

Hastings Pier Charity Learning, Education and Volunteer team

Risk assessment

RA ref Schools General

Venue: Hastings Pier, White Rock, Hastings

Activity: **Schools workshop**

Date: May 2016 ongoing

Audience: Schools

LO = Likely Occurrence (1 Most Unlikely, 2 Possible Occurrence, 3 Occasional, 4 Frequent 5 Common)

PS = Potential Severity of Consequences (1 Low - no injury 2 Minor - may need first aid, 3 Significant -resultant injury causes inability to work 3 days - 3 weeks, 4 Major - needs medical attention unable to work for more than 3 weeks intermittent incapacity, 5 Permanent disability or fatality - injury forces retirement unable to do normal job)

Person completing risk assessment:

List of Activities/Hazards (eg. slips and trips, falls from height etc)	Who might be harmed and how (e.g. employees, visitors) (e.g. upper limb disorders, strains, fractures, etc)	Risk Rating LO x PS	List existing controls in place
Becoming lost in the building	Shock, panic Members of the public - children	2 x 2 = 4	Children counted in at start of session and out at end of session. School to provide adequate no of adult helpers according to LEA guidelines – school are recommended the number of adults they should bring in HPC school visit guidelines.. Introductory talk at the beginning of each

			session includes H and S information.
Child abuse	Physical, sexual, emotional abuse – Children	1 x 5 = 5	Full Safeguarding (Child Protection) Policy and Procedures in place. HPC staff DBS checked. Teachers, Parents and guardians requested to supervise children at all times including in toilets. Volunteers receive guidelines on safeguarding.
Locked in the toilets	Shock, panic Members of the public (particularly children), Staff, Volunteers	3 x 1 = 3	Safety lock on toilets door which can be unlocked with a coin, alarm in toilet, Volunteers receive H&S training and informed how to unlock door and reset alarm. School staff supervise children's trips to toilet.
Fire	Smoke inhalation , Burns Fatalities Members of the public, Staff, Volunteers	1 x 5 = 5	School staff inform HPC staff of numbers of children and adults visiting at the start of a session. Key staff trained in fire safety procedures, all staff and volunteers trained in action to be taken in the event of fire .
Electric sockets and use of electrical equipment	Shock, Electrocution, Fire Members of the public (particularly children), Staff, Volunteers	2 x 4 = 8	All equipment provided as new with warranties. Circuit breakers provided to electrical systems. Loads on extension leads monitored.

			<p>Fault monitoring system in place. All portable equipment to have a regulation PAT.</p> <p>No employees electrical equipment should be brought on site. All electrical work undertaken und certification. Systems maintained by contractors</p> <p>.</p>
Falls from height – Upper Deck & off the Pier	<p>Impact injury/fall/crushing, Fatalities.</p> <p>Members of the public Staff, Volunteers</p>	3 x 5 = 15	<p>Introductory talk at the beginning of each session includes H and S information. Signage to deter people jumping from the Pier is installed every 50m around the Pier</p>
Moving /Driving Vehicles	<p>Fractures, Fatalities</p> <p>Members of the public Staff, Volunteers</p>	2 x 5 = 10	<p>Site vehicles speed to be kept to 5mph especially in shared use areas. Should a vehicle need to be driven onto the Pier when open this should only happen in extraordinary situations and the Pier Engineer or Duty Manager to monitor the movements and inform Learning and Ed staff / vols who will inform school group.</p>
Slips and trips, Uneven or slippery ground conditions or wet spills	<p>Splinters, bruises, sprains, fractures</p> <p>Members of the public (particularly children), Staff, Volunteers</p>	3 x 3 = 9	<p>School informed that children will be going outside and onto the beach and should wear appropriate clothing and foot wear. Children informed that they should walk both inside and outside, hold onto railings on the steps etc as part of introductory H and S talk.</p>

