

# School Risk Assessment Pack

UPDATED 10/02/2020



	A	B	C	D	E	F	G	H	I
1	<b><u>Important Information</u></b>								
2									
3	<b><u>Where is the first aid box kept?</u></b>								
4	There are first aid boxes on all departments, and on all floors of the building. If you are in need								
5	of a first aid box, please ask any member of staff and they will direct you to the nearest one.								
6									
7									
8	<b><u>Who are the first aiders in case of an emergency?</u></b>								
9	We have many first aid at work trained staff, all of which will be wearing a badge stating this								
10	(showing the first aid symbol). You can obtain a list of our first aiders for a specific day from our								
11	Senior Supervisor Rob Penellum.								
12									
13									
14	<b><u>Where are the fire exits?</u></b>								
15	The fire exits are clearly marked throughout the building. Included in the pack is a map of all exits								
16	to outside and other areas of the building. If you wish to have a walk through the building to								
17	familiarise yourself with the layout this can be arranged again through our General Manager								
18	Stacey McShane. All staff are trained to evacuate each department of the building quickly and								
19	calmly.								
20									
21									
22	<b><u>Where are the fire extinguishers?</u></b>								
23	The fire extinguishers are located throughout the building and are clearly visible. They are relevant								
24	to potential fire hazards in the area they are located. The staff are trained to evacuate the building								
25	before tackling a fire, and then only if safe to do so.								
26									
27									
28	<b><u>Hazards in building</u></b>								
29	A hazard is anything that can constitute a potential danger to you or any other user of the building.								
30	This pack highlights hazards and the precautions we take to minimise the danger to the general								
31	public, on each department of the building that you will be occupying. If you have any queries on								
32	any of the information provided please do not hesitate to contact us.								

