



Risk Assessment for Group Visits

The following documents include:

1. Health & Safety Risk Assessments
 - School Groups Arriving and Leaving Dynamic Earth
 - Groups in the Earthscape Scotland external gallery
 - School Groups in the galleries
 - Wheelchair usage in the building
 - Fire Evacuation
 - Fire Evacuation for school groups
2. Dynamic Earth Employee Fire & Evacuation Procedures
3. Statements of intent
4. Dynamic Earth's Public Liability insurance policy
5. Fire Certificate

If you have any questions please do not hesitate to contact us.

Best wishes

Dynamic Earth Management Team
T: 0131 550 7800

HEALTH AND SAFETY RISK ASSESSMENT

Department: H&S

Date: 30/03/2006

Work activity or property issue: School Groups arriving and leaving DE

REVIEW DATE

DATE	INITIAL
03/07	
03/08	
03/09	
03/10	

Hazards

- Tripping, Slipping and falling in Amphitheater

Possible short term or long term injuries

- Muscular, skeletal injuries
- Bruising
- Foot injuries
- Cuts

Risk Factor

High Medium Low

Can hazard be removed?

YES NO

Suggested control measures to reduce or remove the risk

(e.g. guards, checklists, training, mechanical aids, ramps, maintenance checklists etc.)

- Supervision of children.
- Moving in an orderly fashion (Don't run)
- Use the steps
- Be vigilant and watch where you are going
- FOH staff to help groups in and out of building

Action required to achieve above procedures

Nil Action (see below)

- Training of FOH staff
- Good communication with teachers supervising the group
-

To be completed by date _____ Ongoing _____

Will staff training be required?

YES NO

Date of proposed review

Monthly 6 Monthly Annually

Signed Richard Cairns

HEALTH AND SAFETY RISK ASSESSMENT

Department: Facilities

Date: 30 October 2005

Work activity or property issue: Groups in turning circle

REVIEW DATE

DATE	INITIAL
10/06	RC
10/07	
10/08	
10/09	

Hazards

- Being hit by a vehicle
- Slipping on paving stones

Possible short term or long term injuries

- Broken bones
- Cuts and bruises
- More serious injuries

Risk Factor

High Medium Low

Can hazard be removed?

YES NO

Suggested control measures to reduce or remove the risk

(e.g. guards, checklists, training, mechanical aids, ramps, maintenance checklists etc.)

- Group leaders / Teachers to ensure groups leave the bus in an orderly fashion.
- FOH staff to assist groups in the amphitheater.
- Care to be taken when crossing the road (should this be necessary)
- 5mph speed limit to be enforced
- No other vehicles to park in turning circle except tour busses.

Action required to achieve above procedures

Nil Action (see below)

- Staff to be vigilant
- FOH staff to make sure turning circle is kept clear
- Staff training to be done regularly
- Groups to be issued with risk assessments prior to visit

To be completed by date _____ ongoing _____

Will staff training be required?

YES NO

Date of proposed review

Monthly 6 Monthly Annually

Signed : Richard Cairns _____

HEALTH AND SAFETY RISK ASSESSMENT

Department: H&S

Date: 30/03/2006

Work activity or property issue: School groups in galleries

REVIEW DATE

Hazards

- Flashing lights
- Loud sounds
- Low light levels

DATE	INITIAL
03/07	
03/08	
03/09	
03/10	

Possible short term or long term injuries

- Will possibly affect anyone with epilepsy
- Headaches
- Uncomfortable for anyone with sensitive hearing
- Bumps and bruises from tripping bumping into things.

Risk Factor

High Medium Low

Can hazard be removed?

YES NO

Suggested control measures to reduce or remove the risk

(e.g. guards, checklists, training, mechanical aids, ramps, maintenance checklists etc.)

- Staff to make groups aware of flashing lights and loud sounds.
- Teachers / Supervisors to be aware of group members who would be affected by the lights and sounds.
- Staff to have torches to assist in low light areas.

Action required to achieve above procedures

Nil Action (see below)

- Training
-
-

To be completed by date _____ Ongoing _____

Will staff training be required?

