

		HIGH		Calculate: <b>Probability</b> multiplied by <b>Severity</b> for No/Post control scores. <b>NB:</b> For scores of 12 (High), or more contact the Health & Safety Office for further advice. Due to the seriousness of the 'Permanent Disability / Sight Loss and Fatal / Fatalities' factors this has been given a medium rating on the 'Unlikely' probability.					
		MEDIUM							
		LOW							
<b>Risk Assessment Form</b>				Severity →	Minor injury	Lost time/ Ill Health	Major / >7 days	Perm. Disability/ Sight Loss	Fatality/ Multiple fatality
				Probability ↓					
<b>Task/Activity/Area:</b> 1851 Trust Visitors				Highly Unlikely	1	2	3	4	5
				Unlikely	2	4	6	8	10
<b>Notes:</b>  (Including details of previous accidents/incidents)				Possible	3	6	9	12	15
				Probable	4	8	12	16	20
<b>Risk Assessment Team:</b> Beverley Smith, Mark Rogers David Flowers  (People completing the risk assessment, minimum of 2 people)				Certain	5	10	15	20	25
				Risk assessment start date:	<b>01-03-2020</b>				
<b>Highly unlikely:</b> Slight chance of an accident happening	<b>Unlikely:</b> An unusual combination of factors would be required for an accident to happen	<b>Possible:</b> Not certain to happen but multiple additional unforeseen factors may result in an accident happening	<b>Probable:</b> Not certain to happen but one additional unforeseen factor may result in an accident happening	<b>Certain:</b> A high probability of an accident happening					
<b>Minor injury:</b> Injury requiring basic first aid i.e. Plaster or cold compress	<b>Lost time / Ill health:</b> Injury that requires medical treatment at hospital or GP	<b>Moderate/ &gt; 7 days off work:</b> An injury or work-related illness reportable under <i>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013</i>	<b>Perm Disability / Eye Sight loss:</b> Likely permanent disability Acute/ Chronic health effects	<b>Fatality / Multiple fatality:</b> An injury/ Ill health that results in a fatality or fatalities					
<b>Dept. Manager (Print Name):</b>	Ben Cartledge – CEO 1851 trust		<b>Signature:</b>						
<b>Review Date:</b>	01/03/2021		<b>Reviewed by:</b>						
<b>Reason for review:</b>									
<b>Dept. Manager (Print Name):</b>			<b>Signature:</b>						

Ref No or Task-step	Identified hazards or Injury causes, highlighting risks (Injury focused - see checklist)	People at risk i.e. Staff, visitors, contractors or the public	Score -No controls (Probability x Severity = calculation)	Controls/Procedures/Key Behaviours (Existing controls, information, training etc.)	Score - Post Controls (Calculation)	Further action required	Action Priority (H/M/L)
PAR	<p>Parking – moving from vehicle to the reception.</p> <p>Pedestrians struck by vehicles.</p> <p>Slips and trips on the level.</p> <p>Pot holes and pot holes filled with water.</p> <p>Low light levels.</p>	Students, teachers, visitors	<b>3 x 4 = 12</b> <b>M</b>	<p>Traffic management plan to be implemented for all visitors and provided to visitors prior to arrival.</p> <p>All visitors should use pedestrian walkways provided.</p> <p>Separate vehicle and pedestrian routes identified.</p> <p>Coach parking location to be identified along with a visitor drop off point.</p>	<b>1 x 4 = 4</b> <b>L</b>		
ARR	<p>Arrival at reception.</p> <p>Crowd of students blocking the entrance</p>	Students, teachers, visitors	<b>3 X 3 = 9</b> <b>M</b>	<p>Lead teacher shall book in students as a group on arrival. Students shall be taken directly to the Tech Deck via the stairs unless they are unable to use the stairs as soon as their group has been signed in. Stairs will be utilised to access the Tech Deck and prevent access being blocked.</p>	<b>1 X 3 = 3</b> <b>L</b>		
ADW	<p>Adverse weather.</p> <p>Inability to use the reception entrance due to the flood defences being in position</p>	Students, teachers, visitors	<b>3 X 4 = 12</b> <b>M</b>	<p>In the event of severe weather which constitutes a risk to the health and safety of any visitors on site, INEOS TEAM UK/1851 TRUST will assess conditions and advise the teacher of necessary action to reduce the risk.</p> <p>When tidal flooding takes place visiting parties shall be contacted and informed their visit is to be postponed until INEOS HQ is accessible again.</p>	<b>2 X 3 = 6</b> <b>L</b>		

