

# General Risk Assessment

Please answer the questions as fully as possible. Guidance: Hold the cursor over the question a help box will appear. Please complete relevant boxes coloured light yellow.

Site:	Thinktank	Assessed by:	Laura Smith	Signature:	Laura Smith	Date:	18-Sep-20
		Reviewed by:	Coral Lewis	Signature:	C Lewis	Date:	02-Oct-20
Unique Ref:	TTFE	Description:	Formal group visits at Thinktank				

Does this Assessment include any specific areas of Risk ?	Activity risk assessment?	
	Area risk assessment?	

To add a new row above the one selected - select a WHOLE row (line) click COPY, then click INSERT COPIED CELLS.

1	Hazards, Consequences and Who	Existing Control Measure	Severity	Probability	Degree of Risk (SxP)
	<b>Physical</b> (A factor within the environment that can harm the body without necessarily touching it e.g. Vibration, noise, heat, cold, height)				
	Slips and trips on stairs.	Pupils to be supervised at all times by their teachers. Code of conduct issued to schools. Public areas cleaned and checked regularly by Thinktank staff. Non slip flooring and handrails in place.	1	2	2
	Use of escalators.	Pupils to be supervised at all times. Escalators regularly maintained. If users are not confident on a moving escalator they can be stopped and groups escorted up or down them.	1	1	1
	Finger traps in lift.	Pupils to be supervised at all times. School groups discouraged from using lifts. Warning message 'doors closing' played. Appropriate signage in place in lifts. Lifts alarms in place. Groups not to use lift except in the case of mobility difficulties.	2	1	2
	Contact or damage to exhibits.	Pupil code of conduct agreed with schools. Barriers in place to ensure visitors are at least 1.5 metres away from working machinery. Pupils supervised at all times. Exhibit specific risk assessment in place.	2	1	2
	Bumps into glass doors and windows.	Glass etched with patterns to make visible. Pupils supervised at all times.	2	2	4
	Epilepsy induced by flickering lights.	Signage indicating galleries with flickering lights in place. Information on exhibits which may trigger flicker sensitive epilepsy available to teachers prior to visit.	2	1	2
	Trips/slips in Toilets, misbehaviour, getting locked in.	School children should be supervised by group leaders when using toilets. Toilets cleaned and inspected regularly by Thinktank staff. Procedures in place for cleaning spillages. Toilets can be accessed from outside by staff if children locked in. Pupil code of conduct agreed with school.	2	2	4
	Theft, damage to stock in shop.	Pupil code of conduct agreed with schools. Prior booking required to enter the shop.	1	1	1
<b>Ergonomic</b> (physical factor within the environment that harms the musculoskeletal system. E.g. repetitive movement, manual handling, uncomfortable workstation height & poor body positioning)					
Movement of tables and chairs in classrooms. Potential to cause muscular injuries.	Tables to be a 2 person lift. Manual handling training to be provided to staff involved in moving tables and chairs. Sensible footwear to be worn. Visual check of classrooms before school groups enter by staff.	2	2	4	
<b>Chemical</b> (could affect a workers health, gases etc which can cause harm through skin, inhalation, injection i.e. acids, carbon monoxide)					

Contact with hazardous chemicals, gases or hot surfaces in science shows or workshops.	Children to be supervised at all times. Workshops led by trained Thinktank staff only. Children to be kept at safe distance from chemicals, gases and hot surfaces. Safety briefing given at beginning of each session. Workshop and shows risk assessed for all activities.	4	1	4
Smoke inhalation in science shows.	Demonstrations to be completed at distance of no less than 2.5 metres away from children. Safety briefing issued at beginning of session.	2	2	4
Use of cleaning chemicals. Potential to cause skin irritation - leading to itching, broken skin.	PPE - gloves to be provided. Means of drying hands provided.	1	2	2
<b>Biological</b> (i.e. bacteria, viruses, toxins: inhalation - contact with bodily fluids, ingestion: contaminated food - water or kitchen utensils)				
Staff and pupils touching resources and contracting COVID-19	All resources to be cleaned before session or left for 12 hours before use again. This is to be done by a member of staff PPE anti-bacterial wipes or soap, water and paper towels.	4	1	4
School visits contracting COVID-19 whilst visiting site.	Contact details taken from schools at point of booking for Track and Trace - allowing contact if a school or BMT staff contracts COVID with 14 days of the visit. Pre-booked school session to manage on site restrictions, maximum of 4 classes in at anyone time. Schools classes will have staggered arrival time when entering site on level 0 or level 2. Signage in place requiring visitors to follow the 1m social distancing guidelines. Each group will be allocated one member of staff during their visit. Spaces on site thoroughly cleaned before and after use by OCS cleaning staff. Hand sanitiser stations available at entry points and throughout the site. One way system in place around the site for both visitors and staff to maintain social distancing. Visitors aged 12 and above (or Year 7 and above) have to wear face coverings unless they are exempt based on government guidelines in museum and gallery settings. Ability to wash hands with soap and water for 20 seconds on site. Soap and hand dryers or paper towels will be available at all sinks that are available in classrooms and in public toilets. School groups will be encouraged to wash their hands on arrival, before and after sessions, lunchtime and departure and will have designated toilets. Signage on display to remind about personal hygiene. Wherever safe to do so external and internal doors to be propped open to reduce frequent	4	1	4

