



## TASK/AREA BEING ASSESSED:

EDUCATIONAL TOURS

<b>Conducted by:</b> Charlie Jones	<b>Date:</b> 16 <sup>th</sup> September 2024	<b>Method Statement No.</b> N/A	<b>COSHH No.</b> N/A
<b>Accepted by:</b>			

<u>Hierarchy of control</u>  1. Eliminate Hazard 2. Reduce Hazard 3. Prevent contact with Hazard 4. Form a Safe System of Work 5. Use Personal Protective Equipment	Likelihood: 1 = Remote 2 = Unlikely 3 = Likely 4 = Very Likely 5 = Extremely Likely	Severity: 1= Insignificant 2= Minor 3 = Moderate 4 = Major 5 = Fatality / Severe	<table><tr><th colspan="2"></th><th colspan="5">Severity</th></tr><tr><th colspan="2"></th><th>1</th><th>2</th><th>3</th><th>4</th><th>5</th></tr><tr><th rowspan="5">Likelihood</th><th>1</th><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><th>2</th><td>2</td><td>4</td><td>6</td><td>8</td><td>10</td></tr><tr><th>3</th><td>3</td><td>6</td><td>9</td><td>12</td><td>15</td></tr><tr><th>4</th><td>4</td><td>8</td><td>12</td><td>16</td><td>20</td></tr><tr><th>5</th><td>5</td><td>10</td><td>15</td><td>20</td><td>25</td></tr></table>			Severity							1	2	3	4	5	Likelihood	1	1	2	3	4	5	2	2	4	6	8	10	3	3	6	9	12	15	4	4	8	12	16	20	5	5	10	15	20	25
				Severity																																												
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	5	5	10	15	20	25																																										
Risk Rating = Likelihood x Severity																																																

<b>Who is at risk</b>	Employees <input checked="" type="checkbox"/>	Young Person <input checked="" type="checkbox"/>	Site personnel <input type="checkbox"/>	Inexperienced Person <input type="checkbox"/>	Contractors <input type="checkbox"/>	Public <input checked="" type="checkbox"/>
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<b>What is the risk</b>	Property <input type="checkbox"/>	Environmental <input type="checkbox"/>	Personnel Injury <input checked="" type="checkbox"/>	Equipment <input type="checkbox"/>	Brand <input checked="" type="checkbox"/>
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<b>Describe the operation being performed</b>	<b>Personnel Protective Equipment Required</b>
Schools often contact the British Music Experience and will organise educational trips for students. This risk assessment highlights any risks that present themselves with such events and details effective risk controls to minimise any negative outcomes.	Eye Protection – safety glasses EN 166
	Hearing Protection – EN 352-1 or 2
	Protective Footwear – EN345-1
	Hand Protection - EN 388
	Head Protection – EN 397
	High Vis Clothing – vest and trousers EN 471-3
	Extremes of temperature protection
	Suitable Clothing <b>X</b>
<b>Emergency Procedures Required</b>	<b>Hierarchy of use</b>
First Aid Kit and First Aid Site emergency procedures known	Eliminate all Risk Substitute all items/area of Risk Limit contact with Items/Area of Risk Introduce safe methods of work Use of PPE
<b>Location of nearest Hospital</b>	
Liverpool Royal.	