MVC	<p>Movement up to the visitors Centre.</p> <p>Overcrowding of lift, Lift Weight limit being exceeded.</p>	Students, teachers, visitors	<p><b>3 x 3 = 9</b> <b>M</b></p>	<p>In the event that a lift needs to be used, lift weight limit of each lift at INEOS TEAM UK is 1125kg which shall not be exceeded at any time.</p> <p>Each lift at INEOS 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 to the Tech Deck.</p>	<p><b>2 x 3 = 6</b> <b>L</b></p>		
DSV	<p>Disabled students, visitors.</p> <p>Inability to evacuate, panic, distress.</p>	Disabled students, teachers, visitors	<p><b>3 x 4 = 12</b> <b>L</b></p>	<p>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.</p>	<p><b>2 x 4 = 8</b> <b>M</b></p>		
LSI	<p>Lack of safety information.</p> <p>Confusion in emergencies, injuries that could have been prevented by sharing information</p>	Teachers Students Staff	<p><b>3 x 4 = 12</b> <b>M</b></p>	<p>Teachers and students will give a safety briefing including the fire and emergency procedures, first aid arrangements and location of the toilet facilities.</p>	<p><b>1 x 1 = 4</b> <b>L</b></p>		
LWF	<p>Lack of welfare facilities.</p> <p>Insufficient facilities being provided to cater for the increase in number.</p>	Teachers Students Staff	<p><b>4 x 1 = 4</b> <b>L</b></p>	<p>Additional toilets provided for visitors to the Tech Deck which are separate to those used by staff.</p> <p>Drinking water shall be made available for all visitors.</p>	<p><b>1 x 1 = 1</b> <b>L</b></p>		

FAL	<p>First aid – lack of Arrangements.</p> <p>Injuries worsening due to lack of treatment</p>	Disabled students, teachers, visitors	<p><b>3 x 4 = 12</b> <b>M</b></p>	<p>INEOS TEAM UK/ 1851 Trust first aider shall be identified on each individual visit and details of the first aider shared with teacher.</p> <p>Designated staff shall be trained in First Aid and certificates made available for inspection if required by an authorised officer of the licensing authority.</p> <p>Adequate and appropriate First Aid equipment shall be available at all times.</p>	<p><b>1 X 4 = 4</b> <b>L</b></p>		
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CAT	Catering. Allergic reaction to food.	Teachers, Students Visitors.	1 X 1 = 1 L	<p>In usual circumstances, catering is not provided by INEOS for Tech Deck visits, however, from time to time it is, and the catering provider must adhere to the following:</p> <p>Each stage of the catering operation from preparation to consumption will be constantly monitored.</p> <p>Food handlers will be trained in food safety and hygiene to a recognised standard.</p> <p>The highest possible standards of cleanliness will be maintained for equipment and premises.</p> <p>Clean protective clothing will be provided for all food handlers.</p> <p>Equipment checks made by the Caterer before use to ensure that there are not visible defects.</p> <p>Do not use anything where a defect has been found or is suspected.</p> <p>Report any defects or problems to the venue/production manager or the H&amp; 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>	1 x 1 = 1 L		
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			<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 instructions 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 3 stars in relation to Food Hygiene and Standards.</p> <p>Ingredients for all recipes shall be provided to INEOS 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>		
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LCB	<p>Lack of communication between the teachers and INEOS.</p> <p>Confusion.</p> <p>Aggression, personal infringements.</p> <p>Lack of control.</p>	Teachers, students, visitors, 1851 Trust staff	<p><b>3 x 3 = 9</b> <b>M</b></p>	<p>A member of the INEOS/ 1851 Trust team shall be present within the visitors throughout the duration of the school trip. They shall be the point of contact for the teachers.</p>	<p><b>1 x 3 = 3</b> <b>L</b></p>		
IBO	<p>Interaction with INEOS and their normal working operations.</p> <p>Serious injuries through lack of potentially hazardous operations.</p>	Teachers, students, visitors, 1851 Trust staff	<p><b>3 x 4 = 12</b> <b>M</b></p>	<p>The trip shall be permitted from entering the workshop areas at all times INEOS TEAM staff shall be made aware when the trips are planned. Visitors shall only be granted access to the Tech Deck and no other parts of the building.</p>	<p><b>1 x 4 = 4</b> <b>L</b></p>		
FEI	<p>Failure of electrical installations.</p> <p>Fire - Injury to contactees – electrocution.</p> <p>Lighting failure resulting in panic.</p>	Teachers, students, visitors, 1851 Trust staff	<p><b>3 x 5 = 15</b> <b>M</b></p>	<p>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.</p> <p>Portable electrical appliances / equipment shall all have certifiable records of Portable Appliance Testing (PAT) carried out by a suitably trained and competent person.</p> <p>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.</p>	<p><b>2 x 5 = 10</b> <b>M</b></p>		

