COUNCIL RISK ASSESSMENT: School Visit

|  Activity/ Process/ Operation  |  What are the Hazards to Health and Safety?  |  What Risks do they pose and to whom?  |  RiskLevelH/M/L |  What precautions have been taken to reduce the risk?  |  Risk LevelAchievedH/M/L | Further action needed to reduce the risk.  |
| --- | --- | --- | --- | --- | --- | --- |
| Walking - from school/coach to the Royal Pump Rooms and back again.  | * Walking down pavements.
* Uneven pavements.
* Cars badly parked and other obstacles on pavements.
* Dog poo.
* Nettles.
 | Children & adults could trip, fall, slip or be stung.  | L  | Reminders to be careful before setting off; reminders from adults at appropriate points on the walk. | L  |  |
| Walking - from school/coach to the Royal Pump Rooms and back again.  | Crossing several minor roads.   | Children & adults could be hit by a vehicle or bike.  | M  | Children will walk in pairs & stay with the group. Crossing will be managed by the adults present. Children will listen to adult instructions and cross together.  | L  |   |
| Walking - from school/coach to the Royal Pump Rooms and back again.  | Major road crossing.  | Children & adults could be hit by a vehicle or bike.  | H  | Children will walk in pairs & stay with the group. Group will use the pedestrian crossing. Crossing will be managed by the adults present. Children will listen to adult instructions and cross together.  | L  |   |
| Walking - from school/coach to the Royal Pump Rooms and back again.  | Non-slip floor tiles.   | Children & adults could trip, fall or slip.    | M   | Children will be supervised throughout visit. Welcome and introduction gives children the ‘rules of conduct’ including no running, touching. Any ongoing/maintenance work in gallery is adequately cordoned off. Any floor moping activity will be clearly marked out with yellow warning signs.  | L  |   |
| Arrival at Royal Pump Rooms – Entrance concourse, slip/trip hazards.   | Walking around, working & fire hazards.   | Children could trip or slip. Fire.  | M  | Children will be supervised by adults. Children will sit down to work. They will watch where they are going. Children will be supervised at all times and teachers will be told if a routine alarm check is expected, and told where the fire exits and meeting points are .  | L  |   |
| Royal Pump Rooms – walking around, working & fire hazards.   | Misuse of stair lift equipment.  | Members of the public. Danger of injury when using stair lift equipment.   | H  | Ensure that staff are aware that the stair lifts must be operated by Gallery staff only and are to carefully monitored when in use to ensure the safety of the passengers. Lifts must be fully switched off and “put away” after each use. Stair lifts must be operated by competent members of staff only – they are not to be operated by the public.  | L  | .     |
| Stair Lift Equipment - Danger of injury when using stair lift equipment.     |  |  |  |  |  |  |