

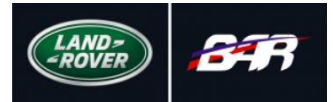


Risk Assessment Visitors Centre Ben Ainslie Racing

Author: James Haworth

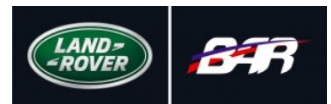
Date: 10/05/2016

Review Date: 01/05/2017



Contents

CONTENTS.....	2
AUTHOR CONTROL.....	3
RISK ASSESSMENT REFERENCES	5
RISK ASSESSMENT MATRIX	6



Author Control

Name	Version	Action	Sections	Date
James Haworth	1.0	Draft	All	10/05/2016
Joseph Bettell	2.0	Final	All	18/05/2016

Risk Assessment Information

Date	10/05/2016
Task	General use of the Visitors Centre
Area	Visitors Centre, Land Rover BAR, The Camber, Portsmouth, PO1 2JJ
First Draft	Yes
Who will this risk assessment be communicated to	This risk assessment should be communicated primarily to the Facilities Manager, whom in turn shall distribute to all necessary BAR staff and employees.
Complete document to be submitted to	Owen Fackrell
Date of review	01/05/2017

Overview:

The following risk assessments has been produced to cover all activities and risk associated with the Visitors Centre once it is 'operational'. The visitors centre shall be used primarily for school trips for children aged between XXXX. The facility is designed to engage the local schools and enable their pupils to learn more about sailing and the technology involved with the vessels.

Comments:

Reviewing the assessment having implemented the controls, ensure that they are periodically reviewed and revised.

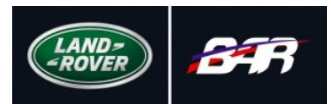
Emergency procedures	In case an injury occurs the person should cease work immediately, be checked out by first aider onsite and if too severe for the first aider. Then an ambulance should be called. This should be recorded in the accident report book in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
-----------------------------	---



First Aid Facilities

Name of On-Site First Aider:

Click here to enter text.



Risk Assessment References

Ref No	Hazard / Task
PAR	Parking
ARR	Arrival at reception
ADW	Adverse weather
MVC	Movement up to the visitors centre
DSV	Disabled students, visitors
LSI	Lack of safety information
LWF	Lack of welfare facilities
FAL	First aid – lack of arrangements
CAT	Catering
LCB	Lack of communication between the teachers and BAR
IBO	Interaction with BAR and their normal working operations
FEI	Failure of electrical installations.
FIR	Fire
EME	Emergency Evacuation
EGB	Egress blocked

Ref No	Hazard / Task
NPC	Non protection of children
NRA	Non Reporting of accidents.
SEC	Security
E03, E04, E09, E11, E12	Touching of models / displays
T2	Starboard Hull
E05	Oculus rift game
E06	Grinding rig
E07, E08, E10, E13	Touch screen interaction
E14	Wind tunnel

Risk Assessment Matrix

Severity					
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5
	Likelihood				

Likelihood

- 1 Extremely Unlikely
- 2 Possible but unlikely
- 3 Conceivable
- 4 Probably would happen at some time
- 5 Almost certain to happen

Severity

- No or minimum injury - No equipment or property damage
- First aid treatment on site - Minimum equipment or property damage
- First aid treatment off site - Equipment and property damage
- Major injury or hospitalisation - Localised equipment or property damage
- Fatality - Extensive property or equipment damage

S = Severity L = Likelihood R = Risk Rating

- 1 – 6 Low Risk: *Action is not required to lower the risk. Time effort and money is proportionate to the risk*
- 7 – 15 Medium Risk: *Action may be required to control the risk. Immediate short term measures may be required.*
- 16 – 25 High Risk: *Action is required urgently to control the risk. Further resources are almost inevitable.*

