

Area Risk Assessment - Authorised

Reference - Site visit - Science Learning Centre
North East

Risk rating - 3
Status - Monitor

Residual risk rating - 3
Residual status - Monitor

Person responsible: Lee Rounds

Assessment Complete

Activity description:

Hosting children's Christmas Lectures in Building 3. They are being organised by the Science Learning Centre North East and we are only providing the venue. Tuesday 1st December 10.00am and 12.00pm and 13:00 to 15:00. There will be about 90 children in each session about aged 10-12 and they will arrive about 15mins before the start of the presentation.

Site: Alnwick Research centre

Originating department: Communications

File reference:

People at risk
Visitors
Departments

No of people at risk: 100+

Hazards/Controls

Hazard	Details	Severity	Controls	Probability	Risk Rating	Additional Controls	Residual Severity	Residual Probability	Residual Risk
Unsafe behaviour	The children not following the laid out rules	3	Awareness of inherent dangers given at initial briefing in a re-assuring manner.	1	3		3	1	3
Site emergency	Emergency arising from normal venue activities.	3	The children and staff will be evacuated by the HSEA manager and the communications officer to the courtyard area of building 3	1	3		3	1	3

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Hazard	Details	Severity	Controls	Probability	Risk Rating	Additional Controls	Residual Severity	Residual Probability	Residual Risk
			and will await advice from the crisis management team						
Separation of children during visit	Separation of children into small manageable groups all supervised by a sanofi-aventis member of staff	2	Groups accompanied at all times by a sanofi-aventis employee .	1	2		2	1	2
Travel to location and entry into the building	Incident involving traffic.	3	The children and staff will be bussed to the FM car park area as close to corridor 04-1020 and will enter the building via the ramp and fire exit, they will then be escorted to building 3 meeting room by a sanofi-aventis employee and returned the same way.	1	3		3	1	3
Hygiene	Food and hygiene	3	No food or drink will be allowed on site	1	3		3	1	3
Security	Mobile phone cameras	1	No mobile phones or cameras will be allowed on site, photographs may be taken upon the permission of sanofi-aventis	1	1		1	1	1
Slips, trips and falls	Rasied door frames, open staircases, toilet areas being wet	3	Supervision of children at all times. Visits to the toilet will be allowed, sanofi-aventis staff to regularly check toiles for slip hazards. During the visit the sanofi-aventis toilets downstairs in building 3 will be "out of bounds" to sanofi-aventis staff.	1	3				0
Accidents	Minor accidents may happen	2	Trained first aid staff available on site	1	2				0

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Overall controls:

Awareness of inherent dangers will be given at initial briefing in a re-assuring manner. Separation of children into small manageable groups all supervised by a sanofi-aventis member of staff.

All groups will be fully supervised within the venue by at least 2 sanofi-aventis employees.

Toilets will be closed to sanofi-aventis staff during the day to protect the children's privacy. No sanofi-aventis employee will be left alone with a child, the safety of the children will be assured by the teaching staff.

Protective Equipment

Related Assessments

Assessment Type	Assessment Reference

Action Plan

Details	Costs	Target Completion	Date Completed

Conclusions

Satisfactory

Revision No: 1

Revision notes:

Assessment date: 25/06/2009

Review date: 09/06/2012

First assessed: 26/07/2007

Assessor(s): Lee Rounds

Position(s): HSE Manager

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Signed (assessor): Lee Rounds

Authoriser: Rounds, Lee

Date authorised: 25/06/2009

Authoriser comments:

Signed (authoriser): Lee Rounds

Severity Ratings

- 1 - No injuries
- 2 - Minor Injuries
- 3 - Major injuries
- 4 - Single fatality
- 5 - Multiple fatalities
- 6 - Multiple fatalities (inc ones off site)

Probability Ratings

- 1 - Highly improbable
- 2 - Remotely possible but known occurrence
- 3 - Occasional occurrence
- 4 - Fairly frequent occurrence
- 5 - Regular occurrence
- 6 - Almost a certainty

Risk Ratings

- 1 - 6 Monitor
- 8 - 18 Action
- 20 - 36 Immediate Action