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|---|------------------------|---------------------------|--|-----------------------|---------------------|
| <b>Directorate :</b><br>Culture and Adult Education | <b>Area/Activities</b> | School/Educational Groups | <b>Carried out by:</b><br>Kelly Jestin | <b>Date:</b> Oct 2011 | <b>Sheet 1 of 5</b> |
|---|------------------------|---------------------------|--|-----------------------|---------------------|

| <b>Hazard</b>                                  | <b>Who might be harmed</b>             | <b>Existing Controls</b>  | <b>*Risk rating with existing or proposed controls</b> | <b>Are risks adequately controlled Yes/No</b> | <b>If No, what further actions are required to reduce the risks</b> |
|--|--|---|--|---|---|
| Health & Safety Briefing                       | Children/Teachers<br>Guardians/Parents | At the beginning of the visit, BBMF Staff-Guide will ensure that all health & safety arrangements are communicated. Pupils are to be supervised at all times by teaching staff to ensure proper behavior e.g. no running, which can lead to slips, collisions and falls   | 3 x 1  | Yes   |   |
| Child Slips/Trips/Falls over doing guided tour | Children/Teachers<br>Guardians/Parents | Parents/guardians/teachers are required to remain with guided tour.<br><br>Before guided tour volunteer will ensure that conditions in the tour area are safe (e.g. ice/flooding/mud) and identify any potential hazards or is clear of any obstacles/trip hazards. Where necessary the tour can be rerouted to avoid hazard.<br><br>First aider on call/present to deal with any minor injuries. | 3 x 1  | Yes   |   |



|                                 |                    |   |                   |     |  |
|---------------------------------|--------------------|---|-------------------|-----|--|
|                                 |                    | A record of any accident/incident will be recorded on PO3.  |                   |     |  |
| Child pushes another child over | Children           | <p>Parents/guardians/teachers are required to remain with guided tour.</p> <p>Volunteers supervising activities are to request appropriate assistance from parent/guardian/teacher if required, to ensure children are appropriately under control e.g. not pushing, running around etc. If support is not given by parent/guardian/teacher, then volunteer guide may suspend the tour until such time as the disturbance has been adequately dealt with. The volunteer guide may seek assistance from another member of staff if required.</p> <p>First aider on call/present to deal with any minor injuries.</p> | 3x1<br>Acceptable | Yes |  |
| Child wants to go to toilet     | Children/volunteer | <p>Parents/guardians/teachers are required to remain with guided tour and supervise any toilet breaks.</p> <p>Volunteers are briefed on supervision of children with regards to their own safety e.g. maintaining appropriate distance from children, not touching, over familiarity, not getting into an unsupervised one to one situation, child going to toilet etc.</p>   | 2 x 1             | Yes |  |



|   |                    |   |     |     |  |
|---|--------------------|---|-----|-----|--|
| Child goes missing  | Children           | Parent/guardian/teacher remains with group, and retain responsibility for every child's personal safety<br>Headcount is taken before and after each activity, if required.<br>Volunteers are briefed on supervision of children.  | 1x5 | Yes |  |
| Taking photographs  | Children           | The use of cameras/mobile phone cameras etc to take photographs of children is strictly prohibited unless written permission has been given by the responsible parent/guardian/teacher. Group's photographs are not to be taken unless all responsible parents/guardians/teachers have also given written approval. | 2x1 | Yes |  |
| Child causes minor disturbance, which is deemed unacceptable within that activity (e.g. screams, runs around, rolls on floor etc) | Children           | Parents/guardians/teachers are required to remain with guided tour.<br><br>Volunteers are briefed on supervision of children<br><br>If unable to control the minor disturbance, parent/guardian/teacher can be requested to remove the child from the activity  | 3x2 | Yes |  |
| Fire Evacuation/Emergency Situation   | Children/volunteer | Parents/guardians/teachers are required to remain with guided tour.<br><br>In the event of a fire evacuation or emergency situation, volunteers should follow the appropriate risk assessment.  | 1x2 | Yes |  |



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|  |  | Volunteers should follow evacuation procedures with group, and remain with them, if required, until such time as the emergency ends. |  |  |  |
|--|--|--|--|--|--|

**\*Risk Rating = Likelihood of Occurrence x Severity of Harm** (Not essential, can help in prioritising actions)

|                          |   |
|--------------------------|---|
| Likelihood of Occurrence | 1 Rare, 2 Unlikely, 3 Moderate, 4 Likely, 5 Almost certain  |
| Severity of injury       | 1 Minor, 2 Moderate, 3 Significant, 4 Major, 5 Catastrophic |