

Landau Forte Academy Greenacres

MANAGEMENT OF HEALTH AND SAFETY AT WORK - ACTIVITIES - ASSESSMENT OF RISK

School Landau Forte Academy Primary Tamworth Date of Assessment May 2016 Names of assessor/s Miss D. Evans

ACTIVITY	HAZARDS	CONTROL MEASURES ALREADY IN PLACE (Legal Standards)?	A HAZARD RATING	B LIKELIHOOD	C (A x B) RISK	FURTHER ACTION REQUIRED	ACTIONED BY	COMPLETED BY
Accessing a London Tube Station: Tower Hill	Becoming separated from the group in the station	<ul style="list-style-type: none"> • Group leader to remind the children of the need to stay together, that the group will not rush for the train. Leader will decide on short manageable sections that the group will cover i.e. stop at the bottom of the stairs; stop beyond the end of the escalator etc. • Leader will decide on a meeting point near the ticket booths where they will meet, should anyone get separated. They will clearly tell the group. Stations do have a 'Lost child point' in this area. • Group leader will need to look after the groups train tickets. • If there is one leader - the leader will send the group through the turnstiles, telling them to stop just beyond, until the leader gets through. If there is more than one adult, one adult will go through first and wait for the children to come through. 	1	3	3			
	Using the escalator	<ul style="list-style-type: none"> • London Underground policy is that if you are going to stand on the escalator, then you stand on the right hand-side. The left is used for 'over-taking'. The groups will use the right hand side at all times and hold the rail. The adult should stand behind the group. • Staff will make sure that on getting off the escalator, the group moves on and gets out the way of other users. • If the leader needs to check on anything, the leader will need to find a safe place to the side to stop the group. 	1	2	2			

Getting the correct train	Going the wrong way on the tube.	<ul style="list-style-type: none"> When accessing the tube from Tower Hill, the Circle or District lines are the only ones available and both take you to Embankment. West bound trains are needed. Check the boards to make sure the group has the correct platform. If the group ends up going East on either line then it will need to exit the train at the next station and then get onto the westbound platform. 	1	2	2			
Leaving the station	Becoming separated from the group in the station	<ul style="list-style-type: none"> On exiting the train, instruct the children to cross the platform to the wall and stop. Take time to instruct the children that if they get lost they are to meet at the ticket booth in the station. Waiting a minute or two will allow the platform to clear. Exit in a controlled manner. 	1	3	3			

HAZARD RATINGS (A)	1 = Minor Injury
	3 = Major Injury
	5 = Death

LIKELIHOOD (B)	2 = Unlikely
	4 = Occasional
	6 = Probable

RISK PRIORITY (C)	12-30 = High
	6-12 = Medium
	2-4 = Low

NOTE: If Risk (C) is over 4, further action is advisable.

Signed: _____ Date: _____