



Dynamic Earth Risk Assessments

Education and Group Visits

2016/2017

Health and Safety Risk Assessment

Task to be assessed: Groups arriving and leaving Dynamic Earth

Date of assessment: July 2016

Review: July 2017

HAZARD		INITIAL RISK		CONTROLS	RESIDUAL RISK		
Hazard Description	Hazard Effect	Person at risk	Hazard Severity	Likelihood	List controls required	Hazard Severity	Likelihood
Describe all hazards for the task based on observations. Additional hazards may be caused by interaction with other work	Describe all effects that may be caused if the hazard was to occur	Name all types of persons at risk	Identify the severity with no controls in place for each hazard Low/med/high	Identify the likelihood for each hazard with no controls in place Low/med/high	List all controls for each hazard, if PPE is used it must be specifically described If a control can only be verified by documentation then it must be available. Controls MUST reduce severity, Likelihood or both	Identify the severity with controls in place for each hazard Low/med/high	Identify the likelihood for each hazard with controls in place Low/med/high
Tripping, slipping or falling in amphitheatre	Muscular/skeletal injuries, bruising, cuts.	All	Low	Med	Children to be supervised at all times by teacher/carer/supervisor/group leader. Groups and individuals to move in an orderly fashion (do not run). Use steps. Be vigilant and watch footing. Front of House staff to be aware of risk. First aider on site.	Low	Low
Being hit by a vehicle in turning circle	Muscular/skeletal injuries, bruising, cuts, more serious injuries/death.	All	Med	Low	Groups and individuals to leave bus/transport in an orderly fashion and under supervision. Any road crossing to be supervised by teacher/carer/supervisor/group leader. A 5 mph speed limit to be enforced. Number of vehicles in turning circle to be strictly limited and managed by Dynamic Earth staff. Staff to be vigilant / First aider on site.	Low	Low

Health and Safety Risk Assessment

Task to be assessed: Groups in galleries

Date of assessment: July 2016

Review: July 2017

HAZARD		INITIAL RISK		CONTROLS	RESIDUAL RISK		
Hazard Description	Hazard Effect	Person at risk	Hazard Severity	Likelihood	List controls required	Hazard Severity	Likelihood
Describe all hazards for the task based on observations. Additional hazards may be caused by interaction with other work	Describe all effects that may be caused if the hazard was to occur	Name all types of persons at risk	Identify the severity with no controls in place for each hazard Low/med/high	Identify the likelihood for each hazard with no controls in place Low/med/high	List all controls for each hazard, if PPE is used it must be specifically described If a control can only be verified by documentation then it must be available. Controls MUST reduce severity, Likelihood or both	Identify the severity with controls in place for each hazard Low/med/high	Identify the likelihood for each hazard with controls in place Low/med/high
Flashing lights	May affect those with epilepsy, headaches, general discomfort.	All but particular care should be taken for those with epilepsy.	Med	Low	Staff to make groups aware of flashing lights Signage to warn at the beginning of the tour. Teachers/supervisors/carers/groups leaders to ensure medical information predisposing them or their charges is made available to Dynamic Earth staff on booking/arrival.	Low	Low
Loud sounds	Headaches, general discomfort, fear/nervousness/panic.	All but particular care should be taken for those sensitive to sound.	Low	Low	Teachers/supervisors/carers/groups leaders to ensure medical information predisposing them or their charges is made available to Dynamic Earth staff on booking/arrival. Front of House staff to be aware of areas where loud/unexpected noises may occur.	Low	Low
Low light levels	Headaches, general discomfort, fear/nervousness/panic. Cuts, bruises, muscular/skeletal injuries from colliding with objects.	All	Low	Med	Teachers/supervisors/carers/group leaders to ensure groups are supervised at all times and proceed through the galleries in an orderly fashion (do not run). Staff to assist with torches when necessary. First aider on site.	Low	Low

Health and Safety Risk Assessment

Task to be assessed: Visitors with Disabilities (to be used in conjunction with ‘Fire Evacuation Procedures’)

