

<b>Company</b>	The Safety Centre (Hazard Alley) Ltd		<b>Reference No</b>	SC-RA-003
<b>Author</b>	Wendy Martin – Operations Manager		<b>Date</b>	23rd February 2022
<b>Activity</b>	School and Group visits to Hazard Alley		<b>Version</b>	07
<b>Reviewed by</b>	Maya Joseph-Hussain CEO		<b>Next Review date</b>	End April 2022
<b>Hazard</b>  In order of seriousness	<b>Who could be harmed and how</b>	<b>All controls required</b>  Put each control on a separate line. Be as clear and specific as possible.	<b>How controls will be checked</b>  How will each control be checked – e.g., checklists, Health surveillance, monitoring, inspections	<b>Confirmed all in place or further actions required</b>
<b>Moving Vehicles</b> Front car park	Children Teachers Adults  Getting on and off the coach in the car park. Drivers not seeing children while turning into or reversing out of spaces in the car park.	Coach driver to be advised by school to drop off / pick up at front of the centre.  Teachers to brief children and to supervise them in the car park.  Pavements to be used where available.	SC staff to wait at front entrance when coach or minibus arrives and monitor children getting off / on coach or minibus.	All in place
<b>Moving Vehicles</b> Back car park – whole day visits	Children Teachers Adults  Children on whole day visits playing in the back-car park during lunch.  Car's parking or reversing.  Shared car park with units 16 & 17.	5 mile per hour speed limit signs in this area.  School staff to supervise area.  Play area to be cordoned off.  Large bollards and hazard tape used to mark out area.  Volunteers parking in the back-car park to be made aware that there may be children playing in this area.	SC staff to remind teachers that the children are playing in a car park and to ensure that they stay within the marked-out area.	All in place

<p><b>Moving Vehicles</b> Back car park (afternoon groups <b>only</b> when agreed by the Tour Supervisor on day of tour)</p>	<p>Children Teachers Adults</p> <p>Getting on the coach or minibus in the car park.</p> <p>Drivers not seeing children while turning into or reversing out of spaces in the car park.</p>	<p>5 mile per hour speed limit signs in this area.</p> <p>Teachers to brief children and to supervise them in the car park.</p>	<p>SC staff to wait at back entrance and monitor children getting on coach or minibus.</p>	
<p><b>Moving Vehicles</b> Front &amp; Back car park</p>	<p>Volunteer Guides Staff</p> <p>Drivers not seeing volunteers or staff while turning into or reversing out of spaces in the car park.</p>	<p>Volunteer guides and staff to be made aware of the dangers on induction.</p>	<p>Car Park safety to be part of their induction and to be added to the relevant paperwork.</p>	<p>To be added to staff induction.</p> <p>To be added to volunteer guide induction.</p>
<p><b>Anaphylaxis shock from food allergens</b></p>	<p>Children Teachers Adults</p> <p>Briefing rooms used by different schools to eat their lunch</p>	<p>Children with food allergies to be identified on medical form and epi pen brought to the centre.</p> <p>Although lunch areas are cleaned daily, we cannot guarantee the area will be free of allergens.</p>	<p>Medical form sent to school to be filled in and sent back prior to the tour date. This will identify any children with allergies.</p>	<p>All in place</p>

