RISK ASSESSMENT PRO-FORMA

Risk assessment for:	Children's pre-booked group visits e.g. School Children, Brownies, Cubs etc.
Department:	Environment, Culture & Communities
Location/Site:	The Look Out Discovery Centre
Activity:	Children's pre-booked group visits to The Look Out
Name signature and date of person carrying out assessment:	Dave Poulton Manager
Name(s), signature(s), and date of person(s) consulted:	Mark Croll Duty Manager
Version No.	19
Date of risk assessment:	20 July 2016
Date of Review	Jun 2017

If you have any problems or concerns during your visit to The Look Out please ask to speak to the Duty Manager on the day of your visit, who will endeavour to resolve any issues.

Copies to: Risk Assessment File
DM's – MC/CC/SL/SE
Supervisors – JR/SW
Explainers LA/JG/AC/KN/SD
Weekend Explainers TB/KK/CW/NC SB/JH/RB
Coffee Shop Manager GG
Cleaners IG/DT/OW
Shop AT/KW/ZF/AS
Reception PR/YN/NP/LW/JG/LS
Teacher / Leader of pre-booked group visits
Master photocopying file

Quality Badge awarded by Council for Learning Outside the Classroom

bsi. OHSAS 18001 Occupational Health and Safety Management OHS 59077

Risk Assessment Scoring

Consequences – most probable result of the potential accident

Consequences		Score
Death		100
Permanent disability (including amputation or impairment of any function)		50
Temporary disability	for more than 3 weeks	25
	For 3 days to 3 weeks	5
	For less than 3 days	3
Minor Ailments (cuts, bruises, bumps and no lost time)		1

Exposure – the frequency of occurrence of the hazard event

Exposure		Score
Hazard present:	many times daily	10
	Once a day	6
	Once a week to once a month	3
	Once a month to once a year	2
	Less often than once a year	1

Probability – likelihood of accident sequence following to completion

Probability	Score
Very likely	10
Likely to occur	6
Possible	3
Very Unlikely	0.5

A multiplication of these three values will give an overall risk score. This will enable a judgement to be made as to action required

Score	**Judgement**	**Classification**
0 – 100	Risk could be acceptable	LOW
100-200	Hazard requires attention	MEDIUM
200+	Hazard requires urgent attention / action control measures	HIGH

WHAT ARE THE HAZARDS WHICH MAY BE CAUSED	Who/what may Be harmed? (give specific groups of people e.g. staff, visitors, contractors, pupils, residents, cleaners, disabled etc. and estimate numbers; include significant property damage)	What is done now? (i.e. provision of training, corporate and local standards complied with, existing codes of safe working practice, protective equipment, guarding, supervision, monitoring systems, specific assessments under health and safety regulations e.g. COSHH, DSE, noise, manual handling, fire etc).	How bad is the risk? (It may help to use the risk assessment scoring system. Consequences x Exposure x Probability. Evaluate the risk as LOW, MEDIUM or HIGH)	What needs to be done? (What action should be taken or needs to be considered in order that the risks identified are effectively controlled)	By when? (What is the target date for completion?)
Slips/trips and falls? (i.e. wet/slippery/ poorly maintained floors, poor storage, trailing cables, work at heights). • General trips	• Visitors • Children	• Warning signs put up when floors are being mopped/toilets being cleaned • Staff clean up spills • Visitors are not allowed to eat or drink in the exhibition, except for water from the water dispenser which should be drunk in that vicinity. • Children not allowed to run in centre	(5x2x3=30) Low	• Teacher/helper to inform staff of any spills • Teacher/helper to note and enforce procedures and ensure adequate supervision during the visit	• At time of visit
• Falls from equipment/exhibits		• Children are not allowed to climb on any exhibits – explainer advises as part of welcome talk on arrival and reminder signs are up throughout centre • There is a minimum of 2 staff in the exhibition at all times • Age limit for ball pool (under 5s only) with a sign saying that children should be supervised • Children are not allowed to take shoes off unless they are young enough to play in the ball pond.	(3x3x3=27) Low	Shoes should be put back on immediately after coming out of the ball pond	

• Any uneven surfaces including steps and stairs		• Stairs in main exhibition have anti-slip edges • Yellow edging on main exhibition outside steps and seminar room steps	(3x3x3=27) Low		
• Fall into glass		• All glass in the building is safety glass and fully complies with the British Safety standard. Sign up in coffee shop window – "Please keep children from sitting or climbing on the windowsill"	(3x1x0.5=1.5) Low	Teacher/helpers to note and ensure adequate supervision during the visit.	
• Uneven car park surfaces – pot holes		• Pot holes are filled periodically but this will not wholly eradicate problem • Signs up – ensure children are supervised at all times • A ratio of 1 adult per 6 children (or 1:4 for nursery aged children) are allowed free entry to encourage adequate supervision for safety reasons • Where there is a need for 1:1 care, the carer is allowed free entry to ensure adequate supervision for safety reasons	(1x6x3=18) Low	To be aware	
• Tree roots/uneven paths		• There is good access around the centre for wheelchair users • Tree roots in area form a natural hazard	(3x6x3=54) Low	To be aware	

