

Address	City Hall, The Queen's Walk, London, SE1 2AA	Date Prepared	9 November 2005
Assessors Name	Jim Rush (White Young Green) and Richard Nicholson (GLA)	Review Date	September 2009
Position	Regional Director Public Liaison Officer	Tel	0116 234 8000 / 020 7983 4000

Work Area / Activity Being Assessed	Educational visits by school parties and other groups to the Greater London, City Hall	Describe in more detail what goes on there / what is involved:	<p>Groups of up to 45 pupils from age 7 upwards arrive at reception to City Hall and are met by a Public Liaison Officer. The group are accompanied by teachers / adults in accordance with the relevant London Borough prescribed staff : student ratio for educational visits. The group and accompanying adults are escorted by the Education Visit Host to a Lower Ground Floor Committee Room where a workshop and presentation lasting around 1.5 hrs takes place. Following this a tour of parts of City Hall takes place, dependant on what other events are taking place on the day of the visit. Areas commonly visited can include:</p> <ul style="list-style-type: none"> ✓ Lower Ground Floor Visitor Centre including London floor map, ✓ 2nd Floor Chamber viewing area, ✓ Londons Living Room (inc external balcony), ✓ Ramp.
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Manager's Declaration (Not to be Signed Off Until Risk assessment is Completed)

Signature of Assessor Name (printed) Date

Tel/email

THE MANAGER SHOULD NOW DELETE ONE OF THE FOLLOWING AND SIGN THE FORM

ACCEPTANCE: The activity may continue **but any additional control measures identified that will further reduce the risk will be included in a Departmental Action Plan.**

PROHIBITION: **I am not satisfied that the risk(s) identified are acceptable** without additional control measures being in place. I have therefore taken action to prevent the activity continuing.

Signature of Manager Name (printed) Date

Tel/email

Departmental Action Plans should specify WHAT actions need to be taken, by WHOM and by WHAT DATE

RISK ASSESSMENT

Assessment No:

STEP 1 – Who could get hurt and how? Use this checklist to identify hazards present. Step back and consider any other Hazards unique to your work area and add them to the list.

Involve the managers, staff and where necessary the safety professionals, in deciding what is to be included.

Record all the groups of people who could be harmed by each hazard by inserting the appropriate abbreviation from the list below in the box adjacent to the hazard.

REMEMBER – The presence of groups such as children, members of the public, inexperienced workers, etc could increase the level of risk and additional control measures may be necessary.

General		Groups at Particular Risk			
Employees	E	Children (inc unauthorised access)	C	Contractors / Sub-contractors / Staff from other Depts	CO
All (i.e. – everyone on the premises, inc visitors, etc)	ALL	Pregnant Workers & Nursing Mothers	P	Individuals with Disabilities or Medical Conditions	D
		New Employees	N	Members of the Public	MP
		Young, inexperienced workers	Y		

HAZARDS

1. Access/Egress (Obstructions?)	ALL	10. Hazardous Substances (CoSHH)		19. Storage		How Else Can People Get Hurt (specify below)
2. Asbestos		11. Heights (inc ladders, scaffolding)	ALL	20. Stress		
3. Compressed Gases		12. Lifting Equipment		21. Violence (attack and public disorder)	ALL	
4. Confined Spaces		13. Lone Working		22. Welfare		
5. Display Screen Equipment (DSE)		14. Manual Handling		23. Working Patterns / Work organisation		
6. Electricity (inc. Portable appliances)	ALL	15. Noise Exposure (inc Equipment)				
7. Fire (Building Aspects, inc storage of Combustible & Flammable materials)	ALL	16. Office Equipment (e.g. Photocopiers, Shredders)				
8. Food Hygiene		17. Pressure Systems				
9. Hand Tools		18. Slipping, Tripping, Falling	ALL			

STEP 2 – Now assess the risks from the hazards identified on the previous page by completing the form below.