YES NO

Date of proposed review

Monthly 6 Monthly Annually

Signed Richard Cairns

HEALTH AND SAFETY RISK ASSESSMENT

Department: General

Date: January 2006

Work activity or property issue: Wheelchair Usage in the Building

REVIEW DATE

Hazards

- Bumping into objects
- Getting stuck in doors

DATE	INITIAL
01/07	
01/08	
01/09	
01/10	

Possible short term or long term injuries

- Bumps and bruises
- Cuts
- Aggravating existing injuries

Risk Factor

High Medium Low

Can hazard be removed?

YES NO

Suggested control measures to reduce or remove the risk

(e.g. guards, checklists, training, mechanical aids, ramps, maintenance checklists etc.)

- Make sure tables and obstacles are placed far enough apart to allow easy wheelchair maneuverability.
- Staff/Carers to assist in holding open self closing doors
- Staff training

Action required to achieve above procedures

Nil Action (see below)

- Staff training
- Daily checks of walkways and corridors etc.
- Daily checking of adapted facilities.

To be completed by date ONGOING

Will staff training be required?

YES NO

Date of proposed review

Monthly 6 Monthly Annually

Signed Richard Cairns



HEALTH AND SAFETY RISK ASSESSMENT

Department: ALL

Date: 02 April 2006

Work activity or property issue: Fire Evacuation

REVIEW DATE

DATE	INITIAL
Oct 06	RC
Apr 07	
Oct 07	
Apr 08	

Hazards

- Inadequate lighting of fire exits
- Blocked fire exits
- Combustibles in fire exit routes

Possible short term or long term injuries

- Tripping and falling
- Unable to evacuate building
- Spread of fire/smoke

Risk Factor

High Medium Low

Can hazard be removed?

YES NO

Suggested control measures to reduce or remove the risk

(e.g. guards, checklists, training, mechanical aids, ramps, maintenance checklists etc.)

- Monthly emergency lighting tests
- Daily checks/walks
- Escape route kept clear.

Action required to achieve above procedures

Nil Action (see below)

- training
- checklists kept on file
-

To be completed by date _____ ongoing _____

Will staff training be required?

YES NO

Date of proposed review

Monthly 6 Monthly Annually

Signed Richard Cairns

HEALTH AND SAFETY RISK ASSESSMENT

Department: H&S

Date: 30/03/2006

Work activity or property issue: Fire Evacuation of school groups

REVIEW DATE

Hazards

- Panic
- Tripping and falling
- Getting lost
- Smoke inhalation

DATE	INITIAL
09/06	RC
03/07	
09/07	
03/08	

Possible short term or long term injuries

- Muscular, skeletal injuries
- Breathing problems
- More serious injuries

Risk Factor

High Medium Low

Can hazard be removed?

YES NO

Suggested control measures to reduce or remove the risk

(e.g. guards, checklists, training, mechanical aids, ramps, maintenance checklists etc.)

- Teachers / Supervisors to ensure group stays together.
- Staff to lead groups out quickly and efficiently
- Staff to follow correct evacuation procedures.
- Staff to remain calm and inform group what to do.

Action required to achieve above procedures

Nil Action (see below)

- Fire Training
- Group to be issued with evacuation procedures prior to the visit
- Staff to do regular evacuation training
- Staff to give brief instructions prior to tour commencing

To be completed by date _____ Ongoing _____

Will staff training be required?

YES NO

Date of proposed review

Monthly 6 Monthly Annually

Signed Richard Cairns

FIRE EVACUATION PROCEDURES

IMPORTANT INFORMATION

Each fire marshal is responsible for evacuating the area they are working in. Read these procedures carefully and remember that you may be responsible for clearing more than one area. For this reason, you may direct guests to the nearest accessible fire exit but you do not necessarily have to leave the building with them. All fire exit routes are clearly marked with “running man” signs which guests can follow. Always double check that all your areas of responsibility are completely clear of visitors before leaving the building and reporting to your manager/supervisor.

Once all guests have been evacuated, the fire marshals will advise security/Duty Manager that all staff and guests are out of the building.

Staff should then stay with the guests they have evacuated, assuring them that they will be able to return to the building as soon as the fire brigade has given us the all clear.

