



Risk Assessment Title: Organised groups of children or adults visiting the Learning Centre for workshops or informal learning

Line Manager name: Mary Olszewska		Line Manager signature: 	Assessment No: VC 005 RA
Date: 12/12/22	Activity: Organised groups of children (under 18) including schools or youth groups visiting for informal learning sessions or educational workshops, and adult groups visiting Learning Centre for a pre-booked tours Location: Learning Centre and outdoor areas	Assessed by: Mark Tebbs Title: Heritage Officer Signature: 	Review date: 12/12/23
<p>Refer to RA 001, VC 001 RA, VC 002 RA, VC 003 RA, VC 006 RA and VC 007 RA where applicable, and the method statement for moving groups around the site.</p> <p>Refer to COVID001 Reducing the spread of respiratory infections, including Covid 19, in the workplace</p> <p>Method statement for moving groups around the site has been updated 12/12/2022.</p> <p>In the event of an incident staff/volunteers to liaise with Bridge Control</p>			

What has the potential To cause harm (hazards) and what harm might result?	Who might be at risk?	What measures are already in place?	Severity	Likelihood	Risk rating	What further action (s) needs to be taken to reduce risk	Severity	Likelihood	Residual Risk	By whom and by what date
Arrival by coach at drop off point. Struck by moving traffic crossing car park – Death or serious injury Transition from VLC to amphitheatre and return Transition to monkey bridge area	Staff, volunteers, children, teachers, group leaders and adults associated with visit	<ul style="list-style-type: none"> Send out welcome pack prior to visit showing map of car park indicating walking routes Use disabled route to rear entrance to VLC VLC staff, teachers, group leaders and adult supervisors to act as guides All groups sent risk assessment prior to visit and expected to provide their own Clear plan in place when escorting groups around the site Observe adult to child/vulnerable adult ratios (group organiser responsibility) and all adult supervisors to ensure control of pathway discipline 	3	1	M	<ul style="list-style-type: none"> Current disabled route – cracked pavement, shared path with cyclists, steep incline and length of access (creation of accessible path) Boulevard vegetation requires cutting back Requires regular attention and checks 				

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		<ul style="list-style-type: none"> • LRV to treat surfaces of route with de-icer on morning of visit if necessary • Brief children/group about roads before transit to VLC and at every transition • Learning Centre staff/volunteers wear Hi-viz • Use fire exit to enter/exit VLC • Grass bank to monkey bridge is steep and sometimes wet and slippery. 				<ul style="list-style-type: none"> • Needs a stepped footpath. • Verbal briefing beforehand and enter via contractors road. 				
Person getting lost on site	Children and vulnerable adults	<ul style="list-style-type: none"> • Children and vulnerable adults should be supervised at all times whilst on site • Appropriate staff to child/vulnerable adult ratios should be maintained at all 	1	1	L					

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		times during visit <ul style="list-style-type: none"> Accompanying teachers/group leaders do regular head counts 								
‘Stranger danger’ The site, including reception will be open to the public during school visits	Children and vulnerable adults	<ul style="list-style-type: none"> Children and vulnerable adults are always accompanied Accompanying teachers/group leaders do regular head counts 	5	1	H					
Safeguarding issue	Children and vulnerable adults	<ul style="list-style-type: none"> Staff and volunteers to have safeguarding training Staff or volunteers never alone in a room with an unaccompanied child/vulnerable adult Staff and volunteers DBS checked Safeguarding procedures and policies in place 	1	1	L					

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Slips trips and falls	Staff, volunteers, children, teachers, group leaders and adults associated with visit	<ul style="list-style-type: none"> Wire fencing around amphitheatre not suitable Guidance to wear suitable footwear in Welcome Pack Cleaning cover in place (cleaned before and after. Cleaner available for ad hoc spillages using PPE but no spot checks required) 	3	2	M	Wire fencing is temporary.				
First Aid and Medical conditions	Staff, volunteers, children, teachers, group leaders and adults associated with visit	<ul style="list-style-type: none"> Teachers/group leaders aware of their groups ongoing medical conditions First aiders on site De-fib in control room Risk of overheating due to inadequate ventilation/lack of opening windows – open partition and use barriers. 	2	3	M	Investigate air con/heating controls (MO)				