FIR	Fire Injury or death Serious damage to property.	Teachers, students, visitors, 1851 Trust staff	<b>3 x 5 = 15 M</b>	The siting, number and fire rating of fire extinguishers has been agreed between INEOS and Solent Fire Safety. Additional extinguishers have been positioned in accordance with an assessment made by INEOS fire equipment provider. Solent Fire Safety. All furnishings within the event arena shall be fire retardant and certificates shall be held on file.	<b>2 X 5 = 10 M</b>		
EME	Emergency Evacuation Fire / bomb threat / mass panic / hysteria / confusion / trampling / crushing.		<b>3 X 4 = 12 M</b>	Evacuation procedure in place and managed by INEOS with close liaison with the Teacher. All staff to be aware of their individual duties. INEOS to brief all teacher and children on the emergency evacuation procedure.	<b>2 X 3 = 6 L</b>		
EGB	Egress blocked Blocked egress / trip hazards / panic / crushing.	Teachers, students, visitors, INEOS/ 1851 Trust staff	<b>3 X 4 = 12 M</b>	All access and egress routes to be clear at all times. Cable management to be utilised. Any obstructions to be identified and removed immediately.	<b>2 X 3 = 6 L</b>		



<p>NPC</p>	<p>Non protection of children Harm to children</p>	<p>Children - students</p>	<p><b>2 X 4 = 8</b> <b>M</b></p>	<p>INEOS/ 1851 Trust 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). A system to ensure all sub-contractors and their staff have carried out similar checks shall also be implemented. 1851 Trust shall report to the police any child related concerns they have about potential staff, existing staff, sub-contracted staff and guests. All children received into the event space shall have an accompanied adult or guardian – normally a teacher.</p>	<p><b>1 x 4 = 4</b> <b>L</b></p>		
<p>NRA</p>	<p>Non Reporting of accidents. Legislation breach Inability to deal with worsening injuries.</p>	<p>Teachers, students, visitors, 1851 Trust staff</p>	<p><b>4 x 2 = 8</b> <b>M</b></p>	<p>Written records of all accidents / safety incidents shall be kept on the premises and be made available to an authorised officer if requested. An Accident book shall be kept on the premises and accidents / safety incidents shall be entered for staff, INEOS/ 1851 Trust staff and visitors. RIDDOR shall be observed. Further verbal instruction and training to be given to staff where appropriate. Continual monitoring of the situation throughout the duration of the event. All accidents must be reported to INEOS/ 1851 Trust responsible person as soon as possible and recorded in their accident book.</p>	<p><b>2 x 2 = 4</b> <b>L</b></p>		

SEC	<p>Security</p> <p>Unauthorised access, Vandalism, unsociable behaviour, violence, theft.</p>	<p>Teachers, students, Guests, INEOS/ 1851 Trust staff</p>	<p><b>4 x 4 = 16</b> <b>H</b></p>	<p>Day to day security arrangements are already in place at INEOS with secure access / egress present. CCTV in operation. Reception desk always manned during operating hours. Electronic security pass in place at INEOS. Individual security risk assessments shall be carried out on an event by event basis to determine the requirements for the provision of security personnel and any additional security measures.</p>	<p><b>1 X 4 = 4</b> <b>L</b></p>		
<b>Area / Activity Specific Risk Assessments</b>							
E03, E04, E09, E11, E12	<p>Touching of models/displays.</p> <p>Cuts to hands and fingers, Damage to the model</p>	<p>Students, teachers, visitors</p>	<p><b>4 x 3 = 12</b> <b>M</b></p>	<p>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.</p>	<p><b>4 x 1 = 4</b> <b>L</b></p>		

T2	<p>Starboard Hull.</p> <p>Cuts, lacerations when touching sharp edges.</p> <p>Falls from height when accessing egressing the hull.</p>	Students, teachers, visitors	<p><b>4 x 3 = 12</b> <b>M</b></p>	<p>Step have been installed to access the hull.</p> <p>Stands in place to hold hull in place.</p> <p>All sharp edges to be appropriately managed.</p> <p>Handrails and guards attached to steps and hull.</p> <p>The Hull shall be monitored throughout its use.</p> <p>All steps and surfaces shall be appropriately slip resistant and free of hazard.</p> <p>Beam above hull is appropriately managed and highlighted.</p> <p>Appropriate signage is utilised to advise of any hazard.</p> <p>All moving parts of grinding rig to be appropriately covered.</p>	<p><b>4 x 1 = 4</b> <b>L</b></p>		
E05	<p>Oculus Rift Game</p> <p>Epileptic seizure</p> <p>Injuries from coming into contact with objects whilst wearing headset students becoming excited and boisterous.</p> <p>Aggressive behaviour between students</p> <p>Damage to equipment</p>	Students, teachers, visitors	<p><b>3 x 4 = 12</b> <b>M</b></p>	<p>Signage to be displayed advising of risk of epileptic seizures and all students and teachers to be informed prior to use.</p> <p>Area is segregated.</p> <p>Floor surface to be kept free of obstruction</p> <p>Only one person shall take part with oculus at any one time.</p> <p>1851 Trust staff shall brief all participants on its safe use.</p> <p>Oculus shall be managed by 1851 Trust staff at all times when in use.</p> <p>No person shall operate grinding machine unsupervised.</p>	<p><b>3 x 3 = 9</b> <b>L</b></p>		

