



Risk Assessment Action Summary

Location: LIMA Sector Operations Room

Date: 5 Nov 2013

Compiled by: FS Mick Cross

Review date: 5 Nov 2014

Task, Activity Environment	Hazard	Risk and whom maybe harmed	Existing Controls to either eliminate or reduce the risk of an accident happening.	Likelihood of an accident happening	Severity of potential Injury	Risk Rating
<p>* This is a guideline, designed to aid visiting teachers in completing their own risk assessment forms. Teachers are advised to carry out a preliminary visit in advance of their school trip in order to conduct their own risk assessment. Responsibility for pupils on school visits remains with the teachers at all times. Everyday hazards such as slipping, tripping or falling on stairs, trapping fingers in doors and cuts and bruises are inherent in all environments</p>						
The site - general	Inappropriate access	All	<ul style="list-style-type: none"> schools will be fully briefed regarding potential hazards, "no-go areas", and safety measures/procedures, including conduct and behaviour expected. visitors must obey all signs and guidance given by staff access to some areas is prohibited site accessed by guided tour only (certain sites only) 	1	2	Insignificant
	Inadequate supervision/ Pupils lost or separated	Children	<ul style="list-style-type: none"> the group is well supervised by an adequate number of competent school staff (Minimum ratio as recommended in the Lincolnshire Educational Visits Policy and Guidance Document) the party is divided into small designated groups that are easy to manage and supervise closely defined working areas designated meeting points 	1	1	Insignificant
	Medical issue	All	<ul style="list-style-type: none"> First Aid facilities and/or resources available on site <p>(First Aid provision is ultimately the responsibility of</p>	1	2	Insignificant



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			the teacher leading the group).			
	Slips trips and falls	All	<ul style="list-style-type: none"> • footpaths, access and parking areas are cleared and maintained. • stepped, raised or uneven areas are clearly indicated by paint, tape or signs • suitable footwear worn by visitors • access areas kept free of obstruction 	2	2	Low
	Fire	All	<ul style="list-style-type: none"> • suitable and sufficient safety management systems (e.g. fire procedures) are in place • fire emergency procedure are clearly explained to visiting groups (locations of all the fire exits, evacuation procedures and location of assembly point) 	1	4	Low
	Incidents involving members of the public	Children	<ul style="list-style-type: none"> • supervising adults must remain with their students at all times to supervise their activities, monitor their behaviour, ensure their health and safety and accompany them in the event of an evacuation • supervising adults should ensure that their pupils understand how they are expected to behave 	1	1	Low
	Safeguarding	Children	<ul style="list-style-type: none"> • staff and volunteers wear uniforms or carry ID so they can be recognised by visitors. 	1		Low
The site - outdoors	Access routes and car park traffic	All	<ul style="list-style-type: none"> • designated safe drop off points available • detailed briefing on points of danger and procedures • segregation of traffic and pedestrians is maintained wherever possible. Speed limits are in force . Teachers and supervisors should ensure 	1	2	Low



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			that children are very closely supervised whilst in these areas			
	Danger from site work (repairs, maintenance etc)	All	<ul style="list-style-type: none"> site work (repairs etc) is carried out, where possible, out of normal visiting hours, or in areas where the public are excluded 	1	2	Low
	Dangerous substances (COSSH, asbestos)	All	<ul style="list-style-type: none"> any potentially dangerous areas where, for example, chemicals are stored, are locked and other areas, where access needs to be restricted, are cordoned off. Signs clearly indicate these areas. 	1	3	Low
Exhibits and on-site activities including object handling	Injury from exhibits	All	<ul style="list-style-type: none"> all items that may cause a risk and are unnecessary for the activity are removed to a safe place away from participants or clearly cordoned off all displays and objects are inspected by staff during general duties and cleaning and maintenance duties any materials or objects to be handled as part of programmed activities have been risk-assessed. staff leading the activities will advise those taking part of any necessary precautions. protective clothing and equipment will be provided when necessary. 	2	2	Low

Notes :



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Likelihood of an accident.	Potential Outcome - severity.
1. Highly Unlikely.	1. Minor Injury.
2. Remote possibility, known to occur.	2. Over three day injury.
3. Occasional occurrence, has occurred before.	3. Temporary incapacity / disease.
4. Fairly frequent, some occurrences on record.	4. Permanent disability.
5. Frequent regular occurrence, often noted in records.	5. Fatality.

Risk Rating