Ref	Hazard	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	

General Visitors Centre Risk Assessments

PA R	Parking – moving from vehicle to the reception	Students, teachers, visitors	Pedestrians struck by vehicles. Slips and trips on the level. Pot holes and pot holes filled with water. Low light levels.	3	4	12	Traffic management plan to be implemented for all visitors and provided to visitors prior to arrival. All visitors should use pedestrian walkways provided. Separate vehicle and pedestrian routes identified. Coach parking location to be identified along with a visitor drop off point.	1	4	4	BAR
AR R	Arrival at reception	Students, teachers, visitors	Crowd of students blocking the entrance	3	3	9	Lead teacher shall book in students as a group on arrival. Students shall be taken directly to the visitor centre as soon as their group has been signed in. If lifts are unavailable, stairs shall be utilised to access the visitor centre and prevent access being blocked.	1	3	3	BAR
AD W	Adverse weather	Students, teachers, visitors	Inability to use the reception entrance due to the flood defences being in position	3	4	12	In the event of severe weather which constitutes a risk to the health and safety of any visitors on site, BAR will assess conditions and advise the teacher of necessary action to reduce the risk When tidal flooding takes place visiting parties shall be contacted and informed their visit is to be postponed until BAR HQ is accessible again.	2	3	6	BAR
MV C	Movement up to the visitors centre	Students, teachers, visitors	Overcrowding of lift, Lift Weight limit being exceeded.	3	3	9	Lift weight limit of each lift at BAR HQ is 1125kg which shall not be exceeded at any time. Each lift at BAR HQ has a maximum capacity of 11 persons. This maximum capacity shall not be exceeded at any time. If for any reason lifts are not in service stairs shall be used as an alternative method of access and egress to the visitor centre.	2	3	6	BAR
DS V	Disabled students, visitors	Disabled students, teachers, visitors	Inability to evacuate, panic, distress.	3	4	12	A written procedure for evacuating disabled persons shall be implemented, it will include measures for identification of disabled persons, responsibilities of designated persons to evacuate said persons and suitable training for staff to ensure disabled persons do not feel discriminated against or are not unduly concerned / worried should an emergency evacuation be required.	2	4	8	BAR

Ref	Hazard	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
LSI	Lack of safety information	Teachers Students Staff	Confusion in emergencies, injuries that could have been prevented by sharing information	3	4	12	Teachers shall be sent the fire and emergency procedures prior to arrival at BAR. These shall be issued along with the booking confirmation. Teachers and students shall also be give a safety briefing including the fire and emergency procedures, first aid arrangements and location of the welfare facilities.	2	1	4	BAR Teachers
LWF	Lack of welfare facilities	Teachers Students Staff	Insufficient facilities being provided to cater for the increase in number.	4	1	4	Additional toilets provided for visitors to the visitor centre which are separate to those used by BAR Staff. Dining area provided. Drinking water shall be made available for all visitors.	1	1	1	BAR
FAL	First aid – lack of arrangements	Disabled students, teachers, visitors	Injuries worsening due to lack of treatment	3	4	12	The BAR first aider shall be identified on each individual visit and details of the first aider shared with teacher. Designated staff shall be trained in First Aid and certificates made available for inspection if required by an authorised officer of the licensing authority. Adequate and appropriate First Aid equipment shall be available at all times	1	4	4	BAR
CAT	Catering	Teachers, Students Visitors.	Allergic reaction to food.	1	1	1	In usual circumstances catering is not provided by BAR at the visitor centre, however from time to time it is and the catering provider must adhere to the following: Each stage of the catering operation from preparation to consumption will be constantly monitored; Food handlers will be trained in food safety and hygiene to a recognised standard; The highest possible standards of cleanliness will be maintained for equipment and premises; Clean protective clothing will be provided for all food handlers; Equipment checks made by the Caterer before use to ensure that there are not visible defects; Do not use anything where a defect has been found or is suspected;	1	1	1	BAR Caterers. Teachers

Ref	Hazard	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
							<p>Report any defects or problems to the Venue/ Production Manager or the H&S Advisor;</p> <p>Read and comply with all safety instructions relating to the equipment used;</p> <p>Do not touch plugs or other electrical equipment whilst hands are wet or when the equipment is in contact with a wet surface;</p> <p>Clean up any spillages from floors and work surfaces immediately;</p> <p>Do not over fill any kettle or other receptacle;</p> <p>Do not leave any cooking equipment unattended whilst in use;</p> <p>Cover any open wounds, cuts, and abrasions with suitable waterproof dressings;</p> <p>Leave the area in a clean and tidy condition;</p> <p>Ensure that any illness or infectious condition transmitted by food is reported to a responsible person;</p> <p>Comply with all instruction and information provided;</p> <p>Clear up all spillages and breakages immediately and with the appropriate equipment.</p> <p>All catering suppliers and contractors will operate at a minimum of 3 stars in relation to Food Hygiene and Standards.</p> <p>Ingredients for all recipes shall be provided to BAR and any ingredients that are known allergens such as nuts shall be communicated to all attending guests. Ingredients of recipes shall be provided to any attending guest on request.</p> <p>An area has been provided for visitors to consume food in which they have provided themselves.</p>				

