



## Risk Assessment – School & Group Visits

<b>Department</b>	GENERAL (SCHOOL VISITS) FOH / PUBLIC AREAS / CATERING		<b>Risk Assessment No.</b>		9012	
<b>Task/Activity</b>	Slips and Trips		<b>Date reviewed:</b>		09.01.2025	
<b>Assessed By</b>	Alexander Holland		<b>Next Review Date:</b>		09.01.2026	

  

HAZARDS		Likelihood		Severity				Risk Score		
Ref.	Key hazards associated with the above task/activity  Score	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
		3	2	1	5	4	3	2	1	
1	Slip or trip on wet floor resulting in minor injury		X					X		4
2	Slip or trip on wet floor resulting in serious injury			X			X			3
3	General slips and trips on loose stock, wires etc		X				X			4
4										
<b>Risk Assessment Scores</b>		10 + High Risk		5 – 9 Medium Risk		1 – 4 Low Risk				

  

PERSONS AFFECTED				PPE REQUIRED			
Staff	X	Young Persons	X	Eye Protection		Hand Scrub	
Managers	X	Member Public	X	Gloves		Hi Vis Clothing	
Other	X	Site Visitors	X	Boots		Signage	X

  

ADDITIONAL CONTROL MEASURES	
<b>Control Measures</b> <ul style="list-style-type: none"> <li>All water and spillages (broken stock etc) must be immediately mopped up and a wet floor sign placed to warn of the hazard.</li> <li>Sensible footwear must also be worn at all times by staff as in uniform policy.</li> <li>All floor space kept clean and tidy – stock and spillages cleaned up immediately.</li> </ul>	<b>Managerial Controls</b> <ul style="list-style-type: none"> <li>Provision of adequate mopping equipment and warning signage.</li> </ul>
<b>Information and Training</b> <ul style="list-style-type: none"> <li>Staff to be made aware of where wet floor signage is kept. Cleaning cupboard.</li> <li>Mop kept in cleaning cupboard.</li> <li>Staff to be trained on general housekeeping</li> </ul>	<b>HSE and other Guidance</b> <ul style="list-style-type: none"> <li><a href="http://www.hse.gov.uk/pubns/indg225.pdf">http://www.hse.gov.uk/pubns/indg225.pdf</a></li> <li><a href="http://www.hse.gov.uk/pubns/ck4.pdf">http://www.hse.gov.uk/pubns/ck4.pdf</a></li> <li>Health and Safety DVD</li> </ul>

<b>Department</b>	FOH		<b>Risk Assessment No.</b>		2004	
<b>Task/Activity</b>	Electrical		<b>Date reviewed:</b>		09.01.2025	
HAZARDS		Likelihood		Severity		Risk Score

Ref.	Key hazards associated with the above task/activity	Score								Likelihood x Severity
		Probable 3	Occasional 2	Remote 1	Catastrophic 5	Critical 4	Serious 3	Marginal 2	Negligible 1	
1	Electrocution from contact with electrical equipment. E.g. till point, photo machine			X	X					5
2	Guest/children contact with plug sockets			X	X					5
3	Electric source mix with water			X	X					5
4	Fire from electrical fault			X	X					5
Risk Assessment Scores		10 + High Risk			5 – 9 Medium Risk			1 – 4 Low Risk		
PERSONS AFFECTED					PPE REQUIRED					
Staff	X	Young Persons	X	Eye Protection		Hand Scrub				
Managers	X	Member Public	X	Gloves		Hi Vis Clothing				
Other	X	Site Visitors	X	Boots		Signage				
ADDITIONAL CONTROL MEASURES										
<b>Control Measures</b> <ul style="list-style-type: none"> <li>Staff training on the correct use of electrical appliances.</li> <li>Only PAT equipment is permitted for use on site.</li> <li>All appliance faults to be reported to management immediately and discontinue use.</li> <li>Only qualified people to work on electrical aspect of appliances.</li> <li>All public sockets to be protected with socket protectors.</li> <li>Staff fire awareness training – see fire risk assessment</li> </ul>					<b>Managerial Controls</b> <ul style="list-style-type: none"> <li>Annual PAT of all electrical appliances</li> <li>Fixed electrical inspections in line with legal requirements.</li> <li>All electrical appliances kept away from water.</li> <li>All public sockets to be protected with socket protectors.</li> <li>See fire risk assessment</li> </ul>					
<b>Information and Training</b> <ul style="list-style-type: none"> <li>Staff training on the correct use of electrical appliances and fault reporting.</li> <li>See fire risk assessment</li> </ul>					<b>HSE and other Guidance</b> <ul style="list-style-type: none"> <li><a href="http://www.hse.gov.uk/pubns/indg236.pdf">http://www.hse.gov.uk/pubns/indg236.pdf</a></li> <li><a href="http://www.hse.gov.uk/pubns/priced/hsg85.pdf">http://www.hse.gov.uk/pubns/priced/hsg85.pdf</a></li> </ul>					

<b>Department</b>	All site				<b>Risk Assessment No.</b>		3004	
<b>Task/Activity</b>	Fire – all areas				<b>Date reviewed:</b>		09.01.2025	
<b>Assessed By</b>	A. HOLLAND				<b>Next Review Date:</b>		09.01.2026	
HAZARDS					Likelihood		Severity	
Ref.	Key hazards associated with the above task/activity				Probable	Occasional	Remote	Catastrophic
					Critical	Serious	Marginal	Negligible
					Likelihood x Severity			

		Score									
		3	2	1	5	4	3	2	1		
1	Fire in any part of the building			X	X						5
2											
3											
4											
Risk Assessment Scores		10 + High Risk			5 – 9 Medium Risk			1 – 4 Low Risk			
PERSONS AFFECTED					PPE REQUIRED						
Staff	X	Young Persons	X		Eye Protection			Hand Scrub			
Managers	X	Member Public	X		Gloves			Hi Vis Clothing			
Other	X	Site Visitors	X		Boots			Mask			
ADDITIONAL CONTROL MEASURES											
<b>Control Measures</b>  <b>Please see separate in depth fire risk assessment</b> <ul style="list-style-type: none"> <li>• Signage directing public and staff to nearest fire exit</li> <li>• Staff fire awareness training</li> <li>• Fire extinguishers, blankets etc fire alarm connected to fire brigade.</li> <li>• Emergency lighting</li> <li>• All fire exits clear and open</li> </ul>					<b>Managerial Controls</b> <ul style="list-style-type: none"> <li>• Fire alarm test weekly</li> <li>• PAT testing</li> <li>• Staff training</li> <li>• First Aid provisions</li> <li>• Equipment inspections</li> </ul>						
<b>Information and Training</b> <ul style="list-style-type: none"> <li>• Induction pack</li> <li>• Fire drill training</li> <li>• Fire awareness training</li> </ul>					<b>HSE and other Guidance</b> <ul style="list-style-type: none"> <li>• East Sussex Fire and Rescue website</li> </ul>						