PLAN OF BUILDING SHOWING  
ALL FIRE ESCAPES AT  
EXHIBITION LEVEL

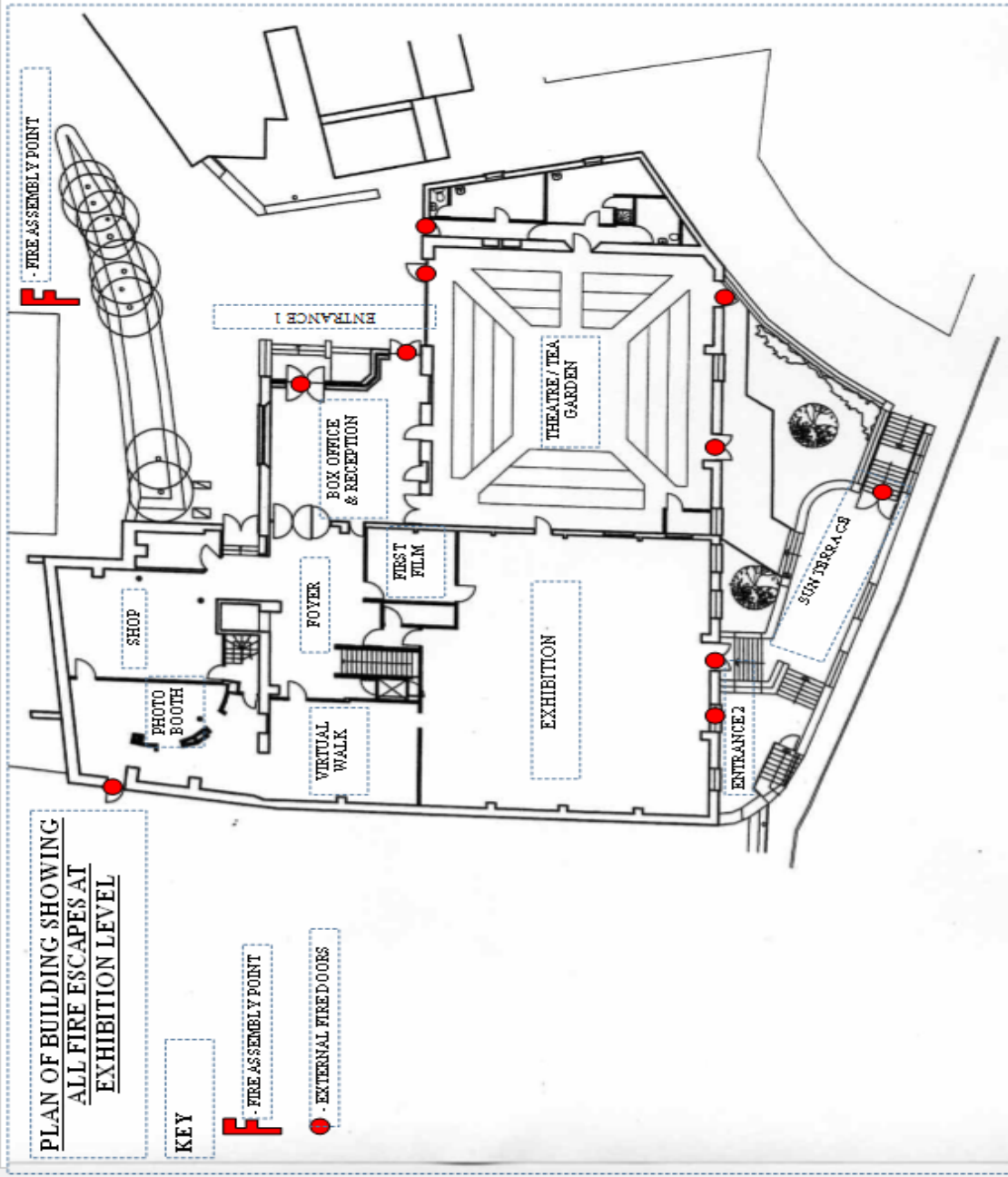
KEY

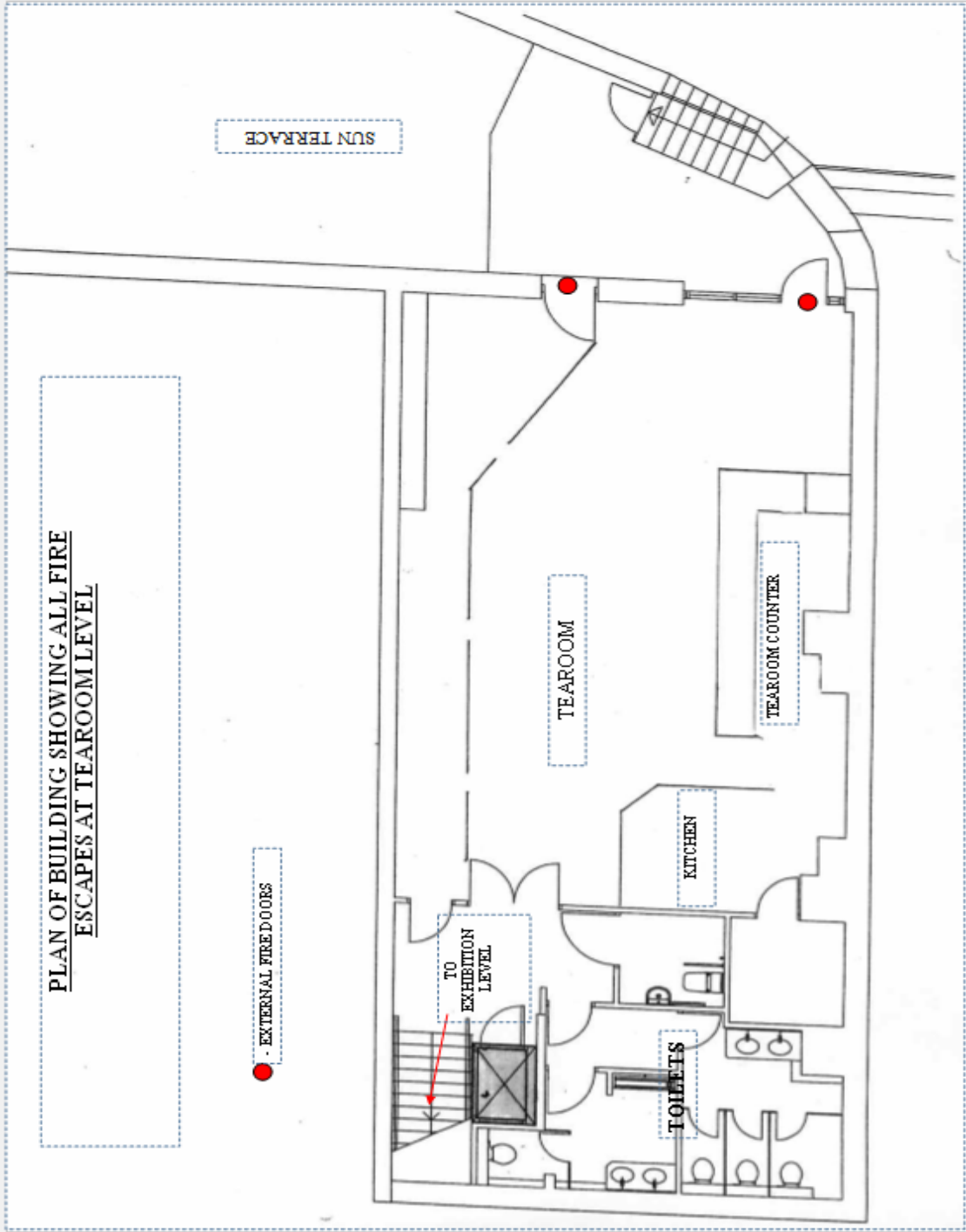


· FIRE ASSEMBLY POINT



· EXTERNAL FIRE DOORS





## 5 Stage risk assessment grid

The table below reflects the likelihood and consequence / severity if an accident was to occur. Please use this as a guide for the following pages of risk assessments.

		Consequence				
		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	5 Almost certain	Moderate 5	High 10	Extreme 15	Extreme 20	Extreme 25
	4 Likely	Moderate 4	High 8	High 12	Extreme 16	Extreme 20
	3 Possible	Low 3	Moderate 6	High 9	High 12	Extreme 15
	2 Unlikely	Low 2	Moderate 4	Moderate 6	High 8	High 10
	1 Rare	Low 1	Low 2	Low 3	Moderate 4	Moderate 5



# RISK ASSESSMENT FORM



AREA ASSESSED :- Old Laundry Theatre

RISK ASSESSOR:- Matt Chubb

DATE OF ASSESSMENT:-

10 March 2020

<u>Hazard = task/ activity with the potential to cause harm</u>	<u>Type of injury that could occur</u>	<u>Type of people and number affected</u>	<u>Likelihood of injury occurring</u>	<u>Severity of harm if injury does occur</u>	<u>RISK LEVEL</u>	<u>Control measures in place</u>	<u>Further control measures required</u>	<u>Person to impliment new measures</u>	<u>Review Date</u>
LOST CHILDREN.	SLIPS, TRIPS, CUTS, BRUISES., PANIC	SMALL MINORITY OF CHILDREN.	1	1	1	PARENTS ARE ADVISED TO KEEP THEIR CHILDREN UNDER CLOSE SUPERVISION. NO CHILDREN UNDER 16 YEARS OLD ALLOWED INTO EXHIBITION UNSUPERVISED (WITHOUT PARENT/GUARDIAN). STAFF, WHEN ALERTED WILL SEARCH FOR MISSING CHILDREN IMMEDIATELY. MISSING CHILDREN WHEN FOUND WILL BE TAKEN TO THE BOX OFFICE AND THE DUTY SUPERVISOR CALLED.	n/a	Matt Chubb	10 February 2021

