

Torquay's Dinosaur World

SCHOOL VISIT RISK ASSESSMENT

1. INTRODUCTION

According to Health and Safety Legislation, Torquay's Dinosaur World has carried out a full risk assessment for all visitors to the exhibition. The exhibition is located at 3 Victoria Parade, Torquay Harbour, TQ1 2BB. Our premises are part of the Queens Quay building.

The school should arrange adequate supervision as necessary. It must be emphasized that primary responsibility for the supervision of children during the visit rests with the teachers/helpers, and every group should be accompanied by the appropriate number of teachers/helpers in relation to the number of children. During your visit the school group will be split into smaller teams to aid the educational process. Each of these smaller groups must have a teacher/helper supervising it at all times.

Any necessary First Aid treatment should ideally be provided by teachers/ helpers and details regarding specific medical problems i.e. allergy to plasters should be fully ascertained by them. A First Aid Kit is available at the exhibition. The nearest hospital is Torbay Hospital, which has an Accident & Emergency Department, and is about 2 miles away.

If needed teachers are allowed free pre-visit access to the exhibition in order to carry out their own specific risk assessment.

Detailed below are the potential hazards, risk levels and the control measures we have put in place to reduce those risks.

We want all children to enjoy their visit and to be safe, and we do everything within our powers to ensure a safe and secure environment.

2. RISK ASSESSMENT

Hazard	Risk Level	Controls	Responsibility
Traffic & Harbour	Low/medium	Torquay's Dinosaur World is accessed from the pavement next to a main road and Torquay harbour. Teachers/helpers should take responsibility and arrange adequate supervision as necessary when entering and leaving the exhibition.	Teachers and helpers
Fire	Low	Fire and Evacuation Procedures are in place and regular risk assessments undertaken. All Fire prevention equipment is regularly serviced by a qualified engineer.	Torquay's Dinosaur World
Slips & Trips	Low	Trip hazard warning signs are displayed around the exhibition. The exhibition is checked throughout the day for new hazards. Children are asked not to run and look out for warning signs.	Teachers, helpers and Torquay's Dinosaur World
Hitting Head	Low	The physical environment is secured and appropriately lit in all areas.	Torquay's Dinosaur World
Lost Children	Low	Children should be supervised at all times. Parents and helpers should arrange meeting points on arrival. Lost children should be immediately reported to a member of staff. Torquay's Dinosaur World staff will help locate the lost child.	Teachers, carers and Torquay's Dinosaur World
Child Safety	Low	Staff do not have any unsupervised contact with children but permanent members of staff are DBS checked.	Torquay's Dinosaur World
Emergency Evacuation	Low	The exhibition has two Emergency Exits, which are signposted. If necessary members of staff will lead visitors to the Safe Assembly point, which is on the pavement in front of the Queens Quay building.	Torquay's Dinosaur World
Illness/Injury	Low	We have Emergency First Aiders on duty and 1 st Aid equipment is available on site. Teachers/ helpers will take primary responsibility for the provision of First Aid treatment. An Accident Log will be completed to record the incident details.	Teachers, helpers and Torquay's Dinosaur World

Special requirements for SEN children	Low	Whilst it is the responsibility of teachers and helpers to care for any children with special education needs, Torquay's Dinosaur World staff can assist where possible with special requirements.	Teachers, helpers and Torquay's Dinosaur World
Lost Property	Low	Children's belongings should be labelled or easily identified. Any loss of property should be reported to staff immediately, who will search for the item. If not found a Lost Property Log will be completed.	Teachers, helpers and Torquay's Dinosaur World
Fossil Sand Digs	Low	Children should be supervised at all times. All fossil dig equipment should be used appropriately and in accordance with any instructional signage.	Teachers, helpers and Torquay's Dinosaur World
Shop	Low	All merchandise sold conforms to statutory safety regulations.	Torquay's Dinosaur World
Craft Room	Low	All craft supplies used conform to statutory safety regulations.	Torquay's Dinosaur World
Toilets	Low	Our toilets are located downstairs, and are not have disability access. The stairs are quite steep so children should take extra care, use handrail and be supervised by Teachers/ helpers.	Teachers, helpers and Torquay's Dinosaur World