Each area within the building and exhibition has two exits – make yourself familiar with them and where they lead to, bearing in mind that you may have to use them in limited visibility, and that the nearest exit may not always be useable in the event of a real fire.

Remember to remain calm at all times. If anyone refuses to leave the building, make a mental note of where they are and inform the Duty Manager. The fire brigade will deal with this situation.

FIRE EVACUATION PROCEDURES

General Notes

When the fire alarm sounds (an intermittent siren) everyone must stop what they are doing and make their way to the nearest fire exit. FOH/F&B/Retail inform the public that a fire evacuation is in process. Direct the public as quickly and as calmly as possible to the nearest exit remembering that in the event of a fire the nearest exit may not always be accessible.

As the alarm is sounding, the Duty Manager will make his/her way to security and put on the orange hi-visibility waistcoat, they will then coordinate the evacuation of the staff as well as public from the building. The fire marshals for each designated area are responsible for making sure that their area is cleared as well as making sure the DM/security is notified of this. It is also the responsibility of each fire marshal to stay with the group they evacuate and to escort them back into the building when the all clear is given.

Fire Marshals

Responsible for making sure that all staff and public in relevant areas are safely evacuated.

Security

- When alarm sounds security should print off access control list of who is in the building.
- Perform car park shut down procedure.
- Put on high visibility vest
- Facilities will then call security on the radio to let them know if the alarm is false or not.
- Upon confirmation of state of alarm phone the fire brigade to advise them of the situation
- Regardless of this call security **must** then do a roll call for all staff including radioing ADM on top deck to find out that all staff are out of the building.
- If any staff are not accounted for let DM and fire brigade know immediately
- On re- entering the building reset car park.

Facilities

- Go immediately to security and put on fire vest
- Ascertain area of the building generating alarm
- Go to this area to determine if false or genuine alarm
- Radio security to let them know either way (security will then inform the fire brigade)

- Return to security to meet with fire brigade and take or direct them to the area
- Only when the fire brigade have given the all clear can the DM be informed to start re-entering the building

Duty Manager

- Go to security and put on orange fire vest
- Ensure delivery area is clear so that fire engines can safely pull in
- Assist security with roll call if needed
- Once all clear is given re-admit technical first so that the exhibition can be re-started
- Liaise with ADM to re-admit customers to top deck once café has opened
- Once technical have re-started exhibition re-admit other FOH departments
- The DM must be the last person to re-enter the building

Administration Fire Marshal

- Put on fire vest – located at finance
- Clear the admin corridor using the nearest accessible fire exits
- Sweep the Hutton Room, Board Room and Salisbury Suits using the nearest accessible fire exits
- Wait at security for roll call and all clear

Café Staff

- Evacuate café customers to outside terrace
- Wait for ADM roll call and all clear

Café Fire Marshal

- Put on fire vest – located at café till
- Check another staff member is clearing customers from café
- Clear west pod toilets using the nearest accessible fire exit
- Wait at security for roll call and all clear

Kitchen Fire Marshal

- Put on the fire vest – located in F&B office
- Clear Kitchen (including all stores), toilets, staff canteen, F&B office and glass wash using the nearest accessible fire exit
- Wait at security for roll call and all clear

Shop Staff/Fire Marshal

- Put on fire vest – located under till one
- Clear shop of customers using the nearest accessible fire exit
- Clear play area of customers using the nearest accessible fire exit

- Check east pod toilets are clear
- Wait at security for roll call and all clear

Technical

- Put on fire vest – located in IT1
- Go to HIAS and meet the Time Machine
- Clear customers using nearest accessible fire exit
- Assist any other customers/staff from other galleries
- Wait at security for roll call and all clear

Assistant Duty Manager

(If no event is on in the Biosphere)

- Check no one is in Biosphere, turret and servery
- Exit via the chiller pit fire exit then go up to the terrace
- Assist evacuating customers from top deck if necessary
- Inform security/DM what staff are on terrace
- Wait on terrace with customers assisting DM as required
- Wait for call from DM for all clear

(If there is an event on in the Biosphere)

