

Risk Assessment: March 2008

Hazard	Risk	Action being taken to reduce risk	Further action which might be necessary
Accident occurring when students enter the building or move around the Parliamentary Estate e.g. an accident with a vehicle or staff or students tripping and falling (there are escalators, stairs and narrow walkways to navigate).	Low	<ul style="list-style-type: none"> • Vehicle drop-off point is situated immediately outside the building (Portcullis House) • Adequate supervision is provided. Average supervision ratio is 1:8. • Standards of behaviour are enforced • Visitor Assistants (VAs) and security staff are employed to manage crowds outside the buildings • 24 hour security officers are present and trained to deal with emergencies 	<ul style="list-style-type: none"> • Ensure students are briefed on road safety awareness before starting the tour • Ensure Visitor Assistants (VAs) are briefed on road safety awareness and follow health and safety guidelines whilst on the tour • Education Officer to remind VAs of health and safety measures during briefing session at start of each visit
Students getting lost while on the Parliamentary estate.	Low	<ul style="list-style-type: none"> • Adequate supervision is provided. Average supervision ratio is 1:8. • Tour leader carries out regular head counts on the tour route and when a group moves between buildings or rooms. • Small group sizes are maintained for moving around the estate • Groups are given enough time to move between buildings to help keep everyone together 	<ul style="list-style-type: none"> • Aim for at least one same-sex adult supervisor for single-sex groups
Accident occurring in the toilet areas.	Low	<ul style="list-style-type: none"> • Groups are accompanied by a teacher or Education Service staff member whilst in the toilet areas • Standards of behaviour are enforced 	<ul style="list-style-type: none"> • Aim for at least one same-sex adult supervisor for single-sex groups
Students or staff getting tired or feeling faint due to length of tour which does not include many rest points (tours last approximately one hour and 15 minutes and can involve walking up several flights of stairs).	Medium	<ul style="list-style-type: none"> • Tour leaders allow rest points with time to sit down wherever possible on the tour route • Tours are adapted to cater for specific needs of individual groups wherever possible e.g. shortening the tour if it is requested 	<ul style="list-style-type: none"> • Allow a short break for a biscuit and a drink before the tour if required
Medical emergency or illness e.g. asthma attack, allergy, fit.	Low	<ul style="list-style-type: none"> • All staff are aware of emergency procedures • 24 hour security staff are available to deal with emergencies and each building on the Parliamentary Estate has a designated emergency first aider 	