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		<ul style="list-style-type: none">Check settings on air circulation system prior to visitDisabled toilet alarm system tested monthly by Ops team								
Fire	Staff, volunteers, children, teachers, group leaders and adults associated with visit	<ul style="list-style-type: none">Staff and volunteers are trained in fire safety routines and procedures (fire doors in Learning Centre kept and shut corridor to fire exit kept clear)VLC staff trained as fire wardensWelcoming address includes information on fire proceduresLearning centre capacity not to exceed 110 personsFire equipment regularly checked and testedPortable Appliance Testing carried out every 12 months	3	1	M					

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		<ul style="list-style-type: none"> Fire evacuation plan for VLC, including regular emptying of waste bins and no smoking on site 								
Heavy cable sample (if applicable to workshop)	Staff, volunteers, children, teachers, group leaders and adults associated with visit	<ul style="list-style-type: none"> Instruct children/visitors that the cable is heavy and should not be lifted unless there is an adult with them Inform visitors that there is potential to trap fingers between cable and stand 	3	2	M					
Injury from manual handling	All	<ul style="list-style-type: none"> Staff and volunteers follow procedures for manual handling Included in induction Ensure children/group are well away from plinths when carrying out bridges workshop 	2	2	L					

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Electrical equipment	All	<ul style="list-style-type: none"> Electrical distribution boards not in public area Portable Appliance Testing carried out every 12 months Electrical safety signs on distribution board and outlet sockets 	3	1	M					
Managing Human Interaction Vulnerability to personal verbal/ physical attack from anti-social behaviour (public access to VLC during workshop)	Children, staff, volunteers	<ul style="list-style-type: none"> If a staff member/volunteer is concerned about any imminent personal threat from a member of the public, then they should seek assistance from the control room or VLC staff or dial 999 to alert Police. At no stage will a volunteer who feels threatened be expected to remain in the Centre – the priority is to escape safely and contact their volunteer manager/control room staff and Police if appropriate. 	2	1	L					

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		<ul style="list-style-type: none"> VLC has CCTV monitoring and staff/volunteers have access to a radio and mobile phone to raise alarm if they feel threatened 				CCTV camera needs installing in blind spot at front of Centre (RW)				

Risk Assessment Briefing Record

Briefing delivered by:

Position:

Date:

We (the undersigned) have read and understood the attached Risk Assessments for the activity and will comply with the specified requirements and associated risk assessments. If the work activity changes or deviates from that originally envisaged, we will seek further advice and request amendments to any risk assessments where appropriate.

Name (Print)	Signature	Date

Risk Rating Table

			Severity				
			1 – Insignificant – Dealt with by in-house first aid, etc	2 – Minor Medical help needed. Treatment by medical professional/hospital	3 – Moderate Significant non- permanent injury. Overnight hospitalisation	4 – Major Extensive permanent injury (eg loss of finger/s) Extended hospitalisation	5 – Catastrophic Death. Permanent disabling injury (eg blindness, loss of hand/s.
Likelihood	5 -	The consequence is almost certain to occur in most circumstances	Medium (M)	High (H)	High (H)	Very High (VH)	Very High (VH)
	4 -	The consequence is likely to occur frequently	Medium (M)	Medium (M)	High (H)	High (H)	Very High (VH)
	3 -	Possible and likely for the consequence to occur at some time	Low (L)	Medium (M)	High (H)	High (H)	High (H)
	2 -	The consequence is unlikely/abnormal to occur but could happen	Low (L)	Low (L)	Medium (M)	Medium (M)	High (H)
	1 -	The consequence may occur but only in exceptional/emergency circumstances	Low (L)	Low (L)	Medium (M)	Medium (M)	High (H)

SEVERITY (S) x LIKELIHOOD (L) = RISK RATING (RR)