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ALL 'MANUAL' DOORS IN ATTRACTION. GENERAL PUBLIC USING DOORS THROUGHOUT THE BUILDING	TRAPPED FINGERS, DOORS CLOSING ON PEOPLE.	ALL / EVERYBODY	1	2	2	ALL DOORS USED BY THE GENERAL PUBLIC HAVE FINGER SAFES FITTED. ALL DOORS COMPLY TO BS STANDARDS.	n/a	Matt Chubb	10 February 2021

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STAFF WORKING IN THE ATTRACTION THAT AREN'T BDS REGISTERED.	POSSIBLE DANGER TO CHILDREN.	ALL/EVERYBODY	1	3	3	ALL VISITING CHILDREN MUST BE ACCOMPANIED BY AN ADULT. NO MEMBER OF STAFF IS LEFT ALONE WITH CHILDREN AT ANY TIME. ALL STAFF GIVEN ADVICE WITH REGARD TO CHILDREN IN THEIR INDUCTION.	n/a	Matt Chubb	10 February 2021



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AUTOMATIC DOORS TO FIRST FILM.	TRAPPED FINGERS / DOORS CLOSING ON PEOPLE.	ALL / EVERYBODY	1	2	2	QUALIFIED TECHNICIANS TO MAINTAIN DOORS. MEET ALL NEW SAFETY STANDARDS RELEVANT TO AUTOMATED DOORS. FINGER SAFES FITTED TO DOORS.	n/a	Matt Chubb	10 February 2021

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ALL OUT OF REACH DANGERS IN EXHIBITION.	SCRATCHES, CUTS, BRUISES, TOXINS.	ALL/EVERYBODY	1	3	3	ALL CUSTOMERS ARE POLITELY ASKED (IN THE INITIAL FILM) NOT TO TOUCH ANY PART OF THE EXHIBITION. WE ENDEVOUR TO KEEP	n/a	Matt Chubb	10 February 2021

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AUTOMATED DOORS LOCATED IN FOYER.	TRAPPED FINGERS, DOORS CLOSING ON PEOPLE.	ALL / EVERYBODY.	1	1	1	SIGNS ON DOORS STATING THEY ARE AUTOMATIC. REGULARLY CHECKED AND MAINTAINED. SENSORS ON THE DOORS ARE VERY SENSATIVE; UNLIKELY TO CLOSE WHEN SOMEONE IS IN ITS PROXIMITY.	N/A	Matt Chubb	10 February 2021

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LIFT FROM FOYER AREA TO TEAROOM, DOOR CLOSING ON PEOPLE / TRAPPED FINGERS. PEOPLE TRAPPED IN LIFT.	TRAPPED FINGERS, CUTS, BRUISING.	ALL / EVERYBODY	1	2	2	THE LIFT MEETS ALL RELEVANT PASSENGER LIFT SAFETY STANDARDS. IS REGULARLY MAINTAINED BY QUALIFIED LIFT TECHNICIANS. EVACUATION PROCEDURES IN PLACE FOR ALL STAFF IN CASE OF EMERGENCY. THE LIFT HAS GLASS SIDES SO AS NOT TO INDUCE PANIC.	n/a	Matt Chubb	10 February 2021

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STEPS INTO FOYER AREA.	CUTS, BRUISES, FRACTURES.	ALL / EVERYBODY	1	2	2	THE STEPS HAVE A VERY ABRHRSIVE SURFACE. THE STEPS ARE SWPT EVERY MORNING AND MONITORED FOR SLIPS / TRIPS THROUGHOUT THE DAY. IN ICY / SNOWY WEATHER THE STEPS ARE CLEARED AND THE ENTIRE AREA IS GRITTED.	n/a	Matt Chubb	10 February 2021

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TOILET DOORS.	TRAPPED FINGERS, DOORS CLOSING ON PEOPLE.	ALL / EVERYBODY.	1	2	2	ALL DOORS HAVE FINGERSAFES FITTED. DOOR CLOSERS CLOSE DOOR VERY GRADUALLY.	n/a	Matt Chubb	10 February 2021

