as they would be in a real shop but are in child resistant packaging Glass bottles are present as in a real shop Cigarettes have been removed from packets The shop is locked when not in use	2	1	2	Glass bottles could be moved to a central shelf rather than being on the corner as at present
	Cinema	Visitors, Guides, Presenters	No significant risks identified				None
	Green space	Visitors, Guides, Presenters	Sharp edges are present on the car and broken glass is on the ground towards the back to the scenario – these hazards assist the learning process Visitors are supervised and not allowed to venture into the scenario or touch the car All fluids have been removed from the car	2	1	2	The scenario is to be revamped as a garden safety area during the year. A revised risk assessment will then be required.
	Building site	Visitors, Guides, Presenters	This scenario is visual only and is not accessible to visitors. The door is currently unsecured. All visitors are supervised, but recommendation is a high	1	1	1	Add a lock to the building site door

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			bolt to prevent accidental access by young children				
	Phone box	Visitors, Guides, Presenters	No significant risks identified	1	1	1	None
	House	Visitors, Guides, Presenters	<p>Most electrical items are not live and fuses have been removed</p> <p>Items in use are portable appliance tested for electrical safety</p> <p>Some hazards are present in the house to assist with learning and hazard identification. Visitors are supervised and the hazards highlighted</p> <p>A small amount of cosmetic smoke is released upstairs to assist learning. COSHH information provided and no significant risk identified including conditions such as asthma</p> <p>Procedure for refilling machine</p> <p>No gas is connected</p> <p>Heat sensing alarms are present in this area instead of smoke alarms due to cosmetic smoke usage</p> <p>Flashing light in fire scenario – this is switched off when visit leaders inform Reception that a visitor may suffer from photosensitive epilepsy</p>	2	1	2	None
	Train	Visitors, Guides, Presenters	<p>A special effect involves a dummy contacting an overhead railway line. No electricity present.</p> <p>There is a belt on the lift in the train for disabled people but this does not pose a</p>	2	1	2	

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			risk The lift has a manual winder should it stop working and someone is stuck between two levels				
	Car	Visitors, Guides, Presenters	Kerb in scenario area – a normal street hazard. Visitors are supervised. Car doors and potential for trapped fingers. This is a normal hazard for anyone using a car.	1	1	1	Guides and Presenters to be reminded to make sure that they close doors not visitors
	Canal	Visitors, Guides, Presenters	The canal has a grill underneath which means that exposure to water from falling in would be to a depth of 300mm or less The grill will take the weight of adults and so guides could step onto the grill to rescue anyone who fell into the water The water has to be present to provide an effective learning scenario The water is filtered to prevent bacterial risk. Ingestion of water is considered to be highly unlikely The scenario is supervised Food dye is added to the water to give the impression of discolouration. This is not considered to be a hazard The scenario is not used in Safestart visits which involve younger children. For Safestart visits the scenario gate is locked and bolted	5	1	5	None
	Pub	Visitors, Guides, Presenters	Glass bottles are used behind the bar to add authenticity to the scenario but are away from the area used by visitors. Bottles used on the bar itself and in the seating area are plastic.	1	1	1	Inform students not to move glass bottles from bar area

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	Bus	Visitors, Guides, Presenters	No significant hazards identified.	1	1	1	None
	Bench	Visitors, Guides, Presenters	Slight risk of splinter or damage to clothing. Guides made aware of this. The bench is not used very often	1	1	1	None
	Legionella bacteria	Visitors, Guides, Presenters	The water system to be monitored by the contractor and water outlets to be part of a weekly flushing regime. Most taps are not connected to water. The exception is in the Health Centre.				None
	Car park	Presenters	An important part of the new Junior Citizen workshops involves use of a speed gun from the front car park. Currently, children stand in a section of the car park, cordoned off with cones. This could be hazardous on busy days with cars coming and going. Zebra crossing and path are used for access				Create paved area behind hedge on which 30 children can stand safely, off car park. Wooden posts to prevent cars mounting pavement.

ACTION PLAN

Recommendations/ Additional Controls Needed	Responsibility	Target Date	Date Completed	Revised Severity	Revised Likelihood	Revised Risk Rating
Termly evacuation practise for each Safeside programme	PW	Sep 13				

NOTES

Please use this page to provide additional information, technical references, etc.