Ref	Hazard	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
LCB	Lack of communication between the teachers and BAR	Teachers, students, visitors, BAR staff	Confusion. Aggression, personal infringements. Lack of control.	3	3	9	A member of the BAR team shall be present within the visitors throughout the duration of the school trip They shall be the point of contact for the teachers The BAR staff member shall carry a team radio which is linked into reception and facilities manager	1	3	3	BAR Teachers
IBO	Interaction with BAR and their normal working operations	Teachers, students, visitors, BAR staff	Serious injuries through lack of potentially hazardous operations	3	4	12	The trip shall be permitted from entering the workshop areas at all times BAR staff shall be made aware when the trips are planned. Visitors shall only be granted access to the visitor centre and no other	1	4	4	BAR
FEI	Failure of electrical installations.	Teachers, students, visitors, BAR staff	Fire. Injury to contactees – electrocution. Lighting failure resulting in panic.	3	5	15	Inspection and testing certificates / records shall be kept for all technical equipment installed and these will be made available to an authorised officer if required. Portable electrical appliances / equipment shall all have certifiable records of Portable Appliance Testing (PAT) carried out by a suitably trained and competent person. Temporary electrical cabling installed within the event arena facility shall be inspected and tested by a suitably trained and competent person and records of these checks will be kept for the installation and duration of the events.	2	5	10	BAR
FIR	Fire	Teachers, students, visitors, BAR staff	Injury or death Serious damage to property.	3	5	15	The siting, number and fire rating of fire extinguishers has been agreed between BAR and Solent Fire Safety. Additional extinguishers have been positioned in accordance with an assessment made by BAR fire equipment provider. Solent Fire Safety. All furnishings within the event arena shall be fire retardant and certificates shall be held on file.	2	5	10	BAR
EME	Emergency Evacuation		Fire / bomb threat / mass panic / hysteria / confusion / trampling / crushing.	3	4	12	Evacuation procedure in place and managed by BAR with close liaison with the Teacher. All staff to be aware of their individual duties. BAR to brief all teacher and children on the emergency evacuation procedure. The emergency procedures shall be present as part of the booking confirmation.	2	3	6	All staff
EGB	Egress blocked	Teachers, students, visitors, BAR staff	Blocked egress / trip hazards / panic / crushing.	3	4	12	All access and egress routes to be clear at all times. Cable management to be utilised. Any obstructions to be identified and removed immediately.	2	3	6	All staff.

Ref	Hazard	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
							BAR to monitor.				
NP C	Non protection of children	Children - students	Harm to children	2	4	8	<p>BAR shall ensure all necessary background checks; including relevant police checks are performed on all potential staff prior to offering them employment (responsibility shall be placed on suppliers of staff).</p> <p>A system to ensure all sub-contractors and their staff have carried out similar checks shall also be implemented.</p> <p>BAR shall report to the police any child related concerns they have about potential staff, existing staff, sub-contracted staff and guests.</p> <p>All children received into the event space shall have an accompanied adult or guardian – normally a teacher</p>	1	4	4	All staff
NR A	Non Reporting of accidents.	Teachers, students, visitors, BAR staff	Legislation breach Inability to deal with worsening injuries.	4	2	8	<p>Written records of all accidents / safety incidents shall be kept on the premises and be made available to an authorised officer if requested.</p> <p>An Accident book shall be kept on the premises and accidents / safety incidents shall be entered for staff, BAR staff and visitors. RIDDOR shall be observed.</p> <p>Induction will be provided to all teachers prior to entering site. Further verbal instruction and training to be given to staff where appropriate.</p> <p>Continual monitoring of the situation throughout the duration of the event.</p> <p>All accidents must be reported to BAR responsible person as soon as possible and recorded in their accident book.</p>	2	2	4	BAR Teachers
SEC	Security	Teachers, students, Guests, BAR staff.	Unauthorised access, Vandalism, unsociable behaviour, violence, theft.	4	4	16	<p>Day to day security arrangements are already in place at BAR with secure access / egress present.</p> <p>CCTV in operation.</p> <p>Reception desk always manned during operating hours.</p> <p>Electronic security pass in place at BAR.</p> <p>Individual security risk assessments shall be carried out on an event by event basis to determine the requirements for the</p>	1	4	4	BAR BAR Security