<b>Hazards (tick all that apply)</b>					
1. Entanglement	<input type="checkbox"/>	2. Drawing in / Trap	<input type="checkbox"/>	3. Cutting/Lacerations	<input type="checkbox"/>
5. Friction/Abrasion	<input type="checkbox"/>	6. Ejection of Material	<input type="checkbox"/>	7. Shear	<input type="checkbox"/>
9. Impact	<input type="checkbox"/>	10. High Pressure	<input type="checkbox"/>	11. Falls from Height	<input type="checkbox"/>
13. Electricity	<input type="checkbox"/>	14. Lighting	<input type="checkbox"/>	15. Deep Water	<input type="checkbox"/>
17. Noise	<input type="checkbox"/>	18. Controls	<input type="checkbox"/>	19. Ergonomic	<input type="checkbox"/>
21. Slip / Trip	<input checked="" type="checkbox"/>	22. Stability	<input type="checkbox"/>	23. Human Error	<input checked="" type="checkbox"/>
25. Vibration	<input type="checkbox"/>	26. Hot / Cold Surfaces	<input type="checkbox"/>	27. Fire	<input checked="" type="checkbox"/>
29. Radiation	<input type="checkbox"/>	30. Other trades	<input type="checkbox"/>	31. Buried Services	<input type="checkbox"/>
				32. Other	<input checked="" type="checkbox"/>



Ref. (See above)	Type of Hazard	Possible Injury / Harm	Pre- controls			Controls	Post-controls		
			L	S	RR		L	S	RR
21	Slips / Trips	Moderate	3	3	9	<ul style="list-style-type: none"> <li>Visual checks of all areas prior to commence.</li> <li>All waste to be placed in suitable waste bins</li> <li>Area kept clean and tidy at all times.</li> <li>Spills cleaned up immediately.</li> <li>Any spills that need to be mopped are done immediately and wet surface sign(s) to be in place.</li> <li>No cables to impede walkways.</li> <li>Appropriate footwear to be worn.</li> </ul>	1	3	3 (Low)
23	Human Error	Severe	4	4	16	<ul style="list-style-type: none"> <li>Safety briefing delivered BEFORE entry.</li> <li>Event itinerary explained.</li> <li>Students are notified on what to do and where to go if they become lost or isolated from the group.</li> <li>Recce visit offered to allow possible issues and any special educational needs to be discussed.</li> <li>Any medical requirements notified prior to day of event.</li> <li>All bookings made through the educational group booking team to ensure all relevant information is received and understood.</li> <li>School to greeted at entrance with crew members on hand.</li> <li>Bookings of more than 32 students requires groups to be subdivided and gain entry over two separate time slots.</li> <li>There must not be <math>\geq 15</math> students per one accompanying adult.</li> <li>Minimum of two accompanying adults per one group regardless of group size.</li> <li>Students are to be always supervised.</li> <li>Seating arrangements made and adhered to.</li> <li>Students to always remain on site.</li> <li>Limit the mixing of public members and students as much as possible.</li> </ul>	1	4	4 (Low)
27	Fire	Severe	3	5	15	<ul style="list-style-type: none"> <li>Familiarisation of escape routes and BME fire policies.</li> <li>Emergency evacuations planned.</li> <li>Registers of student's names present taken.</li> <li>Fire extinguishing media made available.</li> <li>Smoking prohibited.</li> </ul>	1	5	5 (Low)
28	Public	Moderate	3	4	12	<ul style="list-style-type: none"> <li>Pupils supervised at all times.</li> <li>Mixing of students and members of public kept at a minimum.</li> <li>Suitable provision of first aiders.</li> <li>Suitable provision of first aid kits.</li> </ul>	1	4	4 (Low)
32	Other (Young Persons)	Moderate	3	4	12	<ul style="list-style-type: none"> <li>Students are to be always supervised.</li> <li>Limit the mixing of public members and students as much as practicable.</li> <li>First aid trained personnel on site.</li> <li>First aid available.</li> </ul>	1	4	4 (Low)

<i>RISK RATING</i>	LOW RISK 1-5	MEDIUM RISK 6-12	HIGH RISK 13-25
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Review No. 1		Review No. 2		Review No. 3		Review No. 4		Review No. 5	
Name		Name		Name		Name		Name	
Signature		Signature		Signature		Signature		Signature	
Due Date:		Due Date:		Due Date:		Due Date:		Due Date:	
Actual Date:		Actual Date		Actual Date		Actual Date		Actual Date	

## Confirmation of agreement and understanding

[illegible]