



Schools' Visit RISK ASSESSMENT

Venue: IBCC Site, Canwick Hill, Lincoln, LN4 2RF

Event Date:

Risk assessment undertaken by: Nicky Barr

Signed:

Date:

Distribution: Schools

No	Hazard & Potential Consequences	Persons at Risk	Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary	Residual Risk Rating (High, Med, Low)
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1	Management of Safety and clear responsibilities	Members of Public Employees Volunteers Contractors	<p>Produce a safety policy statement that describes how the event organiser intends to manage safety; who has specific responsibilities; and how these will be carried out. Further guidance can be found in the 'Event Safety Guide'</p> <p>Ensure that Public Liability Insurance covers the event (with a minimum cover of £5 million).</p> <p>A safety management team has been formed to put the actions outlined in the safety policy into practice. A list of site safety rules has been drawn up and will be distributed to all workers or helpers who need to be aware of safety procedures.</p>	Medium	<p>Ensure responsibilities are agreed and communicated out to all stakeholders.</p> <p>Ensure copies of the documents are available onsite during the event.</p>	Low
2	Slip, Trips and Falls	Members of Public Employees Volunteers Contractors	<p>Organiser has carried out a pre-event site visit to ensure that the area is suitable to hold event.</p> <p>Emergency routes to be of adequate width and kept clear at all times.</p> <p>Any uneven or damaged surfaces must be appropriately highlighted usually by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired or replaced.</p> <p>All working at height must be avoided wherever possible; where not it must be risk assessed, properly planned and organised and any equipment used (e.g. ladders, cherry pickers) must be properly inspected and maintained in accordance with the Work at Height Regulations (2005) and the Lifting Operations and Lifting Equipment Regulations (1998)</p>	Medium	Event Organiser to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed, free from slip and trip hazards and lighting levels are adequate.	Low
3	Physical Hazards present at site	Members of Public Employees Volunteers Contractors	There are two steep sided areas of the site.	Medium	Volunteers will ensure the visitors are kept away from these areas.	Low

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4	Manual Handling					Low
5	Weather Issues	Members of Public Employees Volunteers	Employees/volunteers/Guests should be informed beforehand of the need to wear sensible outdoor clothing, including trousers and warm clothing where appropriate. Organiser/team leader to cancel activity if there is extreme weather (e.g. high winds, rain, snow etc) Ensure there is an adequate supply of water to prevent dehydration.	Medium	Organiser/team leader to give pre-event briefing session with all participants	Low
6	Equipment and Electrical Failure	Members of Public Employees Volunteers	Ensure equipment is well maintained and in a good state of repair. Where equipment requires statutory inspection (such as portable appliances, lifting equipment, bouncy castles etc.) ensure that inspections have been carried out according to required frequency and documentation is available onsite during the event	High	Ensure that all fixed electrical installations have been checked and certificated by a competent person as per current legal requirements. Equipment should be visually inspected prior to use to ensure that it has not been damaged and that there are no obvious defects.	Low
7	First aid and Emergency Arrangements	Members of Public Employees Performers Volunteers	Organiser to ensure that adequate first aid arrangements have been provided, including adequate numbers of first aiders (proportionate to the level of risk e.g. size of event, type of activities, audience profile). Event Safety Guide states that for small events this “should never be less than two first aiders, to allow for contingencies”. Ensure that first aid provision is clearly signposted at the event. Where necessary, liaise with the Emergency Services to ensure that adequate emergency arrangements are in place and that all involved are informed.	Medium		Low
8	Contractors					Low

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9	Fire Safety					Low
10	Crowd Management	Members of Public Employees Volunteers	<p>Consider anticipated crowd capacity and ensure facilities are adequate, including provision of adequate facilities for refreshments, sanitary requirements, etc.</p> <p>Provide sufficient toilet facilities</p> <p>Ensure there are adequate entrance and exit routes with no obstructions, which are clearly signposted. Consider the design of the venue and need for barriers to allow good entry and exit routes with no obstructions and allow for crowd movement within the venue.</p> <p>Ensure there is sufficient supervision for the event (e.g. stewards on site) and that there is an effective means of communication between stewards and to the audience (e.g. radios/PA system)</p>	Medium	<p>Event Organiser to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed and free from slip and trip hazards. In particular ensure that checks are made of all fire and emergency facilities and that:</p> <ul style="list-style-type: none"> • All exits are unlocked; • Escape routes are clear; 	Low
11	Waste Management					Low