<p>What could cause HARM? (List here the things you have noted on the previous page)</p>	<p>WHO might be Harmed and HOW? (Always give particular consideration to people with special needs)</p>	<p>CONTROL MEASURES What do you do already to stop these people getting hurt?</p>	<p>Residual Risk* High/Medium/Low (See Table 1 to help you)</p>	<p>Can further actions be taken to reduce the level of risk? Y / N If 'Yes' give details in Action Plan</p>
<p>1. Access / Egress</p>	<p>GLA staff, visitors – tour route or emergency exit routes obstructed preventing use and requiring use of alternative unplanned route or delaying escape in event of emergency.</p>	<ul style="list-style-type: none"> ✓ Monthly H&S inspections that include consideration of this issue carried out by GLA H&S Co-ordinators, ✓ Tour route walked by Public Liaison Officer prior to each educational visit to ensure no obstructions blocking access / egress or unscheduled meetings / events taking place in areas to be visited, ✓ Record of completion of satisfactory Pre-visit checks maintained – any actions required to remove obstructions, re-route tour because of unscheduled meetings / events completed prior to tour and recorded. 	<p>L3 S2 - LOW</p>	<p>N</p>

What could cause HARM? (List here the things you have noted on the previous page)	WHO might be Harmed and HOW? (Always give particular consideration to people with special needs)	CONTROL MEASURES What do you do already to stop these people getting hurt?	Residual Risk* High/Medium/Low (See Table 1 to help you)	Can further actions be taken to reduce the level of risk? Y / N If 'Yes' give details in Action Plan
6. Electricity	GLA staff, visitors – electrocution / electric shock from contact with faulty equipment or damaged fixed electrical installation	<ul style="list-style-type: none"> ✓ Current safety certificate held for inspection of Fixed Electrical Installation, ✓ Residual Current Devices (RCD) circuit breakers installed in City Hall electrical circuits to prevent electrocution. ✓ Committee room checked by Public Liaison Officer prior to each educational visit to ensure no visible damage to sockets, electrical trunking, sockets, ec that exposes unprotected electrical wiring, ✓ Tour route walked by Public Liaison Officer prior to each educational visit to ensure no visible damage to sockets, electrical trunking, sockets, ec that exposes unprotected electrical wiring, ✓ Portable electrical equipment to be used, e.g. TV, laptop computer, projector, inspected and tested by Norland as part of PAT testing schedule, ✓ Only portable electrical equipment that has passed PAT test and is within time period before next test is due is used during workshop and presentation. 	L1 S2 - LOW	N

What could cause HARM? (List here the things you have noted on the previous page)	WHO might be Harmed and HOW? (Always give particular consideration to people with special needs)	CONTROL MEASURES What do you do already to stop these people getting hurt?	Residual Risk* High/Medium/Low (See Table 1 to help you)	Can further actions be taken to reduce the level of risk? Y / N If 'Yes' give details in Action Plan
7. Fire	GLA staff, visitors – inhalation of smoke, burns from fire	<ul style="list-style-type: none"> ✓ Detailed Fire Risk Assessment completed by external specialist ✓ City Hall is a no-smoking building reducing ignition sources ✓ Portable Electrical Appliance & Fixed Electrical Installation inspection and testing regime in place to reduce potential ignition source from faulty electrical equipment or circuits ✓ Permit to Work system operated for 'Hot Works' to control this potential ignition source ✓ Fire / Smoke detection system installed in building and regularly maintained & tested ✓ Fire alarm system installed in building and regularly maintained & tested ✓ Portable fire fighting equipment – extinguishers – provided throughout building ✓ Fire fighting – sprinkler - system installed in building ✓ Emergency evacuation procedures established & communicated to all staff through induction process and posting on Intranet ✓ Fire evacuation drills take place at least annually ✓ Fire Wardens appointed and trained on all floors ✓ Monthly H&S inspections that include consideration of this issue carried out by GLA H&S Co-ordinators ✓ Information on action to be taken by the visiting group in the event of hearing the fire alarm to be included in introduction to presentation at City Hall. 	L2 S2 - LOW	N