<p><b>Fire</b></p> <p>Anywhere in the building</p>	<p>Children Teachers Adults Volunteer Guides Staff</p> <p>Burns Smoke inhalation</p>	<p>Emergency evacuation plan in place, assembly point known to staff and volunteers.</p> <p>Children will be escorted out of the centre by their tour guides.</p> <p>On arrival teachers and adults will be asked to confirm number of children and adults in the group and will be given a laminated information sheet on the emergency evacuation procedure together with a map of the building.</p> <p>Fire service does regular fire risk assessments.</p> <p>Safety Centre does daily checks of fire exits, test alarms weekly &amp; run practice evacuation drills regularly.</p> <p>Safety Centre regularly tests Emergency Lighting.</p> <p>Fire systems are independently inspected every 6 months. Fire extinguishers are independently inspected yearly.</p> <p>Exit routes are labelled.</p> <p>Lift should not be used in the event of a fire. The evacuation chair is situated in the main office if required.</p> <p>Wheelchair users or children / adults with mobility issues will be based in the downstairs briefing room whenever possible.</p>	<p>All Fire risk assessments are filled in Fire Log.</p> <p>All independent inspection documentation is noted in Fire Log.</p> <p>Testing of the call points are entered onto the Fire Alarm System register of weekly/periodic test and maintenance which is filed in the Fire Log.</p> <p>Testing of the emergency lighting is entered onto the Emergency Lighting test and maintenance register which is filed in the Fire Log.</p> <p>All testing and inspection paperwork are inspected periodically by the Fire Service.</p> <p>Staff member trained as a Fire Warden.</p> <p>Notice on Lift not to be used in the event of a fire.</p> <p>Evacuation chair to be inspected every 6 months. Training for new members of staff on how to use chair correctly to be added to their induction.</p> <p>See procedure in Operations Manual in office.</p> <p>A copy of the information sheet and map is also situated at the entrance to the teacher's staff room (A3 size).</p>	<p>All in place</p> <p>Page 3</p>
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<p><b>Asthma attack or an allergic reaction from allergens such as pollen or dust.</b></p> <p>Anywhere in the building.</p>	<p>Children Teachers Adults</p>	<p>Staff are first aid trained and the school should always have a designated first aider and kit with them.</p>	<p>The school should advise the centre of any allergies or other medical conditions on the pre-visit medical form.</p>	<p>In place</p>
<p><b>Slipping Hazards – Liquid on floor</b></p> <p>Using toilets and sinks</p> <p>Refreshments.</p>	<p>Children Teachers Adults</p>	<p>Checks of toilets to be undertaken at regular intervals and after breaks / lunchtime.</p> <p>Regular checks of kitchen area. Regular checks of Briefing Rooms at lunchtime.</p>	<p>All staff / volunteers are aware that spillages are to be mopped up straight away and to place yellow warning triangles out. Tour supervisor to be notify.</p>	<p>In place.</p>
<p><b>Trapping Hazards</b></p> <p>Entering and exiting through doors – trapping children’s fingers</p>	<p>Children Teachers Adults</p>	<p>Doors secured open where possible with Dorgard Fire holder. Volunteer guides to open and close doors into scenarios whenever possible.</p>	<p>Part of the Volunteers induction / training.</p>	<p>In place.</p>

<p><b>Tripping Hazards</b></p> <p>Walking around the centre. Tripping on mats, electrical cables, threshold steps and curbs.</p>	<p>Children Teachers Adults</p>	<p>Cables will be safely routed, mats checked and Volunteer guides to warn visitors.</p>	<p>Scenarios checked daily when setting up prior to the tour by the tour supervisor.</p> <p>Part of the Volunteers induction / training.</p> <p>Hazard stripes (yellow &amp; black) are painted onto threshold steps and curbs.</p>	<p>In place.</p>
<p><b>Contractors – Work being carried out in the centre while children are on their tour.</b></p> <p>Dangers from tools / equipment</p> <p>Contractors placing children at risk.</p>	<p>Children Teachers Adults Volunteers Staff</p>	<p>Ensure all work carried out is planned after the tour or in the holidays when no children are in the building.</p> <p>If any unexpected work is required, the area will need to be cordoned off or scenario closed to ensure no one is in the area while work is being carried out.</p> <p>Staff are always to accompany / monitor contractors. Check to ensure that contractors are DBS checked.</p>	<p>Ensure Contractors are competent, check reviews, check council website for traders.</p> <p>Ask for a Safety Method Statement for the job. Ask for their Risk Assessment.</p>	
<p><b>Hazardous Substances – Burns From Swallowing chemicals.</b></p> <p><b>Access to household items such as bleach.</b></p> <p>Scenario Items.</p>	<p>Children Teachers Adults</p>	<p>All items have childproofed caps. COSSH data available.</p> <p>Bleach/toilet cleaner in co-op scenario replaced with water.</p> <p>First aiders on site.</p> <p>Children accompanied by their volunteer guide.</p>	<p>Material Safety Data Sheets updated on a regular basis.</p> <p>All staff First Aid Trained.</p>	<p>In place.</p>

