

# School Visits General Risk Assessment Form



Date: 15/08/2024	Assessed by: Alexia Southern	Validated by: Andy Benson	Location: Jodrell Bank public buildings. First Light pavilion and exhibitions, Space exhibition, Orrery	Assessment ref no: JBCE280924-2	Review date: 15/08/2025
Task / premises: General safety practices for all school visits to Jodrell Bank.					
Activity	Hazard	Person(s) in danger	Existing measures to control risk	Risk rating	Result
Use of electrical equipment in exhibitions	Electrocution, fire	All	<ul style="list-style-type: none"> <li>All mains powered electrical items PAT tested, in accordance with the Discovery Centre's annual cycle</li> <li>All mains powered items to be turned on and checked by the responsible member of staff</li> <li>Any observed faults to be reported immediately to the Facilities Manager or if not available the duty manager.</li> </ul>	LOW	A
Behaviour of learners	Any arising from misuse of equipment	All	<ul style="list-style-type: none"> <li>Any learner observed behaving dangerously will be challenged, and if necessary prevented from further participation in any activity</li> </ul>	LOW	A
First aid incidents	First aid required	All	<ul style="list-style-type: none"> <li>First aiders on site during Discovery Centre opening hours</li> <li>All buildings contain First Aid kits – clearly marked</li> <li>Defibrillator on site, located in the Planet Pavilion building</li> <li>Individuals with medical implanted systems, (such as but not limited to: pacemakers, insulin pumps, cochlear implants) should not interact with the plasma ball in the Space exhibition as evidence suggests the emitted radio waves can interfere with their function.</li> </ul>	LOW	A

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General movement around the site	Slips, trips, falls	All	<ul style="list-style-type: none"> <li>Learners sit on seats for the presenter led activities</li> <li>When learners are allowed to move around the premises they are told to do so carefully; only walking, never running</li> <li>If learners have personal items with them, such as coats, bags, etc., they are instructed to stow them clear of any thoroughfares</li> <li>Duty Managers carry out daily site-wide checks to remove any trip hazards from pathways and ensure exhibits are in a good state of repair</li> <li>Ensure flooring is kept mopped and appropriate signage is set out during wet weather, particularly FLP foyer</li> </ul>	LOW	A
Child protection	Child protection issues	Learners	<ul style="list-style-type: none"> <li>All presenters DBS checked</li> <li>Learners always supervised in teaching space by presenter and/or group leaders</li> <li>Children should not be left alone with a single adult</li> </ul>	LOW	A
Evacuation in event of fire, or fire alarm	Escape routes blocked or inaccessible	All	<ul style="list-style-type: none"> <li>Fire escapes clearly marked and not blocked by furniture or equipment</li> <li>All presenters trained in Centre's fire evacuation procedure</li> <li>Emergency escape doors are checked for accessibility on a daily basis</li> </ul>	LOW	A
Allergens from cross contamination in eating spaces	Anaphylaxis or other allergic reaction	All	<ul style="list-style-type: none"> <li>Teachers asked for information about any particular needs during booking process</li> <li>Cleaning caddy in eating spaces to allow sanitisation between groups</li> </ul>	LOW	A
Open water on site	Drowning	All	<ul style="list-style-type: none"> <li>Children should always be accompanied by a responsible adult</li> <li>Fences around all ponds</li> <li>Throw lines at all ponds</li> <li>Hostile planting around ponds to deter passage</li> </ul>	LOW	A

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