Contact/Impact with objects, equipment and substances? (i.e. being struck by falling/flying particles/objects, trapping fingers, use of hand tools, substances causing burns/scalds).					
• Exhibits	• Visitors • Children	• Exhibits are designed for children and are checked regularly	(1x3x3=9) Low	• Teacher/helper to note and enforce procedures and ensure adequate supervision during the visit	• At time of visit
• Exhibits being pulled over		• The majority of them are secured in some way e.g. to the floor unless this would cause more of a risk in other ways	(25x1x0.5=12.5) Low		
• Trapped fingers in exhibits		• Notices are up on certain exhibits to say “Mind your fingers”	(1x3x3=9) Low		
• Objects dropped over balcony in main exhibition / Children throwing objects		• Perspex panel put in to help prevent objects being thrown over balcony in main exhibition area	(3x1x3=9) Low		
• Hot water		• Water temperature controlled at source. Checks are made regularly on temperatures. Warning signs are up by hot taps	(3x1x0.5=1.5) Low	• Teacher/helper to supervise children when using the toilets and take note if hot taps are used.	
• Fingers trapped in doors		• Trap guards are on toilet doors.	(3x1x0.5=1.5) Low		
• Traffic		• Sign (10mph) is up in the car park with directional flow indicated • Children should be supervised by their teacher/helper.	(100x1x0.5=50) Low		

Fire or Explosion? (i.e. poor storage/waste management of fire systems, arson/terrorist activities, building works, smoking). • On sound of fire alarm • Forest fire	• Visitors • Children	• To evacuate from nearest fire exit and assemble in coach car park • Fire extinguishers are displayed throughout the centre • Break glass points are displayed throughout the centre • Do not drop litter • There is a no smoking policy at The Look Out • Fire checks and drills are undertaken on a regular basis • Signage throughout building • Smoke detectors are displayed throughout the centre • Regular litter picks are undertaken	(100x1x0.5=50) Low (100x1x0.5=50) Low	• In event of fire raise alarm • Teachers/helpers to help their children if there is a fire evacuation • Fire equipment to be used by competent and trained people only • Teacher/helper to note and enforce procedures and ensure adequate supervision during the visit	• At time of visit
Injury from assaults? (i.e. working alone, special needs supervision). • Too boisterous children	• Visitors • Children	• Children are supervised by their teacher/helpers and should not be left alone	(3x6x3=54) Low	• Teacher/helper to note and enforce procedures and ensure adequate supervision during the visit	• At time of visit
Other consequences or hazards not otherwise listed? (i.e. Use this space for continuation if necessary) • Weather – low temperatures/ rain etc. - high temperatures / sun etc. • Lost children	• Visitors • Children	• Children to be appropriately dressed • Teacher/helper to inform receptionist who will contact a Duty Manger to initiate a search.	(3x2x3=18) Low (1x3x3=9) Low	• Teacher/helper to warn parent/guardian • Teacher/helper to ensure children are protected from sun – hats, cream etc. and that children have plenty to drink • Teacher/helper to note and enforce procedures and ensure adequate supervision during the visit	• Before visit • At time of visit

Other risk assessments relevant to this document include: • Tower, Reception and Shop • Main Exhibition, Woodland & Water, Build It & Light and Colour Zones • Seminar Room, Classroom • Play and Picnic Area • Coffee shop, Toilets, Internal Corridors • Car Park and External Paths • Presentations/Shows • Bike Hire • Wasp Stings • Vulnerable Visitors • General Fire Risk Assessment	• Visitors • Children				
Electric Shock? (i.e. work/maintenance on electrical systems, static shock, tampering, careless use of electricity, insufficient sockets) • Electrical equipment • Sockets • Cables	• Visitors • Children	• Electrical equipment PAT tested on a regular basis • Unused sockets are switched off • In shows and presentations cables are secured and/or taped	(100x1x0.5=50) Low	• Teacher/helper to ensure children do not play with plugs or sockets • Children to sit on floor or chairs provided unless used as a volunteer in the show	• At time of visit
Exposure to Hazardous Substances/ Environments? (i.e. use of chemicals/cleaning fluids, presence of dusts/fumes/ Noise/hot liquids and surfaces, thermal environment and exposure to infectious diseases/materials) • Chemicals	• Visitors • Children	• Kept in locked cupboards	(25x1x0.5=12.5) Low		

