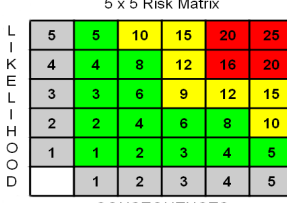


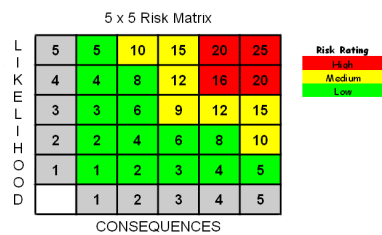
| RISK ASSESSMENT | | | | | | | | | | |
|---|---|--|------------------------|--|------------------------------|---|--|---|-------------------|---------------|
| Customer Name/Station | Dudley Metropolitan Borough Council/Dudley Canal and Tunnel Trust | | | | | | | | | |
| Aspect of Work | School Group Workshop | | | | Location | | Dudley Canal and Caverns | | | |
| Who Affected | E = Employee | | | C = Contractors | | | P = Public | | CS = Client/Staff | |
| Risk No' | Hazard | Hazard effect | Initial Assessment | | | | Risk Control Measures | Residual Risk | | |
| | | | Who affected/How many | Severity | Likelihood | Assessed Risk | | Severity | Likelihood | Assessed Risk |
| SGW1 | Safeguarding | Care of Children with additional needs | Ex1 Vx3 Px up to 90 | 4 | 3 | 12 | Teachers asked to advise of any additional needs or support during booking process. Disclose any relevant information which is shared with staff and volunteers where relevant. Pre visits encouraged. | 3 | 2 | 6 |
| | | Proximity to general public, shared public spaces (toilets, gift shop) | | | | | Lock toilets so accessible to school groups only. | | | |
| | | Working with young people | | | | | Teacher supervisions encouraged in suitable rations when walking around site. | | | |
| | | | | | | | Keep all access doors closed when not in use | | | |
| | | | | | | | Safeguarding training completed by all staff and volunteers during induction with regular refreshers. Reporting methods in place and DSO on site during visits. | | | |
| | | | | | | | Education staff and volunteers DBS checked. | | | |
| | | | | | | | Staff members to be present and supervising activities. | | | |
| | | | | | | | Teacher to student ratios fulfilled. With minimum of 2 staff present at all times. | | | |
| | | | | | | | Head counting in and out of classroom. | | | |
| | | | | | | | Buddy system utilised | | | |
| | | Missing Child | | | | Following recommened teacher to student ratios. | | | | |
| Severity 1 = Negligible - No first aid injury, no loss of time 2 = Minor - Minor first aid injury - less than 7 days lost time 3 = Lost time - injury or illness causing more than 7 days lost time 4 = Major - Severe injury with extreme lost time 5 = Fatal = Fatality or major disruption | | | | Likelihood 1 = Very unlikely to occur 2 = Unlikely to occur 3 = Likely to occur 4 = Very likely to occur 5 = Almost certain to occur | | | | 5 x 5 Risk Matrix  | | |
| Acceptability of assessed risks 16-25 = Intolerable risk/action required 9-15 = Tolerable risk with permission of CEO 1-8 = Tolerable risk | | | | | | | | | | |
| Review | Author | Date | Signature | | Previous review dates | | | | | |
| | RP | 17/06/2023 | | | Date | | | | | |
| | | | | | Author | | | | | |
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|----------|--|--|------------------------|----------|------------|---------------|---|---------------|------------|---------------|
| | | | Who affected/How many | Severity | Likelihood | Assessed Risk | | Severity | Likelihood | Assessed Risk |
| SGW2 | Workshop activities (crafts) | Cutting/breakage to the skin from scissors or other sharp objects | Ex1 Vx3 Px up to 90 | 2 | 2 | 4 | Ensure children are supervised at all times when using any equipment during craft sessions | 2 | 1 | 2 |
| | | Poisoning (Ingestion of substances not meant for consumption; glue/paint) | | | | | Safety talk given by workshop leader on how to responsibly use equipment | | | |
| | | Choking on small objects | | | | | Non toxic substances used during workshops. | | | |
| SGW3 | Workshop activities (handling heavy objects) | Crushing, pinching, bone breakage, bruising objects | | 2 | 3 | 6 | Safety talk given by workshop leader on how to responsibly handle items. | 2 | 2 | 4 |
| | | | | | | | Ensure children are supervised at all times when handling objects. | | | |
| SGW4 | Workshop activities (historic boats) | Water Safety | | | | | See RA for Sagitta (Historic Boats) | | | |
| | | Accident & Injury | | | | | | | | |
| SGW5 | Illness | Workshop leader unable to carry out workshop | Ex1 Vx3 Px up to 90 | 2 | 2 | 4 | Alternative staff trained to carry out workshops | 2 | 2 | 4 |
| | | Volunteer unable to attend to support workshop | | | | | Staff to asses if replacement volunteer required to support ratios and delivery | | | |
| | | | | | | | Sickness policy in place including procedure to notify staff member in | | | |
| | | | | | | | Adaptations to be made to workshop to ensure safe practice is followed in delivery | | | |
| | | Trained first aiders on site to assist in medical response if required | | | | | | | | |
| | | Medical requirements, allergies and emergency contact details of staff and volunteers held as well | | | | | | | | |
| | | Child unable to continue workshop | | | | | Trained first aiders on site to assist in medical response if required | | | |
| | | | | | | | School staff to follow recommended ratios to ensure support can be offered/ parents called with minimal disruption to other students. | | | |
| SGW6 | Accidents and Injury: Slips, Trips and Falls | Fall, broken bones, trauma, head injury, sprain. | Ex1 Vx3 Px up to 90 | 3 | 3 | 9 | Walk ways kept clear of obstacles, rubble and rubbish. | 2 | 2 | 4 |