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POTTERY IN SHOP.	CUTS, BRUISES	ALL / EVERYBODY	1	2	2	THE VAST MAJORITY OF POTTERY IS LOCKED IN CABINETS. ELSEWHERE IT IS KEPT OUT OF REACH OF CHILDREN, AND NEVER OVERSTOCKED.	n/a	Matt Chubb	10 February 2021

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HIGH SHELVES—FALLING BOOKS, HARD OBJECTS etc...	CUTS, BRUISES.	ALL / EVERYBODY.	1	2	2	STAFF TRAINED NOT TO OVERSTOCK SHELVES. LIP ON DRESSERS TO AVOID THINGS SLIPPING. SOFT TOYS STRAEGICALLY PLACED ON HIGHER SHELVES TO AVOID ACCIDENTS.	n/a	Matt Chubb	10 February 2021



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DROPPING TRAYS, POTENTIALLY CONTAINING CROCKERY.	CUTS, BRUISES.	ALL / EVERYBODY.	1	2	2	CLEAR PATHWAYS AROUND TABLES. STAFF TOLD NOT TO CARRY TRAYS OVER PEOPLES HEADS. FLOOR KEPT CLEAN AND DRY AT ALL TIMES TO AVOID SLIPS/TRIPS. ONLY ADULTS TO CARRY TRAYS IN TEAROOM.	n/a	Matt Chubb	10 February 2021

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STAIRS TO FOYER FROM TEAROOM.	GRAZES, CUTS, BRUISES, FRACTURES.	ALL / EVERYBODY	2	2	4	ALL STAGE WEAPONRY INDIVIDUALLY RISK ASSESSED. NO SHARP EDGES ON ANY STAGE SWORDS / BLADES. ALL ACTORS WILL BE TRAINED IN THE USE / ART OF STAGE FIGHTING. FIRST AIDER ALWAYS PRESENT.	n/a	Matt Chubb	10 February 2021

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POSSIBILITY OF SLIPS / TRIPS ON TERRACE STEPS OUTSIDE OF TEAROOM.	CUTS, GRAZES, BRUISES, FRACTURES.	AAL / EVERYBODY.	2	2	4	THE STEPS THEMSELVES HAVE A VERY ABRHASIVE SURFACE TO PREVENT SLIPS. THE EDGE OF THE STEPS ARE CHANNERED TO CREATE A VERY DIFINED EDGE. THE STAIRS ARE SWPT EVERY MORNING AND ARE MONITORED THROUGHOUT THE DAY FOR SLIPS / TRIPS HAZARDS. IN ICY WEATHER, THE SNOW / ICE IS CLEARED + THE AREA IS GRITTED.	n/a	Matt Chubb	10 February 2021

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TERRORIST THREAT (PHONE / MESSAGE / MAIL) POTENTIAL BOMB / DIRTY BOMB / CHEMICAL WEAPON / MAIL BOMB ATTACK	FATALITY, SHRAPNEL WOUNDS, INHALATION OF TOXIC FUMES, OTHER BLAST RELATED INJURIES.	ALL STAFF AND VISTIOIRS.	1	3	3	ALL AREAS OF EXHIBITION CHECKED DAILY FOR SUSPICIOUS PACKAGES. STAFF MONITOR CUSTOMERS FOR 'SUSPICIOUS BEHAVIOR'. RANDOM BAG CHECKS ARE IN OPERATION. FULL BUILDING EVACUATION PLANS IN PLACE IF IT BECOMES NECESSARY TO EVACUATE (AT MANAGEMENT DISCRETION). MANAGEMENT TRAINED TO MOVE CUSTOMERS TO DIFFERENT ZONE IN BUILDING IF UNSAFE TO EVACUATE.	n/a	Matt Chubb	10 February 2021