E06	Grinding rig Muscle strains – arms  Back strain with poor posture	Students, teachers, visitors	<b>3 x 2 = 6</b> <b>L</b>	All internal moving parts of rig are appropriately covered. 1851 Trust staff to brief all participants on its safe use. Only one person shall operate the Grinding rig at any one time. 1851 Trust staff will monitor and manage the grinding rig operation throughout. No person shall operate grinding machine unsupervised.	<b>1 x 3 = 3</b> <b>L</b>		
E07, E08, E10, E13	Touch screen interaction.  Students becoming excited and boisterous  Aggressive behaviour between students  Damage to equipment	Students, teachers, visitors	<b>4 x 2 = 8</b> <b>M</b>	Students are supervised at all times during the tour of the visitor centre by both 1851 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.  1851 Trust visitor centre staff to manage throughout.	<b>1 x 2 = 2</b> <b>L</b>		

E14	<p>Wind tunnel</p> <p>Injuries from coming into contact with moving parts of wind tunnel.</p> <p>Injuries from being hit from an object being blown by the wind tunnel.</p>	Students, teachers, visitors	<p><b>4 x 3 = 12</b> <b>M</b></p>	<p>Wind tunnel guards in place to prevent persons coming into contact with moving parts.</p> <p>Wind tunnel shall be supervised by a member of 1851 Trust team at all times.</p> <p>Only trained 1851 Trust staff shall be allowed to operate the wind tunnel. Appropriate signage to be utilised.</p> <p>1851 Trust staff shall brief participants on the wind tunnels safe use prior to it being operated.</p>	<p><b>4 x 1 = 4</b> <b>L</b></p>		
Photograph opportunity	Children fall into the water in the harbour	Children	<p><b>2x5=10</b> <b>M</b></p>	<p>Ensure a child:adult ratio of 1:5</p> <p>Children to keep a minimum 3m distance from the edge of the apron</p> <p>Ensure children are made aware of 'out-of- bounds' areas.</p> <p>Activity is set-up on the building side of the apron, rather than on the water side.</p>	<p><b>1x5= 5</b> <b>L</b></p>	Brief the stand set-up staff	H
Moving between activities	Children fall into the water in the harbour	Children	<p><b>2x5=10</b> <b>M</b></p>	<p>Children to be escorted to their next activity by accompanying adults</p> <p>No running between activities</p>	<p><b>1x5= 5</b> <b>L</b></p>	Event manager to brief all volunteers and adults before the activities commence	H
Getting on board the yacht	Falling into the water	Children Adults	<p><b>2x5=10</b> <b>M</b></p>	<p>No person is to go onto the pontoon without a life jacket</p> <p>Life jackets to be brought onto the 'hard' apron before children get onto the pontoon</p> <p>Designated adult to ensure lifejackets are worn prior to</p>	<p><b>1x5= 5</b> <b>L</b></p>	Ensure designated adult has a life jacket available	H

Getting on board the RIB	Falling into the water	Children Adults	2x5=10 M	No person is to go onto the pontoon without a life jacket  Life jackets to be brought onto the 'hard' apron before children get onto the pontoon  Designated adult to ensure lifejackets are worn prior to getting onto the pontoon  Designated adult helping is to wear a life jacket	1x5= 5 L	Ensure there is a life jacket available for the designated adult	H
Identifying trusted adults working at the Base	Apron area is public and therefore children may come into contact with strangers	Children	1x5=5 L	All staff helping will be wearing 1851 Trust shirts, t-shirts or INEOS Team uk shirts or t-shirts.  Children will be briefed at the start of the day about identifying people to talk to if needed	1x5= 5 L		
Minibuses and cars on the apron	Buses and cars moving while people on the apron	All	3x15= 45 H	Once arrived minibuses and cars must remain stationary for the duration of the activities.  On departure, accompanying members of staff will be responsible for seeing their pupils safely into the buses  A designated member of 1851 Trust staff will supervise the departure at the end of the day	1x5= 5 L	Brief staff before the day commences	H
Parking – moving from vehicle to the reception	Pedestrians struck by vehicles. Slips and trips on the level. Pot holes and pot holes filled with water. Low light levels.	All		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.			