<p><b>Hazardous Substances – Burns from Swallowing chemicals.</b></p> <p><b>Access to household items such as bleach.</b></p> <p>Centre cleaning products.</p>	<p>Children Teachers Adults</p>	<p>All items have childproofed caps. COSSH data available.</p> <p>Bleach/toilet cleaner in co-op scenario replaced with water.</p> <p>First aiders on site.</p> <p>Children accompanied by their volunteer guide.</p> <p>All cleaning products locked in cleaners shed not used by groups.</p>	<p>Material Safety Data Sheets updated on a regular basis.</p> <p>All staff First Aid Trained.</p>	<p>In place.</p>
<p><b>Falling Objects - Display objects / props.</b></p> <p>Items fall off tables or are dropped.</p>	<p>Children Teachers Adults</p>	<p>Children are accompanied / supervised by a volunteer guide through all the scenarios.</p> <p>Mostly props. Ensure heavier items are moved to lower level.</p>	<p>Scenarios checked daily when setting up prior to the tour by the tour supervisor.</p>	<p>In place.</p>
<p><b>Electrical Risks – Damaged electrical items / trailing wires</b></p> <p>Essential electrical equipment.</p>	<p>Children Teachers Adults Volunteers Staff</p>	<p>Electrical items are PAT tested.</p> <p>Routine inspection of equipment completed by the Centre Manager.</p> <p>Cables and wires are routed behind equipment.</p>	<p>See folder in office – next to Operations Manual.</p> <p>See List of Equipment and check record in office – next to Operations Manual</p>	<p>In place.</p>

<p><b>Drowning – Visiting the water scenario which has a ‘lake’ with water in it.</b></p> <p>Depth of water is greater than 3cm.</p>	<p>Children Teachers Adults</p>	<p>Children are accompanied by a volunteer guide through this scenario.</p> <p>The water’s edge is clearly demarcated and raised.</p> <p>Trained first aiders on site.</p>		<p>In place.</p>
<p><b>Refreshments - Scalding liquids.</b></p> <p>Drinks being tipped over, kettle or urn spillages.</p>	<p>Teachers Adults</p>	<p>Adults only to use hot water pump.</p> <p>No hot drinks to be taken out of the downstairs staff room area by Teachers / parents / accompanying adults.</p>	<p>Notice in staff room area to advise no hot drinks to be taken out of the room.</p> <p>Tour Supervisor to monitor lunchtimes to ensure no hot drinks are taken into the briefing rooms.</p>	<p>In place.</p>
<p><b>Evening Tours</b></p> <p>Dark evenings.</p>	<p>Children Teachers Adults Volunteers Staff</p>	<p>Ensure all external lights are on and working to the front and back of the building.</p> <p>Ensure external door light at the back of the building has been turned on prior to start time.</p> <p>Routine inspections to be carried out by the Centre Manager.</p> <p>Contact Landlord if any repairs required.</p>	<p>See List of Equipment and check record in office – next to Operations Manual.</p> <p>See Operations Manual</p>	<p>In place.</p>