<p>BMT staff contracting COVID-19 whilst a school is visiting site and during the course of their duties.</p>	<p>L&amp;E staff to wear PPE - face coverings i.e. face masks to be wore in public spaces and delivery sessions.  Staff to maintain 2m or 1m plus face covering must be worn by staff and visitors aged 12 and above, social distancing from all visitors.  L&amp;E staff staff to have PPE- Hand Sanitiser to be accessible near by if unable to wash their hands during delivery of sessions.  BMT staff to wash hands frequently with soap and hot water for 20 seconds, especially on arrival, before departure, before and after sessions, and eating.  Staff to monitor this and advise school groups to maintain social distancing from other visitors.  To follow the one way system in place on site at all times.  All staff to complete the E learning COVID awareness courses.  If staff developing symptoms whilst at work they are to alert their line manager immediately who will follow government guidelines. Any BMT staff member working on site must confirm:</p> <ul style="list-style-type: none"> <li>• They are not showing any symptoms of COVID 19</li> <li>• No one in their household is showing any symptoms of COVID 19</li> <li>• They have not been in close contact with anyone else showing symptoms of COVID 19</li> <li>• They will wash their hands immediately on arrival, frequently throughout the day and prior to leaving</li> </ul>	<p>4</p>	<p>1</p>	<p>4</p>
<p>Visitors and staff contracting COVID-19 whilst using toilet facilities.</p>	<p>Toilets cleaned thoroughly by cleaning staff before use on a daily basis when the site is open. Frequently touched surfaces to be cleaned regularly i.e. taps, toilet flush with anti-bacterial spray/disinfectant and soap dispensers refilled if required. Signage displayed regarding regular handwashing to prevent COVID 19.  BMT staff to monitor and clean the facilities during the event on a regular basis. Supplies of soap and hand sanitiser to be monitored and replenished frequently.  Signage and queuing system in place allowing one individual/household group at a time into the toilet facility.</p>	<p>4</p>	<p>1</p>	<p>4</p>
<p><b>Psychological</b> (Stress through bullying, intimidation, depression, excessive workload, lack of communication, physical environment in poor / cramped condition, involvement in a major incident leading to post traumatic stress)</p>				
<p>Lost children on site.</p>	<p>Galleries staffed by the Learning and Engagement Team and Enablers. Lost child procedure in place.  School staff to carry list of children in their group.</p>	<p>1</p>	<p>2</p>	<p>2</p>

**2 What further actions are necessary to control the Risk?** (in priority order)

Consider whether actions are necessary to control the hazard (if any)					
Action		Action Owner	Target Completion	Comment	Status
Supporting Documentation					
1		2		3	
4		5		6	
7		8		9	
10		11		12	
					Yes / No
Consider: Are the proposed actions likely to create a different hazard?					

<b>3 Who Might Be Harmed</b>																																																																						
Staff	<input checked="" type="checkbox"/>	Public	<input checked="" type="checkbox"/>	Cleaners	<input type="checkbox"/>	Security	<input type="checkbox"/>	Contractors	<input type="checkbox"/>	Vulnerable Grps	<input checked="" type="checkbox"/>	Others (Specify)	<input type="checkbox"/>																																																									
<b>4 Assessment of Risk</b>																																																																						
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<b>5 Assessor Section: I confirm the above controls have been put in place</b>																																																																						
<b>Assessor Name and Title:</b>		Laura Smith, Learning and Engagement Manager				<b>Signature:</b>		Laura Smith		<b>Date Approved:</b>		18/09/2020																																																										
<b>Reviewers Name and Title</b>		Coral Lewis, Health & Safety Manager				<b>Signature:</b>		C Lewis		<b>Date Approved:</b>		02/10/2020																																																										
<b>When should this be reviewed next?</b>																																																																						
<b>6 Version Control: Record of annual review</b>																																																																						
<b>Reviewers Name and Title</b>	<b>Date of Review:</b>	<b>Where Controls Satisfactory?</b>	<b>Are Additional Controls Required?</b>	<b>Details of Additional Controls Required and date implemented?</b>																																																																		
Katherine Bosworth Learning and Engagement Manager	11/05/2021	Yes	No																																																																			

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Assessed by:
Reviewed by: