



Risk Assessment & Control Form

Contract Name / Address:															
Rev:	1	Activity:	Education sessions taking place in the Discovery Forest Classrooms (for schools to use in conjunction with their own risk assessments)												
		Date of Risk Assessment:	07/10/20												
This risk assessment will be reviewed as a minimum at 12 monthly intervals		Key:	<table border="1"> <tr> <td>YWP</td> <td>YWP</td> <td>L</td> <td>Likelihood</td> </tr> <tr> <td>SC</td> <td>Other contractors</td> <td>C</td> <td>Consequence</td> </tr> <tr> <td>P/V</td> <td>Public/Visitors</td> <td>R</td> <td>Rating</td> </tr> </table>	YWP	YWP	L	Likelihood	SC	Other contractors	C	Consequence	P/V	Public/Visitors	R	Rating
YWP	YWP	L	Likelihood												
SC	Other contractors	C	Consequence												
P/V	Public/Visitors	R	Rating												
Date of next review:		07/10/21													
Hazard & Hazardous Event		Persons at Risk													
		Pre-control Rating													
		Controls													
		Post Control Rating													
		Further action required													
		Risk Control Measures													
		L C R													
		Remarks													

Storage - Slips / trips / falls	✓		✓	4	4	16	<ul style="list-style-type: none"> Students instructed on entering the classroom to put belongings underneath their tables out of the way to ensure no obstacles. No food or drink to be consumed in the classrooms due to risk of spillages and slips. All instructed on entering classroom. Advised in advance to wear suitable footwear. 	1	4	4	
Moving bio-facts around in sessions- trip / fall	✓		✓	4	4	16	<ul style="list-style-type: none"> Students instructed to stay seated around tables and not move around classrooms. Maximum number of 24 students in classrooms, teacher advised on booking. Adults to assist in moving bio-facts around the tables, so students can remain seated. Visitors belongings stored underneath tables, so they are not obstacles. 	1	4	4	Free adult ratios are provided to help with supervision and help within session.
high volume of visitors in	✓		✓	4	4	16	<ul style="list-style-type: none"> An in and out system is in place for visitors. They enter through the front 	1	4	4	YWP staff ask visitors to stick to the designated pathways around the centre.

*See table overleaf for detailed ratings



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					P/V	Public/Visitors	R		Rating	0 - 7	LOW				
Hazard & Hazardous Event		Persons at Risk			Pre-control Rating			Controls			Post Control Rating		Further action required		
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classrooms / outside classrooms at one time – trip / fall visitors becoming too warm overcrowding crush hazard								doors of the classrooms and leave out of the back doors. <ul style="list-style-type: none"> • Temperature control system in classrooms. • Maximum number of 24 students per session and school staff to attend sessions. • Back doors of the classrooms open outwards to avoid any crushing in an emergency evacuation situation. • Classes are staggered slightly as they leave the classrooms to avoid congestion. • Clear pathways are in place. • Staff monitor and address any overcrowding where required. 						Additional adult helpers may be asked to wait outside if excessive numbers are brought along on the day to avoid overcrowding and visitors becoming too warm.	
	Use of electrical equipment – Risk of burn / fire	✓		✓	3	5	15		2	5	10				

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Session taking place inside a building- Risk of fire Glass doors – walking into them	✓		✓	3	5	15	<ul style="list-style-type: none"> areas. All equipment to be switched off after use. Fire extinguishers in place and checked regularly. No smoking policy in place in all areas. Fire drills conducted regularly. Trained fire marshals on site. Decals are in place on the glass doors 	1	5	5					
Covid-19 contamination risk in classrooms	✓		✓	5	5	25	<ul style="list-style-type: none"> Session times staggered to aid social distancing. A maximum of 24 visitors can be seated around the tables and 2 additional seats will be permitted in each classroom. Designated classroom & YWP education staff member per school. Classroom doors only opened by YWP education staff. 	3	5	15				Government guidelines are being followed closely. Social distancing measures are in place around park. Adult / child ratios can be adjusted dependent on educational needs, but with a maximum of 26 visitors within the classrooms.	

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								<ul style="list-style-type: none"> • Tables & seats disinfected between sessions/bubbles • Artefacts disinfected & quarantined for 72 hours between each classroom session / school bubble. • Hand gel available to use before & after sessions & hand wash facilities available. • Classroom layouts arranged to aid social distancing between YWP staff members & school visitors. • School staff to pass around artefacts to their pupils to aid social distancing between YWP staff & visiting schools. • Classroom doors can be opened & air conditioning fan set on high speed to aid with ventilation. • YWP staff must wear a visor when teaching. 						
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Name:	J Bancroft	Signature:				Position:	Education manager	Date:	07/10/20
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*See table overleaf for detailed ratings

STEP 1

Identify the **Likelihood** rating of the risk materialising, using the table below:

Numerical Rating	Probability	Description
0	Impossible	i.e. cannot happen under any circumstances
1	Almost impossible	i.e. possible only under extreme conditions
2	Highly Unlikely	i.e. though conceivable
3	Unlikely	i.e. but could happen
4	Possible	i.e. but unusual
5	Even Chance	i.e. could happen

STEP 2

Identify the **Consequence** rating if the risk should materialise, using the table below.

Numerical Rating	Consequence
0	No Injury
1	Minor First Aid Injury
2	Break Bone or Minor Illness (Temporary)
3	Break Bone or Minor Illness (Permanent)
4	Loss of a limb, eye, serious illness
5	Fatality

STEP 3

Multiply the Likelihood and Consequence ratings together to give the risk rating. Using the risk rating and the action table detailed below determine what further action needs to be taken to reduce the risk to an acceptable level.

Risk Rating	Action to be Taken
16-25	Stop work until control measures reduce the risk rating to an acceptable level
6-15	Introduce control measures to reduce risk as low as reasonably practicable
0-5	No action required risk broadly acceptable