

DATE of Assessment:	29/4/2017	ASSESSMENT No	1
Assessed by (Name):	Frances Chiverton	DEPARTMENT address:	No. 34 Sittingbourne High Street, Sittingbourne. Kent. ME10 4PB.
NATURE OF ACTIVITY:	Visit to Ideas Test, No. 34		DATE OF ACTIVITY:
LOCATION:	Ideas Test	NEXT REVIEW DATE:	29/4/2018
Approved by	Beth Tomlinson	APPROVAL DATE:	1/5/2017

HEALTH AND SAFETY - RISK ASSESSMENT
--

Hazard	Persons at Risk & Nature of harm	Current Control Measures	Risk Rating Severity x Likelihood	Additional Control Measures Required <i>(Further action required)</i>	Revised Risk Rating	Action by who	Action by when	Date action complete
Lost child/student	students, children	Supervision of children and students visiting No. 34. All school groups to brief children/students prior to visit about keeping with group at all times. Schools are asked to provide an accurate list of children/students prior to visit and to ensure that a member of staff is located near front door entrance.	2	Teachers and supervisors to make regular head counts of children/students on visit. Teachers/supervisors to reinforce that students are not to leave the group without prior request. Supervision required for any students visiting toilets.	1	Teachers and supervisors	Before and during visit	
Following instructions	students, children	Ensure instructions given are clear and easy for students to understand. Reinforce to all students/children that questions are encouraged.	2	Ask students/children to repeat instructions back to ascertain understanding	1	students	Before and during visit	

Risk rating Severity	Likelihood of Harm				
	1 Very unlikely	2 Unlikely	3 - 50 / 50 likelihood	4 - Likely	5 - Very likely / certainty
1 - Minor injury or illness	Low	Low	Low	Low	Medium
2- Moderate injury or illness	Low	Low	Medium	Medium	High
3- "3 day injury" or illness	Low	Medium	Medium	High	High
4- Major injury or illness	Low	Medium	High	High	High
5- Fatality	Medium	High	High	High	High

Hazard	Persons at Risk & Nature of harm	Current Control Measures	Risk Rating Severity x Likelihood	Additional Control Measures Required <i>(Further action required)</i>	Revised Risk Rating	Action by who	Action by when	Date action complete
Fire	Staff, students, volunteers, visitors	Emergency evacuation procedures in place – Muster station in car park at rear of building. Fire extinguishers available on site. Any flammable substances to be kept to a minimum with appropriate safeguards and supervision. Fire exit signs in place.	3	Ensure all waste and flammable waste material is removed safely. Fire exits, gangways and corridors to be kept clear of obstructions. Everyone should be kept aware of nearest emergency exit. Exits are via front door, rear ground fire door and upstairs rear fire door.	1	Ideas Test staff	daily	
Misbehaviour	students, children	Students/children are briefed about the need to behave appropriately throughout duration of gallery visit, i.e. not to touch exhibits, etc.	1	In the pre-visit brief, Ideas Test staff and teaching staff will reiterate the importance of behaving sensibly and that inappropriate behaviour will not tolerated	1	Ideas Test staff and teachers/supervisors	Before visit	
Trip hazards	Students, children	Projector and film set up in the Shop floor space and possibly in upstairs rooms. Students/children warned to be aware of cables.	2	All cables are taped and secured to floors and projector screen is secured. Projectors are placed on plinths designed to carry the projector in positions to create least amount of cable trails.	1	Ideas Test staff	Before and during visit	

All members of staff and where relevant students affected by this risk assessment are to sign and date to confirm they have read and understood it and will abide by it.

NAME	SIGNATURE	DATE