			<p>Bags and coats to be stored when not being used.</p> <p>Trip hazards that cannot be eliminated are cordoned off to prevent public access.</p> <p>Use of hazard signs to highlight potential risks.</p> <p>All trailing cables moved, covered or secured.</p> <p>Cloths available to clear up any spillage inside.</p>
Attack/Abuse by a member of the public	<p>Minor injuries through to major injuries and fatalities</p> <p>Staff, Volunteers and members of the Public.</p>	2 x 3 = 6	<p>Visitor service training for staff and volunteers.</p> <p>Staff and volunteers are instructed to be non – confrontational.</p> <p>Telephone available to report to duty manager / security.</p>
Swept to sea during visits to beach	<p>Broken bones, hypothermia Drowning</p> <p>Members of the public (particularly children), Staff, Volunteers</p>	1 x 5 = 5	<p>Tides checked in advance and visits to the beach not undertaken if high tide.</p> <p>HPC will close the Pier if the weather in severe.</p> <p>School asked to provide adequate supervision according to LEA guidelines.</p> <p>Children directed to stay with their allocated adult while undertaking the activity.</p>
Wildlife (on the beach)	<p>Pecks, cuts etc</p> <p>Members of the public Staff, Volunteers</p>	2 x 2 = 4	<p>Briefing to advise not to disturb wildlife, participants actively discouraged from interacting with indigenous wildlife.</p>

<p>Coming into contact with hazardous materials on the beach (or Pier)</p>	<p>Cuts, scratches, blood poisoning</p> <p>Members of the public Staff, Volunteers</p>	<p>3 x 3 = 9</p>	<p>Children encouraged not to collect objects from the beach unless as a supervised part of a workshop.</p> <p>Children informed how to look for / handle objects before collecting them. Children work in supervised groups with adults.</p> <p>Gloves / litter pickers available.</p>
<p>Exposure to the weather</p>	<p>Sunburn, hypothermia</p> <p>Members of the public (particularly children), Staff, Volunteers</p>	<p>1 x 3 = 3</p>	<p>School informed that part of the session may take place outside and children should dress accordingly.</p>
<p>Bicycle path outside the Pier</p>	<p>Being hit by a bike – bruises, fractures</p> <p>Members of the public Staff, Volunteers</p>	<p>2 x 3 = 6</p>	<p>School groups directed onto the Pier site away from the cycle path and road by HPC staff or vols as soon as possible after they arrive.</p> <p>Schools informed of the hazard in School Visit guidelines.</p>
<p>Handling potentially dangerous objects eg scissors</p>	<p>Cuts, stabs</p> <p>Members of the public (particularly children), Staff, Volunteers</p>	<p>2 x 3 = 6</p>	<p>Handling supervised by HPC staff, volunteers and school staff.</p> <p>Equipment used is KS appropriate.</p>
<p>Allergy to materials used</p>	<p>Allergic reaction</p>	<p>2 x 5 = 10</p>	<p>Schools asked to inform HPC staff of any allergies in advance of session.</p>

	Members of the public (particularly children), Staff, Volunteers		Gloves available.
Handling / dropping heavy object	Bruising, crushing, fractures Members of the public (particularly children), Staff, Volunteers	$2 \times 3 = 6$	Workshop participants informed to take care and how to handle objects appropriately.
Craft Activity	Ingestion, choking Children	$1 \times 5 = 5$	Activity supervised by HPC staff, volunteers or supporters, children supervised at all times. Materials used are KS appropriate.
Breakage of glass/ceramic etc	Cuts Members of the public (particularly children), Staff, Volunteers	$2 \times 2 = 4$	Activity supervised by HPC staff, volunteers or supporters, children supervised by adults at all times. Seats around table to enable children to sit down while working. Any breakages to be cleared up by staff immediately.
Using craft materials such as sticks, straws etc	Being poked on the eye Members of the public (particularly children), Staff, Volunteers	$2 \times 3 = 6$	Activity supervised by HPC staff, volunteers or supporters, children supervised at all times. Seats around table to enable children to sit down while working.

<p>Using craft materials such as sand</p>	<p>Foreign body in the eye</p> <p>Members of the public (particularly children), Staff, Volunteers</p>	<p>2 x 2 = 4</p>	<p>Activity supervised by HPC staff, volunteers or supporters, children supervised at all times. Seats around table to enable children to sit down while working.</p>
<p>Hazardous Substances (eg photo chemicals / cleaning materials)</p>	<p>Inhalation, indigestion, spillage, burns, fire</p>	<p>1 x 4 = 4</p>	<p>Rooms and cupboards to be locked at all times. PPE provided. COSHH assessments. Safety data sheets.</p>