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SLIPS/TRIPS ON EXHIBITION/GARDEN FLOORS ESPECIALLY IN WET WEATHER.	CUTS, BRUISES, FRACTURES.	ALL / EVERYBODY	1	2	2	ALL EXTERNAL PAVING HAS ABRHASIVE SURFACES, AND IS LAID WITHOUT EXCESSIVE 'PROUD' EDGES BETWEEN FLAGS. THERE IS A MATT FOR WIPING FEET INBETWEN THE INTERIOR OF THE EXHIBITION AND THE EXTERNAL NATURALLY BETTER GARDEN.	MONITORED DAILY	Matt Chubb	10 February 2021

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SNOW/ICE ON EXTERNAL PETER RABBIT GARDEN PAVED FLOOR	CUTS, BRUISES, FRACTURES	ALL / EVERYBODY	1	2	2	<p>ON DAYS WHERE THERE IS ICE/SNOW ON PATHS OUTSIDE, THE PATHS MUST BE CLEARED AND GRITTED PRIOR TO ANY MEMBER OF THE PUBLIC ENTERING THE AREA. THIS WILL BE DONE IN A METHODOICAL MANNER WITH THE DUTY SUPERVISOR/ OPERATIONS AMANGER GIVING FINAL CLEARANCE TO OPEN THE GARDEN.</p> <p>ALL STEPS AND SLOPES CONFORM TO CURRENT BUILDING REGS, AND ARE CONSTRUCTED USING SLATE WITH AN ABRHASIVE NON SLIP SUFACE.</p> <p>DEPENDANT ON WEATHER CONDITIONS, THE DUTY SUPERVISOR/OPERATIONS MANGER WILL MAKE A DECISION AS TO WEATHER TO CLOSE THE GARDEN TO THE</p>	n/a	Matt Chubb	10 February 2021

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INGESTION/ALLERGIC REACTION TO PLANTS IN GARDEN	POISONING, SKIN RASH	ALL / EVERYBODY	1	2	2	PUBLIC ADVISED NOT TO STRAY FROM FOOTPATHS AND WALKWAYS VIA AUDIABLE ANNOUNCEMENT AT END OF 1ST FILM AND SIGNAGE IN THE POTTING SHED AND GARDEN. PARENTAL SUPERVISION IS A NECESSITY IN ANY PART OF THE EXHIBITION. FIRST AIDER ON SITE. ALL BERRIES PODS AND FRUIT FROM TOXIC PLANTS WILL BE REMOVED IMMEDIATELY AFTER FLOWERING.	n/a	Matt Chubb	10 February 2021

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AUTOMATID DOORS LOCATED IN EXHIBITION LEADING TO GARDEN AREA.	TRAPPED FINGERS, DOORS CLOSING ON PEOPLE.	ALL / EVERYBODY	1	1	1	SIGNS ON DOORS STATING THEY ARE AUTOMATIC. REGULARLY CHECKED AND MAINTAINED. SENSORS ON THE DOORS ARE VERY SENSATIVE; UNLIKELY TO CLOSE WHEN SOMEONE IS IN ITS PROXIMITY. GAP DOWN SIDE OF DOORS PREVENTING PEOPLE FROM TRAPPING THEIR FINGERS.	n/a	Matt Chubb	10 February 2021



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ALL STEPS IN GARDEN AREA.	CUTS, BRUISES, FRACTURES.	ALL / EVERYBODY	1	2	2	THE STEPS HAVE A VERY ABRHASIVE SURFACE. THE STEPS ARE SWEEP EVERY MORNING AND MONITORED FOR SLIPS / TRIPS THROUGHOUT THE DAY. IN ICY / SNOWY WEATHER THE STEPS ARE CLEARED AND THE ENTIRE AREA IS GRITTED. EDGE OF EACH STEP IS CLEARLY MARKED. EACH TREAD IS LIT WITH L.E.D LIGHTING UNDER THE NOSE OF EACH TREAD.	n/a	Matt Chubb	10 February 2021

