

Risk Assessment

**Discovery Zone
& Chill Out Areas.**





Discovery Zone and Chill Out Areas (August 2025)

Movement in and around Educational Areas

Department(s):		Date of assessment:	08/08/2025 13:57
Location:	The Beatles Story Ltd, Albert Dock	Date of review:	Never

Description of activity:		
Children entering the Discovery Zone Unaccompanied		
Hazard	At Risk	Describe the consequence
Slips Trips Falls	• Employees • Young persons • School Groups • Team Leaders & Managers • Children • Teachers	• Misuse of Equipment/ Resources • Child could fall in Discovery Zone
Supporting Files (Viewable online only)		Current Control Measures
		• Risk Assessments on website to be viewed prior to visit • Updated service standards • Staff to walk around area • Staff to approach loan children to find supervisor to accompany them • Signage in place stating that all children must be accompanied by an adult • Staff continuing to follow procedures.
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	

Description of activity:		
Discovery Zone		
Hazard	At Risk	Describe the consequence
Overcrowding	• Employees • Young persons • School Groups • Team Leaders & Managers • Children • Teachers	• Misuse of Equipment/ Resources • Crushing at busy times • Slips, trips and falls
Supporting Files (Viewable online only)		Current Control Measures
		• Room limits to ensure safe movement in area • Checks to be completed prior to DZ opening • Risk Assessment on website to view prior to visit • Service Standards to be given out to all team members to minimise risks • Ensure children are accompanied by an adult (parent/ guardian/ supervisor) • Staff supervision • Staff to show visitors where to queue/ stand safely if necessary • Monitoring of the number of children in the DZ • Staff continuing to follow procedures.
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	

Description of activity:		
Floor Piano		
Hazard	At Risk	Describe the consequence
Slips Trips Falls	• Employees • Young persons • School Groups • Team Leaders & Managers • Children • Teachers	• Trips where piano sits raised on the floor • Slip on piano surface
Supporting Files (Viewable online only)		Current Control Measures
		• Checklists to be completed prior to DZ opening • Risk Assessments on website to be viewed prior to visit • Updated service standards • Staff trained on how to use piano • Shoes to be worn at all times • Children supervised by adult • Area supervised by staff • Staff continuing to follow procedures.
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	

Description of activity:		
Poor Behaviour		
Hazard	At Risk	Describe the consequence
Aggresive Behaviour	• Employees • Young persons • School Groups • Team Leaders & Managers • Children • Teachers	• Harm to others • Cuts/ Bruises • Minor Injury
Supporting Files (Viewable online only)		Current Control Measures
		• Assess policy available for all to view on website • Risk Assessments on website for adults to view before visit • Schools provided with Risk Assessments before visit • Visitors shown around areas and explained how to use it safely • Area supervised by staff • Children to be supervised by adult/ group leader • Staff continuing to follow procedures.
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	

Description of activity:		
Environment		
Hazard	At Risk	Describe the consequence
Movement around area	• Employees • Young persons • School Groups • Team Leaders & Managers • Children • Teachers	• Overheating- Falls from exhaustion or fainting • Exhaustion causing headaches and nausea
Supporting Files (Viewable online only)		Current Control Measures
		• Checklists to be completed prior to DZ opening • Risk Assessments on website to be viewed prior to visit • Deep clean after school groups- onsite cleaners • Regular cleaning schedule implemented • Water policy- staff encouraged to stay hydrated • Temperature controlled environment- air conditioning installed • Staff continuing to follow procedures.
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	

Description of activity:		
Art Table		
Hazard	At Risk	Describe the consequence
Personal Injury	• Employees • Young persons • School Groups • Team Leaders & Managers • Children • Teachers	• Bang head/ graze arm or body on colouring in sheet holders • Major injury such as broken bones from misuse of furniture- e.g. standing/ tripping on chairs • Bruises • Cuts or grazes from use of scissors • Trips and falls from chairs around the table
Supporting Files (Viewable online only)		Current Control Measures
		• Checklists to be completed prior to DZ opening • Risk Assessments on website to be viewed prior to visit • Updated service standards • Limited amount of children allowed in area at one time • Children supervised by adult- signage up in DZ • Staff supervision walking around monitoring activities- ensuring resources are used correctly. • Staff continuing to follow procedures.
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	

Description of activity:		
NEMS Area		
Hazard	At Risk	Describe the consequence
Work equipment	• Guests • School Groups • Team Leaders & Managers • Children • Teachers • Wheelchair User	• Cuts from needle on record player • Paper cuts from record sleeves • Cuts or grazes from record stand edges • Trapped fingers in record player lids • Trapped fingers in cupboard doors
Supporting Files (Viewable online only)		Current Control Measures
		• Checklists to be completed prior to DZ opening • Risk Assessments on website to be viewed prior to visit • Updated service standards • Signage to remind visitors to ask staff if they want to use record player • Children to be supervised by adult • Staff supervision • Cupboards kept closed • Staff continuing to follow procedures.
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	

Description of activity:		
Dressing Up Area		
Hazard	At Risk	Describe the consequence
Personal Injury		• Bumps/ cuts from mirror edging • Major injury such as broken bones • Trivial injury such as cuts and bruises • Fall from pulling/ putting too much weight on clothes hooks
Supporting Files (Viewable online only)		Current Control Measures
		• Checklists to be completed prior to DZ opening • Risk Assessments on website to be viewed prior to visit • Updated service standards • Staff to be walking around the Discovery Zone • Children to be supervised by an adult- signage up • Sign up to warn children/ families not to hang from hooks/ mirrors • Staff continuing to follow procedures.
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	