- Go straight to top deck to assist with evacuation
- Inform security/DM what staff are on terrace
- Wait on terrace with customers assisting DM as required
- Wait for call from DM for all clear

FOH Manager/Supervisor

- Put on fire vest – located at FOH desk
- Ensure department staff and customers have safely evacuated the building
- Assist DM as required
- Wait at security for roll call and all clear

Ticketing Staff

- Put on fire vest – located at ticket desk
- Ensure tills are closed and inform people in the queue that an evacuation is taking place
- Clear the east side of the stratosphere including the ozone onto the terrace
- Report to ADM for roll call

Till 2/3

- Leave the building by the nearest accessible fire exit

- Wait on terrace or at security for roll call and all clear

Amp Guide

- Put on fire vest – located at ticket desk
- Go to car park entrance ramp to stop traffic entering and explain to customers about the evacuation
- Let your department head know you have left the building for roll call

Pod Entry

- Leave the building using the nearest accessible fire exit
- Wait on terrace or at security for roll call and all clear

Meet and Greet

- Put on fire vest – located at ticket desk
- Go to showdome and clear customers to Rainforest and out using the nearest accessible fire exit
- Sweep Journeys and meet RSL marshal in Polar
- Visually check the green lobby before exiting the building using the nearest accessible fire exit
- Wait at security for roll call and all clear

If there are any disabled guests in the Showdome, the wheelchair holding area is under the west pod stairs. This can accommodate up to three wheelchairs for up to 30 minutes. You must let the DM/Facilities know that there are people there. In the event of a real fire, the fire brigade will evacuate them. Under no circumstances should lifts be used during a fire alarm.

State of the Earth

- Put on fire vest – located under computer
- Clear area using nearest accessible fire exit
- Wait at security for roll call and all clear

If there are any disabled guests in the State of the Earth, the wheelchair holding area is under the west pod stairs. This can accommodate up to three wheelchairs for up to 30 minutes. You must let the DM/Facilities know that there are people there. In the event of a real fire, the fire brigade will evacuate them. Under no circumstances should lifts be used during a fire alarm.

Red Sound Lobby

- Put on fire vest – located in white sound lobby
- Clear How it all Started and Restless Earth using the nearest accessible fire exit
- Sweep through Shaping the Surface and Casualties and Survivors, clearing customers using the nearest accessible fire exit

- Sweep through Oceans and Polar using the nearest accessible fire exit
- Meet the meet and greet marshal in Polar and check the green lobby then exit using the nearest accessible fire exit
- Wait at security for role call and all clear

Rainforest

- Put on fire vest – located by fire exit
- Clear Rainforest through nearest accessible fire exit
- Station yourself in the Rainforest lobby to assist with the customer evacuation from the green lobby
- Wait at security for roll call and all clear

Education

- Put on fire vest – located in the classrooms and education office
- Clear classrooms and education offices through the nearest accessible fire exit
- Wait at security for roll call and all clear

If there are any disabled guests in the classrooms, the wheelchair holding area is under the west pod stairs. This can accommodate up to three wheelchairs for up to 30 minutes. You must let the DM/Facilities know that there are people there. In the event of a real fire, the fire brigade will evacuate them. Under no circumstances should lifts be used during a fire alarm.

REMAIN CALM

DO NOT RUN

**LEAVE THE BUILDING IN AN ORDERLY
MANNER**

After all clear has been given by the Duty Manager

When re-entering the building do so calmly and in an orderly fashion. FOH/retail/F&B when re-entering with your guests, go back into the building the way you came out, ensuring you have the correct group of people with you. If you are returning to any of the pulsed galleries, remember all shows will have to be re-pulsed, meaning that How it all Started will not begin until the Time Machine arrives, Restless Earth will not begin until How it all Started has finished etc.

For this reason, liaise with the visitor services manager/supervisor before sending any guests down in the Time Machine.

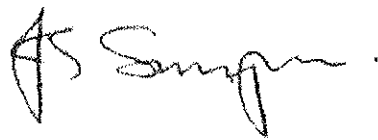
OF THE HEALTH AND SAFETY AT WORK ACT

Training Records located within departmental H&S files

Statements of Intent:

I, John Simpson, Chief Executive, Dynamic Earth Enterprises Limited, consider safety to be an essential feature in the successful running of this business. I understand my legal responsibilities and will always offer my support and consideration to safety issues drawn to my attention by both employees and the management team. Together we have a common aim in achieving a safe workplace and the maintenance of safe working practices. I receive reports from the Health and Safety Management team.