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POTENTIAL OF INJURY DUE TO BREAKING GLASS IN GREENHOUSE.	CUTS, ABRASION	ALL / EVERYBODY	1	2	2	ALL GLASS PANELS ARE FITTED BY PROFESSIONALS. ALL GLASS FITTED IS TOUGHENED SAFETY GLASS, WE HAVE A CERTIFICATE TO PROVE THIS (SUPPLIED BY COMPANY WITHOUT BS MARKS FOR ASTHETIC PURPOSES).	n/a	Matt Chubb	10 February 2021

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WATER BUTTS IN GARDEN	DROWNING	ALL/ EVERYBODY...ESPECIALLY CHILDREN	1	3	3	WATER BUTT WILL HAVE A FIXED COVER ON IT ALL TIMES, THIS WILL BE CHECKED EVERY MORNING. IF MAINTENANCE IS REQUIRED THIS WILL BE CARRIED OUT UNDER CLOSELY SUPERVISED CONDITIONS.	n/a	Matt Chubb	10 February 2021

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<u>Hazard = task/ activity with the potential to cause harm</u>	<u>Type of injury that could occur</u>	<u>Type of people and number affected</u>	<u>Likelihood of injury occurring</u>	<u>Severity of harm if injury does occur</u>	<u>RISK LEVEL</u>	<u>Control measures in place</u>	<u>Further control measures required</u>	<u>Person to impliment new measures</u>	<u>Review Date</u>
BEE OR WASP STINGS, OR INSECT BITES.	REACTIONS RELATED TO ALLERGIES i.e. ANAPHYLACTIC SHOCK	ALL / EVERYBODY	1	4	4	ALL STAFF ARE REQUESTED TO GIVE US INFORMATION ABOUT ANY MEDICAL CONDITIONS THEY HAVE, INCLUDING ALLERGIC REACTIONS, AS PART OF THEIR INDUCTION. AN AMBULANCE WOULD BE CALLED IMMEDIATELY IF A MEMBER OF THE PUBLIC WAS THOUGHT TO BE SUFFERING FROM ANAPHYLACTIC SHOCK. OUR FIRST AIDERS WOULD CHECK THEIR PERSON TO SEE IF THERE ARE ANY MEDICAL NOTIFICATIONS. IF THE PERSON WAS CARRYING AN EPIPEN, IT WOULD BE ADMINISTERED.	n/a	Matt Chubb	10 February 2021

# RISK ASSESSMENT

AREA ASSESSED :- Old Laundry Theatre

RISK ASSESSOR:- Matt Chubb

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MUD/DEBRIS ON PUBLIC PATHWAYS AROUND THE GARDEN. LEAVES FALLING FROM TREES IN AUTUMN.	SLIPS/TRIPS, CUTS BRUISES FRACTURES	ALL / EVERYBODY	1	2	2	THE EDGINGS IN PLACE AROUND THE GARDEN SHOULD PREVENT ANY SOIL SUBSIDING AND GOING ONTO THE PATHWAYS. ANY DEBRIS CREATED BY GARDEN WORKS WILL NOT BE PLACED ON PUBLIC WALKWAYS, AND WILL BE CLEARED IMMEDIATELY AFTER WORK IS COMPLETED WALKWAYS WILL BE CHECKED ON A DAILY BASIS BY DUTY SUPERVISORS AND CHECKED THROUGHOUT THE DAY BY THE GARDENER/DUTY SUPERVISOR.	n/a	Matt Chubb	10 February 2021

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CONTAMINATION OF WATER FROM BACTERIA IN GARDEN WATER FEATURES.	SPREAD OF DISEASE, ILLNESS	ALL / EVERYBODY	1	3	3	HAVE A TEMPERTURE CHART THAT DOCUMENTS THE TEMPERATURE OF WATER ON A DAILY BASIS. IF THE WATER TEMPERATURE EXCEEDS 19 OC AQUA FLOW WILL BE ADDED. THIS WILL 'PURIFY' THE WATER AND KILL ANY POTENTIALLY HARMFUL BACTERIA.	n/a	Matt Chubb	10 February 2021