Ref	Hazard	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	

						12	provision of security personnel and any additional security measures.			4	
--	--	--	--	--	--	----	---	--	--	---	--

Area / Activity Specific Risk Assessments

E03, E04, E09, E11, E12	Touching of models / displays	Students, teachers, visitors	Cuts to hands and fingers Damage to the model	4	3	12	Signage shall be utilised to inform not to touch certain displays and models. Any sharp edges shall be appropriately managed. Any overhanging part of displays or model shall be appropriately highlighted with hazard tape and signage. All moving parts of models and displays to be appropriately covered to avoid contact with them. All Trip hazards from models shall be appropriately managed and highlighted where necessary.	4	1	4	BAR
T2	Starboard Hull	Students, teachers, visitors	Cuts, lacerations when touching sharp edges Falls from height when accessing egressing the hull	4	3	12	Step have been installed to access the hull. Stands in place to hold hull in place. All sharp edges to be appropriately managed. Handrails and guards to be attached to steps and hull. The Hull shall be monitored throughout its use. No person shall enter hull unsupervised. All steps and surfaces shall be appropriately slip resistant and free of hazard Beam above hull to be appropriately managed and highlighted. Appropriate signage shall be utilised to advice of any hazard. All moving parts of grinding rig to be appropriately covered.	4	1	4	BAR
E05	Oculus rift game	Students, teachers, visitors	Epileptic seizure Injuries from coming in contact with objects whilst wearing headset students becoming excited and boisterous	3	4	12	Signage to be displayed advising of risk of epileptic seizures and all students and teachers to be informed prior to use. Area is segregated. Floor surface to be kept free of obstruction Only one person shall take part with oculus at any one time. BAR staff shall brief all participants on its safe use. Oculus shall be managed by BAR staff at all times when in use.	3	4	12	BAR

Ref	Hazard	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
			Aggressive behaviour between students Damage to equipment				No person shall operate grinding machine unsupervised.				
E06	Grinding rig	Students, teachers, visitors	Muscle strains – arms Back strain with poor posture	3	2	6	All internal moving parts of rig are appropriately covered. BAR Staff to brief all participants on its safe use. Only one person shall operate the Grinding rig at any one time. BAR staff will monitor and manage the grinding rig operation throughout. No person shall operate grinding machine unsupervised.	1	3	3	BAR
E07, E08, E10, E13	Touch screen interaction	Students, teachers, visitors	Students becoming excited and boisterous Aggressive behaviour between students Damage to equipment	4	2	8	Students are supervised at all times during the tour of the visitor centre by both BAR Staff and teachers. Any child who is witnessed to be boisterous or aggressive shall be reported to their teacher immediately and shall be refrained from operating touch screen equipment to prevent them from damaging themselves, others or equipment. All touch screen equipment shall be installed so that it is fit for purpose. All cables from touch screen installations shall be suitably managed. BAR visitor centre staff to manage throughout	1	2	2	BAR Teacher
E14	Wind tunnel	Students, teachers, visitors	Injuries from coming into contact with moving parts of wind tunnel. Injuries from being hit from an object being blown by the wind tunnel.	4	3	12	Wind tunnel Guards in place to prevent persons coming into contact with moving parts. Wind tunnel shall be supervised by a member of BAR team at all times. Only trained staff shall be allowed to operate Wind tunnel. Appropriate signage to be utilised.	4	1	4	BAR

Ref	Hazard	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	

							BAR staff shall brief participants on the wind tunnels safe use prior to it being operated.				
--	--	--	--	--	--	--	---	--	--	--	--