<p><b>Snow &amp; Ice – Winter.</b></p> <p><b>Slips and falls.</b></p> <p>Front and back car parks, pavements, &amp; Centre entrance.</p>	<p>Children Teachers Adults Volunteers Staff</p>	<p>Staff to monitor weather and check to see if snow / ice has been forecast.</p> <p>Spread salt/grit before locking up in the evening ready for the morning.</p> <p>Spread salt/grit on all areas where children, teachers, adults, volunteers, and staff will walk.</p> <p>Salt/grit situated in yellow bin at front of building next to main entrance. (Landlord)</p> <p>Salt/grit situated in grey bin. Inside building to the left of the back exit door.</p> <p>Use sack barrel to move salt/grit. Decant into smaller manageable container to spread.</p> <p>Check grit bins prior to winter to ensure sufficient supply of salt/grit stored.</p> <p>Contact Landlord to replenish bin.</p>	<p>See List of equipment and check record.</p> <p>See Operations Manual.</p> <p>Staff have training in Manual Handling.</p>	<p>In place.</p>
<p><b>Fallen leaves – Autumn</b></p> <p><b>Slips and falls.</b></p> <p>Mainly back car park.</p>	<p>Children Teachers Adults Volunteers Staff</p>	<p>Monitor back car park for fallen leaves especially when it has been raining.</p> <p>The Landlords gardeners' clear leaves periodically.</p> <p>If there are large amounts of leaves in back car park, contact Landlord to find out when gardeners are due.</p> <p>Clear a path from back door to car parking area.</p>		<p>In Place.</p>



<p><b>Additional procedure:</b></p> <p><b>Prior to arrival</b></p>	<p>Children School Teachers Adults Staff</p>	<p>Prior to tour date the number of children and teachers attending the centre should be confirmed.</p> <p>Details should be advised by the school on the Group Numbers Form which will be sent to school by the Bookings Officer. This is to help manage the children in their groups while in the centre.</p> <p>Please group the children in their groups of 6 as follows whenever possible: <b>2 boys and 4 girls or 2 girls and 4 boys</b></p> <p><b>Children with special needs</b> – we want to ensure that all children coming to Hazard Alley have a great time; this is also true of children with special needs.</p> <p>To ensure that we can allocate guides that have been trained to take groups with special needs or have worked with children with special needs we are requesting schools put children with <b>Autism/Asperger’s/Learning Difficulties/Learning Disabilities/Global delay/ Communication &amp; Speech</b>) into the following groups.</p> <p><b>Group Numbers Form A – groups 1, 2 and 3</b> <b>Group Numbers Form B – groups 7 and 9</b></p> <p>With additional controls in place there will not be sufficient time when the schools arrive to allocate guides and therefore all information is required prior to tour date. This will ensure the tour can start on time.</p>	<p>Centre Manager requires information on number of children/adults/special needs for the Daily Work Sheet and will request this information from the Bookings Officer and monitor progress.</p>	<p>Group Number Form in place.</p> <p>Medical Form in place.</p>
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<p><b>Additional procedure:</b></p> <p><b>Entrance Briefing Room Lunchrooms</b></p>	<p>Children School Teachers Adults Staff</p>	<p><b>Children to line up outside the building in their groups and as per the Group Numbers Form.</b></p> <p>Children to enter the building in their groups, one group at a time.</p> <p>Children to sit on their allocated benches/seats.</p> <p>Benches/chairs will be clearly marked with their group numbers.</p> <p>Children will stay in these groups on the tour and in the classroom if they are booked in for a whole day visit.</p> <p>Children to remain seated while in the briefing room unless using the toilets.</p>	<p>Safety Centre staff to monitor schools entering building.</p> <p>Benches and chairs to be numbered.</p> <p>Safety Centre staff to monitor schools during lunch.</p>	
<p><b>Additional Procedure:</b></p> <p><b>PPE</b></p>	<p>Children School Teachers Adults Staff</p>	<p>Adults are requested to wear face masks/coverings while in the building, but this is not mandatory.</p> <p>Hand sanitiser will be available in the briefing rooms for adults and children to use, children can bring their own hand sanitiser if required by the school.</p> <p>Volunteers taking the children on the tour may also be wearing face masks/coverings.</p>		