Activities/Hazards	Who/what may be harmed?	What is done now?	How bad is the risk?	What needs to be done?	By when?
• Tower	• Visitors • Children	• Children to be accompanied up tower by teacher/helper, maximum of 10 at a time. Advised in welcoming talk • Sign up with reminder guidelines – do not run, children must be accompanied by an adult, visitors throwing objects off the tower will be asked to leave, ask an explainer for help • Tower will be closed if weather is bad • Sign warning visitors not to lean over the edge • Telescope platform is designed for use by one person at a time • No throwing objects from the tower • The tower has hand rails and non-slip surfacing	(5x1x3=15) Low	• Teacher/helper to help children up tower • Teacher/helper to note and enforce procedures and ensure adequate supervision during the visit	• At time of visit
• Lift	• Visitors • Children	• Warning sign put up in lift to explain procedure if person gets trapped • Children not to play in lift • Not to be used at all if fire alarm rings	(1x1x0.5=0.5) Low	• Teacher/helper to note and enforce procedures and ensure adequate supervision during the visit	• At time of visit
• Light and Colour room	• Visitors • Children	• Low light area but sufficient to see	(1x6x3=18) Low	• Teacher/helper to note and enforce procedures and ensure adequate supervision during the visit	• At time of visit
• Contractors	• Visitors • Children	• Contractors are health and safety checked, given a list of health and safety rules whilst working on site and checked by Duty Manager	(3x1x0.5=1.5) Low		• At time of visit
• Use of public toilets	• Public • Children	• Our toilets are available for both school children and members of the public at the same time.		• Teachers are welcome to stand at the entrance to the toilets to supervise their children and inform members of the public that there are school children using the toilets.	• At time of visit

Activities/Hazards	Who/what may be harmed?	What is done now?	How bad is the risk?	What needs to be done?	By when?
• Play and picnic area	• Visitors • Children	• Three separate play areas one designed for All Abilities, one for 3-6 years and one for 7-11 years – clearly signed • Play area complies with all ROSPA safety standards and is assessed annually. • Regular health, safety and maintenance checks are undertaken on play area and equipment by contractor and by The Look Out staff • First aiders are available at the centre. • Bins are emptied on a regular basis • Area is litter picked on a regular basis • Bark and rubber are used as flooring in play area to act as cushion effect • Tree roots in area form a natural hazard • Security cameras installed	(5x6x6)=180 Medium	• Teacher/helper to note and enforce procedures and ensure adequate supervision during the visit • Children to use correct aged play area • Visitors to use bins provided	• At time of visit
• Marquee	• Visitors • Children	• Low level children's picnic benches used	(1x2x3)=6 Low	• Children to be supervised	• At time of visit
• Wasps / insect stings / snakes / ticks	• Visitors • Children	• First aiders are on duty	(1x3x3=9) Low	• To seek medical attention if ingested • Teacher/helper to note and enforce procedures and ensure adequate supervision during the visit.	• At time of visit
• Presentations/shows	• Visitors • Children	• Separate risk assessments are undertaken for each presentation/show	(3x2x3=18) Low	• Children to sit on floor or chairs provided unless used as a volunteer in the show • Teacher/helper to note and enforce procedures and ensure adequate supervision during the visit.	• At time of visit

HELP US TO HELP YOU

- Please supervise your children at all times and curb too boisterous behaviour.
- If you see any health and safety issue, repair or maintenance job please report it to a member of staff immediately so that we can do something about it.
- There is a first aid room on site and a number of first aid staff on duty.
- If in doubt please speak to a member of staff. We are all here to help you.

CROWN ESTATE WOODLAND (please note that the forest is not The Look Out's land)

Crown Estate (01753 860222)

- Please be careful and supervise children at all times
- The forest is a natural environment and home to a number of native species such as deer, vermin, snakes, insects, wasps, ticks etc. School organisers should be aware that consequently the natural environment could present health hazards associated with some species.
- Be aware that this is a working forest with machinery operating and vehicles moving around the forest – keep your children well away from these areas/vehicles
- The Crown Estate actively discourage the building of wigwams
- Be safe!

2016

Dear Group Leader,

RISK ASSESSMENT FOR PRE-BOOKED GROUP VISITS

We are very happy to share our risk assessments with you but please note that you will still need to do your own. You know your children and what kind of supervision they will need and how they will cope with new situations. If you have not visited The Look Out already then you are very welcome to have a complimentary visit so that you can assess the environment and activities that we hold for yourself.

Remember that our staff are here to help you but it is your responsibility for the supervision of your children.

Health and safety is a management priority at this site. The Look Out Discovery Centre is registered with the British Standards Institute and accredited to the Occupational Health and Safety Assessment Series18001.

We do hope that you and your children have an informative, fun and safe visit.

Yours faithfully

Dave Poulton
Manager