| | | | | | | | | | | | | | |
|------|---|--|------------------------|---|---|---|--|---|---|---|---|---|---|
| | | | | | | | <p>Floors are cleaned in the morning with enough time to dry to avoid causing slippery surfaces</p> <p>Safety briefing given advising children not to run indoors or near waters edge.</p> <p>Assistance offered when using steps and boarding boats.</p> <p>First aid kit available and first aiders on site.</p> <p>Individual encouraged to exercise precaution</p> | | | | | | |
| SGW7 | Fire and Evacuation | Panic and confusion | Ex1 Vx3 Px up to 90 | 3 | 2 | 6 | Safety briefing delivered by staff on arrival; including whether or not to expect a fire drill, nearest exit and where fire assembly points are. | 2 | 2 | 4 | | | |
| | | | | | | | Fire wardens on duty to sweep building and provide guidance and assistance | | | | | | |
| | | Group separation/missing child | | | | | Fire wardens on duty to sweep building and provide guidance and assistance | | | | | | |
| | | | | | | | Buddy system in place | | | | | | |
| | | | | | | | Group advised to follow staff and exist in a calm and organised fashion | | | | | | |
| | | Accident and Injury | | | | | Group advised to follow staff and exist in a calm and organised fashion | | | | | | |
| | | | | | | | Group encouraged to leave all personal belongings when exiting building. | | | | | | |
| | | | | | | | First aiders on site to treat injury/ burns while awaiting 999 response if required. | | | | | | |
| | | Fire | | | | | Fire extinguishers and blankets available in classroom and around site to be used to tackle fire where appropriate. | | | | 4 | 1 | 4 |
| | | | | | | | Fire doors to be kept shut at all times. | | | | | | |
| | Signage clearly displayed | | | | | | | | | | | | |
| | Flammable liquids not stored in building. | | | | | | | | | | | | |
| SGW8 | Hygiene | Use of same room throughout day. Contamination from workshop activities and crafts into lunchtime. | Ex1 Vx3 Px up to 90 | 3 | 3 | 9 | Table mats used to contain mess which are removed after workshop activities. | 2 | 2 | 4 | | | |

| | | | | | | | | | | | |
|-------|--|---|--------------------|-----|---|---|---|---|---|---|---|
| | | | | | | | Tables given wipe down before and after lunch use. | | | | |
| | | | | | | | Handwashing facilities provided. | | | | |
| | | | | | | | Hand sanitiser provided during workshops. | | | | |
| | | | | | | | Waste bins provided | | | | |
| | | | | | | | Individuals encouraged to exercise their own caution. | | | | |
| SGW9 | Use of Electrical Equipment | Combustion | Ex1 Px up to 90 | Vx3 | 3 | 2 | 6 | PAT testing | 2 | 1 | 2 |
| | | Electricution | | | | | | Staff and volunteers encouraged to exercise caution and not use faulty or damaged equipment | | | |
| | | | | | | | | Staff and volunteers encouraged to report damage | | | |
| | | | | | | | | Equipment to be used by staff and volunteers only | | | |
| | Wire trip hazard | No wires to be coiled or trailed across walkways or must be taped down with warning tape. | | | | | | | | | |
| SGW10 | Children accessing staff laptops/computers | GDPR breach | Ex1 Px up to 90 | Vx3 | 4 | 2 | 8 | Computers and laptops to be locked and password protected when not in use | 3 | 1 | 3 |
| | | Safeguarding; pop ups, accessing unsuitable websites | | | | | | Staff monitoring encouraged at all times of equipment and students | | | |

| Severity | | Likelihood | |
|--|---|---|-----------------------------|
| 1 = Negligible - No first aid injury, no loss of time | | 1 = Very unlikely to occur | |
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| 3 = Lost time - injury or illness causing more than 7 days lost time | | 3 = Likely to occur | |
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|--------|--------|------------|-----------|--------|-----------------------|--|--|--|--|
| | RP | 17/06/2023 | | | | | | | |
| | | | | Author | | | | | |