Description of activity:		
Reading Area		
Hazard	At Risk	Describe the consequence
Slips Trips Falls	• Employees • Young persons • School Groups • Team Leaders & Managers • Children • Teachers	• Bumping/ grazing head/ arms on shelves • Paper cuts off books • Books falling off shelves onto heads • Falling due to hanging off floating shelves • Tripping on bean bags
Supporting Files (Viewable online only)		Current Control Measures
		• Checklists to be completed prior to DZ opening • Risk Assessments on website to be viewed prior to visit • Updated service standards • Regular tidying of area • Limited amount of people in area at one time • Staff walking around area • Children to be supervised by adult- signage up • Staff continuing to follow procedures.
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	

Description of activity:		
Skiffle		
Hazard	At Risk	Describe the consequence
Slips Trips Falls	• Employees • Young persons • School Groups • Team Leaders & Managers • Children • Teachers	• Splinters from misuse of tea chest bass • Misbehaviour with equipment • Trip/ Fall on box
Supporting Files (Viewable online only)		Current Control Measures
		• Checklist to be completed before opening of DZ • Risk assessment to be viewed prior to visit • Updated service standards • Staff to be walking around area • Children supervised by adult • Staff continuing to follow procedures.
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	

Description of activity:		
Cavern Karaoke		
Hazard	At Risk	Describe the consequence
Work equipment	• Employees • Young persons • School Groups • Team Leaders & Managers • Children • Teachers	• Electrocution from mic stand/ iPad wires • Trivial injury such as cuts and bruises • Dropped equipment on feet • Fall off drum stool • Trapped fingers on microphone stand • Misbehaviour when using equipment • Fall/ Trip onto stage
Supporting Files (Viewable online only)		Current Control Measures
		• Checklists to be completed before opening of DZ • Risk assessment on website to be viewed prior to visit • Updated service standards • Equipment to be set up correctly • Staff explain how to use equipment safely • Staff to walk around area • Children to be supervised by adults • Staff continuing to follow procedures.
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	

Description of activity:		
Chill Out Zone		
Hazard	At Risk	Describe the consequence
Movement around area	• Employees • Young persons • School Groups • Team Leaders & Managers • Children • Teachers	• Crushing caused by too many people in area • Trips over smart board legs/ wheels • Trips over chairs/ tables causing injury
Supporting Files (Viewable online only)		Current Control Measures
		• Checklists to be completed prior to DZ opening • Risk Assessments on website to be viewed prior to visit • Regular cleaning and tidying of Chill Out Zone • Table and chairs set up safely with enough room to walk around • Smartboard moved against wall behind barriers • Monitor amount of children in area at one time • Staff to monitor area • Children to be supervised by adult • Children instructed where to sit/ stand • Staff continuing to follow procedures.
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	

Description of activity:		
Chill Out Fixtures and Fittings- Coat Rails and Hooks		
Hazard	At Risk	Describe the consequence
Movement around area	• Employees • Young persons • School Groups • Team Leaders & Managers • Children • Teachers	• Coats/ bags falling- causing trip hazards • Coat trolley moving and running over feet/ bumping into guests • Trivial injuries such as cuts and bruises from hooks
Supporting Files (Viewable online only)		Current Control Measures
		• Teachers to supervise children • Risk Assessments on website to be viewed prior to visit • Coat trolley pushed against wall behind barriers when not in use • Coat trolley monitored by member of staff • Limited numbers in the chill out at one time • Careful management of flow • Staff continuing to follow procedures.
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	

Description of activity:		
Hygiene Awareness for Chill Out Zone Dining		
Hazard	At Risk	Describe the consequence
Cleaning	• Guests • Young persons • School Groups • Team Leaders & Managers • Children • Teachers	• Salmonella • Vomiting • Harmful bacteria causing illness
Supporting Files (Viewable online only)		Current Control Measures
		• Hand sanitisers provided • Regular deep clean of floor surface • Sanitation of furniture by onsite cleaning team after each group visit • Refuse areas provided • Staff continuing to follow procedures.
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	

Description of activity:		
Discovery Zone and Chill Out Magnetic Doors		
Hazard	At Risk	Describe the consequence
Security	• Young persons • School Groups • Team Leaders & Managers • Children • Teachers	• Doors Locking
Supporting Files (Viewable online only)		Current Control Measures
		• Only a certain number of staff have access through these doors, for safety and safeguarding purposes. • The doors should always be locked, unless otherwise instructed - for example during workshops. • There is a button to open the doors from the inside. • There will always be a member of staff in the building with access to DZ and Chill Out • Teacher Fobs available for school visits.
Legal Requirements	Initial Risk	Residual Risk
	Very Remote/Improbable::Trivial injury (1)	Very Remote/Improbable::Trivial injury (1)

Description of activity:		
Music Wall - Chill Out		
Hazard	At Risk	Describe the consequence
Personal Injury	• Visitors • Young persons • School Groups • Team Leaders & Managers • Children • Teachers	• Trips and falls from chairs and tables. • Cuts and grazes from scissors. • Bruises
Supporting Files (Viewable online only)		Current Control Measures
		• Member of staff available in DZ at all times. • Can only enter from DZ - DZ staff tracking the number of visitors in Chill Out at a time. • Children should be accompanied by an adult at all times. • Staff continuing to follow procedures.
Legal Requirements	Initial Risk	Residual Risk
	Foreseeable that it could occur::Trivial injury (3)	Foreseeable that it could occur::Trivial injury (3)