Date of assessment: July 2016

Review: July 2017

HAZARD		INITIAL RISK		CONTROLS	RESIDUAL RISK		
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Describe all hazards for the task based on observations. Additional hazards may be caused by interaction with other work	Describe all effects that may be caused if the hazard was to occur	Name all types of persons at risk	Identify the severity with no controls in place for each hazard Low/med/high	Identify the likelihood for each hazard with no controls in place Low/med/high	List all controls for each hazard, if PPE is used it must be specifically described If a control can only be verified by documentation then it must be available. Controls MUST reduce severity, Likelihood or both	Identify the severity with controls in place for each hazard Low/med/high	Identify the likelihood for each hazard with controls in place Low/med/high
Difficulties getting in/out and around the building.	Cuts/bruises/muscular skeletal injuries. Confusion/anger, emotional stress. Aggravation of existing injuries.	Wheelchair users/visually impaired/hard of hearing/elderly/muscular/skeletal issues/mental issues	Low	Low	Visitors to ensure Dynamic Earth staff are aware of any disability before visit. Tables/chairs/other objects to be placed with wheelchair access in mind. Carers/staff to assist when necessary. Disability Awareness training to be provided to staff. Building to be DDA (Disability Discrimination Act) compliant. Staff to be vigilant.	Low	Low
Evacuating the building during an emergency.	Emotional stress/fear.	All	Low	Low	Disabled people not to be left alone during evacuation. Teachers/carers/supervisors/group leaders to be aware of fire evacuation procedures.	Low	Low

Health and Safety Risk Assessment

Task to be assessed: Fire and Fire Evacuation (to be used in conjunction with ‘Fire Evacuation Procedures’)

Date of assessment: July 2016

Review: July 2017

HAZARD		INITIAL RISK			CONTROLS	RESIDUAL RISK	
Hazard Description	Hazard Effect	Person at risk	Hazard Severity	Likelihood	List controls required	Hazard Severity	Likelihood
Describe all hazards for the task based on observations. Additional hazards may be caused by interaction with other work	Describe all effects that may be caused if the hazard was to occur	Name all types of persons at risk	Identify the severity with no controls in place for each hazard Low/med/high	Identify the likelihood for each hazard with no controls in place Low/med/high	List all controls for each hazard, if PPE is used it must be specifically described If a control can only be verified by documentation then it must be available. Controls MUST reduce severity, Likelihood or both	Identify the severity with controls in place for each hazard Low/med/high	Identify the likelihood for each hazard with controls in place Low/med/high
Contact with smoke/fire.	Breathing problems, suffocation, burns.	All	High	Low	Fire alarm to be raised. Staff to have regular fire evacuation training. Staff to lead groups out quickly and efficiently. Teachers/carers/group leaders to ensure groups stay together at all times and are supervised.	Low	Low
Inadequate lighting/blocked fire exits	Panic, emotional stress, getting lost, physical injuries. Inability to evacuate building. Spread of fire. Leading to ‘contact with smoke/fire’.	All	Med	Low	No smoking permitted within the building. Fire training. Monthly emergency lighting checks. Regular tests of fire warning equipment. Daily checks of escape routes. Escape routes kept clear.	Low	Low
Panic/emotional stress.	Erratic behaviour, tripping and falling, muscular/skeletal injuries/more serious injuries, risk to others.	All	Low	Med	Staff to remain calm and inform group of action to be taken. Staff to lead groups quickly and efficiently. Teachers/carers/group leaders to ensure groups stay together at all times and are supervised.		