What could cause HARM? (List here the things you have noted on the previous page)	WHO might be Harmed and HOW? (Always give particular consideration to people with special needs)	CONTROL MEASURES What do you do already to stop these people getting hurt?	Residual Risk* High/Medium/Low (See Table 1 to help you)	Can further actions be taken to reduce the level of risk? Y / N If 'Yes' give details in Action Plan
11. Falling from Height	GLA staff, visitors – major injuries or fatality as result of falling from London's Living Room external balcony or falling from the internal ramp.	<ul style="list-style-type: none"> ✓ Physical edge protection barriers / handrails installed on balcony and ramp to prevent falls ✓ Instructions issued to visiting party leader in Confirmation letter that accompanying staff remain responsible for the good conduct and welfare of their pupils during the visit ✓ Staff : Pupil ratios checked to ensure they meet set specifications of London Boroughs ✓ Tour route walked by Public Liaison Officer prior to each educational visit to ensure no visible damage to edge protection barriers on balcony or ramp. ✓ Public Liaison Officer makes a judgement on the day as to the behaviour of the Group. If they are considered too boisterous the Ramp will not be used. 	L1 S5 - LOW	N
18. Slips, Trips & Falls	GLA staff, visitors – slipping on wet floor or spillages, tripping on uneven or damaged floor or trailing cables.	<ul style="list-style-type: none"> ✓ Monthly H&S inspections that include consideration of this issue carried out by GLA H&S Co-ordinators, ✓ Tour route walked by Public Liaison Officer prior to each educational visit to ensure no slipping or tripping hazards present in areas to be visited, ✓ Record of completion of satisfactory Pre-visit checks maintained – any actions required to remove slipping and tripping hazards, re-route tour because of presence of slipping or tripping hazards completed prior to tour and recorded. ✓ All staff encouraged to report slipping or tripping hazards to the FM Helpdesk for action. 	L3 S2 - LOW	N

What could cause HARM? (List here the things you have noted on the previous page)	WHO might be Harmed and HOW? (Always give particular consideration to people with special needs)	CONTROL MEASURES What do you do already to stop these people getting hurt?	Residual Risk* High/Medium/Low (See Table 1 to help you)	Can further actions be taken to reduce the level of risk? Y / N If 'Yes' give details in Action Plan
21. Violence	GLA staff, visitors – staff subjected to verbal or physical abuse by visitor or member of educational visit party, visitors subjected to verbal or physical abuse by other visitors	<ul style="list-style-type: none"> ✓ Instructions issued to visiting party leader in Confirmation letter that accompanying staff remain responsible for the good conduct and welfare of their pupils during the visit. ✓ Security checks in place at entrance to City Hall and all visitors are required to pass through metal detector. ✓ Security staff posted around building. 	L2 S2 - LOW	N

Table 1 Classification of Risk

Risk Analysis/Priority of Action Matrix

	1 Very Unlikely <i>(Freak event – no known history)</i>	2 Unlikely <i>(Unlikely sequence of events)</i>	3 Possible <i>(Foreseeable under unusual circumstances)</i>	4 Likely <i>(Easily foreseeable- odd incident may have occurred)</i>	5 Very Likely <i>(Common occurrence – aware of incidents)</i>
1 Negligible <i>(No visible injury – no First Aid required)</i>	Low	Low	Low	Low	Low
2 Slight <i>(Minor cuts, bruises – no long term effects)</i>	Low	Low	Low	Medium	Medium
3 Moderate <i>(Heavy bruising, deep flesh wound. Lost time accident)</i>	Low	Low	Medium	High	High
4 Severe <i>(Lost time accidents and major injuries)</i>	Low	Medium	High	High	High
5 Very Severe <i>(Long term disability or death)</i>	Low	Medium	High	High	High