


<b>Risk Assessment Name:</b>	Discovery Zone & Chill Out Zone			
<b>Reference Number:</b>		<b>Date Completed:</b>	16/03/20	
<b>Assessors Name:</b>	Clare Ireland, Guest Services Manager	<b>Review Date:</b>	16/03/21	



Task/Procedure	Hazards	Persons In Danger	Potential Harm	Existing Safe Systems/Control	Existing L X S = R			Suggested Safe Systems Required	Complete L X S = R		
					L	X	S		L	X	S
Discovery Zone	Some restricted areas	Pupils/Teachers General public	Falls/slips/trips Crushing at busy times	Monitoring of the number of guests in and out of the entrance Children told where to stand/form queue Maximum number of guests allowed in at one time	2	2	L	No further measures			
Piano application	Slippery piano surface Raised step onto piano	Children/Beatles Story staff/guests	Slips/trips/falls	Supervised by staff. Teacher participation Shoes must be worn	3	2	L	Coloured graphic to mark the edge of the piano			
Bad Behavior	Harm to others	Other children, other visitors	Injury Cuts	Teacher supervision. Staff supervision	3	2	M	Standards expected from school groups to be clearly defined during group booking process			

Lighting levels	Vision / lack of natural light	Staff	SAD Syndrome Migraines	Regular breaks away from area	2	2	L	Assess light levels			
	Bright lights	Children Guests	Slips/trips/falls epilepsy Slips/trips/falls/epilepsy	Staff supervision Staff supervision Teacher supervision							
Environment	Exhaustion. Fainting	Staff Children Guests	A fall may cause injury	Temperature controlled	2	1	L	No Further measures			
			Headaches Sickness	Air Conditioning installed							
Art table	Falling off chairs Scissors	Children Teachers Guests	Trivial injury such as cuts & bruises. Major injury such as broken bones. Cuts Snagging	Children always supervised by staff. Limited number of children allowed around the art area	3	2	L	No further measures			
	Picture frames sharp edges										
NEMS Area	Cupboard doors Record stylus Record player lids Mirror	Staff Customers Children	Trapped fingers Sharp object/ Pricking Lids trapped fingers	Cupboards kept shut. Supervised by staff at all times	2	2	L	No further measures			

	Tea chest base		Collapse Splinters								
Dressing Up	Clothes rail	Staff Children Teachers	Trip hazards Falls	Rail pushed to the side Limited number of children dressing up							
Chill Out Zone	Restricted space  Chairs/tables  Smartboard	Children/teachers/ guests	Falls/slips/ trips Crushing at busy times  Trip hazard  Trip hazard	Children told where to sit/form queue. Maximum number allowed in at one time Monitor behavior Push smartboard against the wall	2	2	L	No further measures			
Chill out Zone: Fixtures/fittings/coat rails/hooks	Fixtures/ fittings/coat rails/hooks	Staff Customers Guests	Trivial injury, cuts or bruises Hooks could cause injury	Careful management of flow during egress Restricted numbers allowed in the Chill Out	2	2	L	No further measures			
Hygiene awareness Chill out Zone dining	Harmful bacteria	Staff Children Teachers Guests Cleaning staff	Illness/ Vomiting or more serious such as salmonella	Refuse areas provided. Sanitisation of furniture by on site cleaner after each group visit. Regular deep clean of floor surface.	2	3	L	No further measures			
Chill out Zone: Dining	Pest/insects/	Staff Children Teachers	Possible bites and infection. Sickness	Keep refuse areas, sanitised and tidy. Cleaner disposes	2	2	L	No further measures			

	fruit flies attracted by leftover food.	Guests Cleaning staff	Sores	food bags immediately after group visit. Pest control preventive maintenance contract in place.							
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**Guidance Notes for Assessors**

**Key:**    **H = High Risk**    Intolerable area. Risks cannot be justified, immediate action needs to be taken.  
              **M = Medium Risk**    Uncertain area. Actions to be taken to control the risks to as low a level as is reasonably practicable  
              **L = Low Risk**        Tolerable area. Further actions may not be required, but can be taken to keep the risk low. In particular, monitoring will probably be required to ensure that the control measures are working

Severity	Likelihood					Likelihood Grading	Severity Grading
	5	4	3	2	1		
5	H	H	H	M	L	1. Very remote/Improbable	1. Trivial injury
4	H	H	M	M	L	2. Unlikely but Possible	2. Minor injury
3	H	M	M	L	L	3. Foreseeable that it could occur	3. Reportable Injury
2	M	M	L	L	L	4. Likely to occur	4. Disabling injury
1	L	L	L	L	L	5. Inevitable/has been known to happen	5. Death