Health and Safety Risk Assessment

Task to be assessed: Groups in classrooms (page 1 of 2)

Date of assessment: July 2016

Review: July 2017

HAZARD		INITIAL RISK		CONTROLS	RESIDUAL RISK		
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Coloured/atmospheric lighting	Headaches, general discomfort.	All	Low	Low	Staff to be vigilant. Teachers/supervisors/carers/groups leaders to ensure medical information predisposing them or their charges is made available to Dynamic Earth education staff.	Low	Low
Loud sounds	Headaches, general discomfort, fear/nervousness/panic.	All but particular care should be taken for those sensitive to sound.	Low	Low	Staff to be vigilant. Teachers/supervisors/carers/groups leaders to ensure medical information predisposing them or their charges is made available to Dynamic Earth staff on booking/arrival.	Low	Low
Low light levels	Headaches, general discomfort, fear/nervousness/panic. Cuts, bruises, muscular/skeletal injuries from colliding with objects.	All	Low	Med	Teachers/supervisors/carers/group leaders to ensure groups are supervised and under control at all times. Staff/teachers/supervisors/carers to be vigilant to lose objects/bags/coats on floor. First aider on site.	Low	Low

Health and Safety Risk Assessment

Task to be assessed: Groups in classrooms (page 2 of 2)

Date of assessment: July 2016

Review: July 2017

HAZARD		INITIAL RISK		CONTROLS	RESIDUAL RISK		
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Use of handling specimens	Cuts/bruises, skeletal/muscular injuries from miss handling/dropping. Allergic reaction (animal fur) Respiratory irritation	All particularly those with known sensitivity.	Med	Med	Staff to advise on correct handling procedure and be vigilant. Teachers/carers/supervisors/group leaders to remain vigilant and maintain overall group control. Staff to advise on materials that may cause allergic reaction/respiratory irritation. Teacher/carers/supervisors/group leaders to advise of children with known sensitivity.	Low	Low
Partaking in experiments/craft	Cuts from scissors, reaction to paint, glue etc. Reaction to experiment materials.	All particularly those with known sensitivity.	Med	Low	Staff to raise awareness to teacher/carer/supervisor/group leader all experiment/craft materials being used. First aiders on call.	Low	Low
Demonstrations/specialist equipment	Contact of materials with eyes. Shock, emotional distress.	All	Low	Low	Eye baths available in Education suite. Staff to advise on correct procedure with specialist equipment and to supervise with teachers consent. Staff to demonstrate without the direct participation of children when appropriate.	Low	Low

****INDIVIDUAL ACTIVITY RISK ASSESMENTS AVAILABLE ON REQUEST****

Health and Safety Risk Assessment

Task to be assessed: Groups within Dynamic Earth

Date of assessment: July 2016

Review: July 2017

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Collision with glass walls/partitions	Cuts, bruises, muscular/skeletal injuries, shock, emotional distress.	All	Low	Low	Children to be supervised at all times by teacher/carer/supervisor/group leader. Groups and individuals to move in an orderly fashion (do not run). Front of House staff to be aware of risk. First aider on site. Markers to be placed on glass partitions and walls.	Low	Low
Trips/slips and falls	Cuts, bruises, muscular/skeletal injuries, shock, emotional distress.	All	Low	Med	Children to be supervised at all times by teacher/carer/supervisor/group leader. Groups and individuals to move in an orderly fashion (do not run). Front of House staff to be aware of risk. First aider on site.	Low	Low
Use of café facilities	Burns, cuts, allergic reaction.	All particularly those with known food allergies	Med	Med	Children to be supervised at all times by teacher/carer/supervisor/group leader. Dynamic Earth staff to be advised of allergies when relevant to do so. Café staff to be competent in advising on ingredient content in displayed food.	Low	Low

Health and Safety Risk Assessment

Task to be assessed: Protection of Vulnerable People (to be used in conjunction with the 'Protection of Vulnerable Groups' statement)

Date of assessment: July 2016

Review: July 2017

HAZARD		INITIAL RISK		CONTROLS	RESIDUAL RISK		
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Physical or emotional abuse.	Physical or emotional harm or stress.	Vulnerable adults and children.	Med	Low	Working with Children ad Vulnerable Adults policy and procedures to be available to all staff. Staff with extended or close contact with children to be cleared through Disclosure Scotland. Staff/teachers/carers/group leaders or support workers to be vigilant at all times to inappropriate behaviour and highlight to a member of staff.	Low	Low