

Generic Risk Assessment for School visits to OpenZone @ The Word

September 2021

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| Centre/School | | Group Leader | | | |
| Visit to | OpenZone @ The Word 45 Market Place South Shields NE33 1JF | Date | | | |
| Risk Assessment carried out by | | Signature | | Date | |
| Accepted by EVC | | Signature | | Date | |

| Hazard | Who will it affect | Control Measures to Reduce Risk | Any Further Action Necessary | Risk Rating Low/Med/High |
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| General | All | <ul style="list-style-type: none"> Visiting staff will need to apply their own school Risk Assessment policies and procedures to cover travel to and from the Centre. | | Med |

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| | | <ul style="list-style-type: none"> • This document is additional to the visiting school's own "Covid secure" risk assessment procedures. | | |
| Physical Injury e.g. cuts | | <ul style="list-style-type: none"> • Where possible visiting schools will bring a member of staff trained to administer first aid to their group. • Staff should bring school first aid equipment however additional supplies are available on request. • The use of glass is avoided wherever possible. Drinks when provided are served in plastic cups. • Appropriate arrangements are in place to prevent unauthorised access to hazardous tools/equipment e.g. sharp/pointed, electrical, gas etc. | | Low |
| Child displaying symptoms of Covid 19, vomits or feels unwell. | All | <ul style="list-style-type: none"> • An appropriate place will be made available to isolate the child until collection. | | Med |
| Fire | All | <ul style="list-style-type: none"> • Fire alert buttons are available throughout the building. • The OpenZone Fire Warden is a nominated member of OpenZone staff – visiting staff will report to the Fire Warden to inform them that all visitors they are responsible for are accounted for. | | Low |

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| | | <ul style="list-style-type: none"> ● OpenZone staff will make visiting staff aware of assembly points in case of fire and exit routes. ● Visiting staff will be responsible for ensuring pupils leave in an orderly manner. ● Visiting staff will provide a register of pupils and accompanying adults on arrival. ● Visiting staff will take a register in the event of an evacuation and inform OpenZone staff if any pupils or adults are not accounted for. ● In the event of fire the lift should not be used. An evac chair is provided for use. | | |
| Allergies | All | <ul style="list-style-type: none"> ● Snacks when provided are not guaranteed to be dairy, gluten, egg or nut free. ● Visiting staff need to be aware of any pupils who have allergies and be responsible for them. | | Low |
| Falls and slips | All | <ul style="list-style-type: none"> ● Pupils will be made aware of the need to walk sensibly around the building at all times ● OpenZone staff will brief pupils on the correct way to ascend and descend stairs. ● OpenZone staff will brief pupils on correct behaviour when seated on chairs in the teaching rooms. ● Attempts will be made to avoid any trailing wires for example from headphones. | | Low |

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| Personal Hygiene | All | <ul style="list-style-type: none"> ● Pupils will have appropriate facilities for washing and sanitising hands during the course of the visit. ● Any spillages, accidents or water on the floor should be reported to OpenZone staff as soon as possible. | | Low |
| Trapped fingers | All | <ul style="list-style-type: none"> ● Pupils will be made aware of the need to take care when opening or closing doors to ensure fingers are not caught. ● Pupils will be asked not to spin around or alter the height adjustments on chairs to minimise this risk. | | Low |
| Disabled Access | Selected individuals | <ul style="list-style-type: none"> ● Two lifts are situated in the centre of the building giving access to the upper floors. ● In the event of a fire, an evac chair is situated on each landing next to the rear stairs. Visiting staff are responsible for exiting the building with pupils they are responsible for however OpenZone staff will provide assistance if necessary. ● Should visiting staff require assistance with exiting the building they should make their way to the evac chair and press the button for assistance on the wall panel. | | Low |

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| Computer Access | All | <ul style="list-style-type: none">● Regular screen time breaks are built into the program of the visit according to the age of the pupils. | | Low |
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