<p><b>Additional Procedure:</b></p> <p><b>Volunteers</b></p>	<p>Volunteers</p>	<p>Volunteer guides to be given a bottle of hand sanitiser to attach to clothing so they can use during the tour.</p> <p>Volunteer guides to use hand sanitiser when they go into each scenario.</p> <p>Volunteer guides are requested to wear face masks/coverings while in the building, but this is not mandatory.</p> <p>A new door entry system has been installed to the back entrance door to make entry more accessible to the volunteers who park in the back car park.</p> <p>Volunteer guides to wait by the bank sign at the start of the tour and wait to be called.</p> <p>At the end of the tour the Volunteer guides are to return to the briefing room in single file, children following their volunteer guide.</p>	<p>Training session arranged for all volunteer guides.</p> <p>Virtual tour sessions sent to all volunteer guides.</p> <p>Volunteer Guides to be given a copy of the Risk Assessment.</p>	<p>Page 12</p>
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<p><b>Additional Procedure Scenarios</b></p>	<p>Children Teachers Adults Volunteer Guides</p>	<p><b>First Aid Scenario</b> – Closed – See workbook</p> <p><b>First Aid Area – Showing Internet Safety video.</b></p> <p>We have moved the Internet Safety scenario into this space.</p> <p>Children to sit on plastic chairs at the back of the scenario and guide will sit at the front.</p> <p><b>Water Scenario – Lock</b></p> <p>Children are not able to stand on the bridge as the space is limited. Guides to talk about canals while children are sitting on the benches if they have time.</p>		
<p><b>Additional Procedure Tea / Coffee facilities.</b></p>	<p>Teachers Group Leaders</p>	<p>The upstairs kitchen area is only available to the Volunteer Guides and Safety Centre staff.</p> <p>Tea/coffee facilities will be set out in the new downstairs staff room for staff and adults to have a drink.</p> <p><b>No hot drinks to be taken out of the downstairs staff room. <u>No</u> hot drinks to be taken into the scenario area.</b></p>	<p>Safety Centre staff to monitor.</p> <p>Signs to be put up in the briefing room to remind schools.</p>	

<p><b>Additional Information</b></p> <p><b>Teachers Briefing</b></p>	<p>School Teachers Group Leaders</p>	<p>If the fire alarm is activated, the volunteer guides will escort the children and any adults with their group out of the building and will line up in their designated area.</p> <p>Staff and adults from the visiting school must leave the building immediately by the nearest exit and make their way to the Assembly / Meeting point which is situated on the grass area to the left of the front car park.</p> <ul style="list-style-type: none"> <li>• Main entrance</li> <li>• Side entrance</li> <li>• Back entrance</li> </ul> <p>Once outside: please either stay with your group or if you were roaming/sitting in the staff room please wait by the assembly point so the Centre Manager can tick you off as part of the head count.</p> <p>The Centre Manager will complete a head count of all children/volunteer guides as well as all teachers /adults on the trip and report findings to the CEO.</p> <p>Adults are welcome to join a group, but we ask that you join at the start of the scenario when you hear the bell (bell goes off every 10 minutes), and the groups move on. Maximum of 1 adult per group.</p> <p>We suggest that parents do not accompany their own children as we find children will behave differently if their parents are present. Parents supporting a child with special educational needs, or a medical condition are welcome to go around with their children.</p>	<p>Fire exits are clearly marked.</p> <p>Fire exit routes are clearly marked.</p>	<p>Page 14</p>
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During the tour we ask that adults do not interrupt during the scenario as the sessions are time limited and are designed for the children to think for themselves.

Please treat the village as real, do not walk in the roads and use the crossings.

At lunchtime we ask that the children put all food waste / wrappings and bottles back into the lunchbox and take it home.

If any SEN children require a quiet space or children are feeling unwell during the tour, we have a sofa at the back of the briefing room for them to use.

We require two adults to be roaming in the village at all times.

If you have any questions, please speak to a member of staff when you arrive - Thank you.

Number of pages: 15

Signed:

Maya Joseph-Hussain

Date: