

General Risk Assessment Form

Date: 12/09/2019	Assessed by: Jamie Sloan	Validated by: Linda Bennett	Location: Teaching Spaces	Assessment ref no: 2019JBDC0902	Review date: 12/09/2020
Task / premises: General safety practices for all education workshops delivered at Jodrell Bank Discovery Centre. Please see the additional risk assessment(s) for any booked workshops , which include workshop-specific activities.					
Activity	Hazard	Person(s) in danger	Existing measures to control risk	Risk rating	Result
Use of electrical equipment	Electrocution, fire	All	<ul style="list-style-type: none"> All mains powered electrical items PAT tested, in accordance with the Discovery Centre's annual cycle All mains powered items to be turned on and checked by presenter before workshops begin Any observed faults to be reported immediately to the OPERATIONS MANAGER 	LOW	A
	Trips and falls due to cabling	All	<ul style="list-style-type: none"> If applicable, electrical cabling to be contained behind or under furniture, wherever possible Where cabling must cross a thoroughfare, cables will be encased in cable tidies 	LOW	A
Practical activities by learners	Various (see specific workshop risk assessments)	Learners	<ul style="list-style-type: none"> Any relevant Health & Safety information to be provided by presenter before learners engage in activities Learners always supervised during activities by presenter and/or group leaders 	LOW	A
Behaviour of learners	Any arising from misuse of equipment	All	<ul style="list-style-type: none"> Any learner observed behaving dangerously will be challenged, and if necessary prevented from further participation in activity, or workshop 	LOW	A
First aid incidents	First aid required	All	<ul style="list-style-type: none"> First aiders on site during Discovery Centre opening hours All buildings contain First Aid kits Defibrillator on site, located in the Planet Pavilion building 	LOW	A
General movement around room	Trips	Learners	<ul style="list-style-type: none"> Learners sit on chairs for the majority of workshops When learners are allowed to move around the room they are told to do so carefully; only walking, never running If learners have personal items with them, such as coats, bags, etc., they are instructed to stow them clear of any thoroughfares - for example, under tables, or on table tops around the side of the room When learners are allowed to move around the room, chairs must be pushed under to minimise trip hazards 	LOW	A

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Child protection	Child protection issues	Learners	<ul style="list-style-type: none"> All presenters DBS checked Learners always supervised in teaching space by presenter and/or group leaders Children should not be left alone with a single adult 	LOW	A
Evacuation in event of fire, or fire alarm	Escape routes blocked or inaccessible	All	<ul style="list-style-type: none"> Room layout (e.g. chairs and tables) organised so there are clear, unobstructed thoroughfares around the room Fire escapes clearly marked and not blocked by furniture or equipment Maximum number of occupants within teaching space not to be exceeded All presenters trained in Centre's fire evacuation procedure Emergency escape doors are checked for accessibility on a daily basis 	LOW	A