Signed:



Date: February 2006

I, Andy Elmer, Operations Director, Dynamic Earth Enterprises Limited, understand my responsibilities relating to safety legal compliance and will support the management and employees concerning safety issues referred to myself for consideration, action and authority. I receive reports from the Health and Safety Management team.

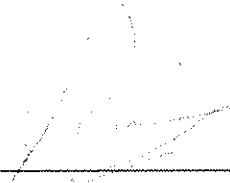
Signed:



Date: February 2006

I, Richard Cairns, Facilities Manager, Dynamic Earth Enterprises Limited, understand my responsibilities relating to safety legal compliance within the day to day operation of this facility. It is my overall aim to reduce accidents in the work place and ensure the health, safety and welfare of our employees, guests, visitors and other persons. This policy summarises the main responsibilities and arrangements, which are in place, to ensure a safe environment is considered with utmost importance.

Signed:



Date: February 2006



ace europe

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CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the Policyholder employs persons covered by the policy)

Policy Number : 74UKC05364

1. Name of Policyholder: DYNAMIC EARTH ENTERPRISES LTD AND
DYNAMIC EARTH CHARITABLE TRUST

2. Date of commencement of insurance policy: 29 June 2008 L.S.T.

3. Date of expiry of insurance policy: 28 June 2009 L.S.T.
both days inclusive
L.S.T. (Local Standard Time) means the time
applicable on the relevant date at the Address of the
Insured as shown on the Schedule to the Policy

We hereby certify that:

- 1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney; and**
- 2. the minimum amount of cover provided by this policy is no less than GBP5,000,000.**

Signed on behalf of ACE European Group Ltd.

Andrew Kendrick, Chairman and Chief Executive Officer

FIRE CERTIFICATE UNDER THE FIRE PRECAUTIONS ACT 1971

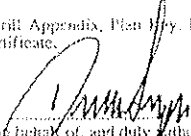
Address of the premises with respect to which this certificate is issued	DYNAMIC EARTH 112 HOLYROOD ROAD EDINBURGH EH8 8AS
Occupier of the premises	DYNAMIC EARTH ENTERPRISES LIMITED
Name and address of owner(s) of the premises	DYNAMIC EARTH ENTERPRISES LIMITED DYNAMIC EARTH 112 HOLYROOD ROAD EDINBURGH EH8 8AS
Address of the relevant building (i.e., the building containing the premises)	112 HOLYROOD ROAD EDINBURGH EH8 8AS
Notified person in relation to the premises	NOT APPLICABLE
The use or uses of the premises covered by this certificate	OFFICE

1. IT IS HEREBY CERTIFIED that the premises described above being premises:

- (a) put to the use or uses designated by Order under section 1 of the Fire Precautions Act 1971 specified above, are provided with the MEANS OF ESCAPE IN CASE OF FIRE specified on the plan(s); and that
- (b) the relevant building described above is provided with the MEANS (other than means of fighting fire) FOR SECURING THAT THE MEANS OF ESCAPE with which the premises are provided CAN BE SAFELY AND EFFECTIVELY USED AT ALL MATERIAL TIMES specified on the plan(s) and in Schedule 1; and that
- (c) the relevant building described above is provided with the MEANS FOR FIGHTING FIRE (whether in the premises or affecting the means of escape) and with the MEANS FOR GIVING to persons in the premises WARNING IN CASE OF FIRE specified on the plan(s) and in Schedule 1

2. The REQUIREMENTS in Schedule 2 are HEREBY IMPOSED.

3. The Schedules, Fire Instruction and Drill Appendix, Plan *ff*, Plans and Fire Precautions Act Guidance attached hereto all form part of this Certificate.


(Signed) on behalf of, and duly authorized by
THE Lothian and Borders Fire Board
Fire Authority for the Area in which the premises are situated.

