Educational Visits – Risk Assessment Guidelines

Introduction
The risk of an accident or injury to a visitor is small. The risk of a serious accident or injury is very small. Common sense and consideration for other visitors will reduce this further.

General Procedures
Health and safety procedures are reviewed on a regular basis ensuring that any work required is carried out to provide a low risk environment. Visitor comment is sought through visitor surveys, customer feedback forms and accident report forms. Regular safety inspections are carried out. Emergency procedures are in place for the unlikely event of a fire or evacuation.

Recommendations to teachers
It is strongly recommended that all teachers make a preliminary visit to the Scottish Parliament in order to carry out their own risk assessment before bringing a class of children. If a pre-visit is not possible, this guidance sheet provides a general outline of potential risks and controls measures.

Supervision
It is essential that children are continually supervised throughout their visit and in all areas of the Parliament. We prefer a ratio of 1 adult to 10 children. It is the responsibility of Group leaders and accompanying adults to ensure that the behaviour and conduct of groups does not put any visiting child at risk of accident or injury.

Hazards, Risks and Controls

1) Hazard and Risk: Special Requirements – Disabilities
Controls: Scottish Parliament staff require school groups to give prior information about any pupils that have special requirements, at the booking stage. Schools must provide information to ensure safety of pupils throughout, including assessments regarding the individual requirements of their pupils. A PEEP (Personal Emergency Evacuation Plan) can also be prepared where necessary.

2) Hazard and Risk: Supervision of school groups – lack of supervision
Controls: A ratio of one adult to 10 pupils is recommended.

3) Hazard and Risk: Education Centre - Floor Surfaces, electrical cables during presentations, furniture – slip and trip
Controls: The Scottish Parliament endeavours to remove all potential hazards prior to entry by members of the public. Maintenance works are scheduled to occur outside public opening times.

4) Hazard and Risk: Tour route - Garden Lobby security desk (tour route) – sharp corner
Controls: It is essential that children are continually supervised throughout their visit and in all areas of the Parliament. We prefer a ratio of 1 adult to 10
children. Normal walking routes through this area should avoid close contact with this potential risk.

5) Hazard and Risk: Tour route - furniture, busts – collision
Controls: adequate supervision, tour guide to highlight potential risk where appropriate.

6) Hazard and Risk: tour route - Model and mace in Chamber – collision, hand trapping
Controls: adequate supervision, tour guides to highlight potential risk. Groups are not permitted to touch any of the displays or electrical equipment within the Debating Chamber.

7) Hazard and Risk: tour route - MSP Steps, flooring, Black and White Lobby – slip and trip
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8) Hazard and Risk: tour route - Glass Corridor – kerb trip hazards
Controls: adequate supervision, tour guides to highlight potential risk.

9) Hazard and Risk: Tour Groups – size
Controls: maximum numbers of groups is strictly controlled. It is essential that visiting groups bring adequate numbers of accompanying adults.

10) Hazard and Risk: Main Hall Exhibition Units – sharp corners, hand trapping
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11) Hazard and Risk: Main Hall concrete pillars – trip/collision
Controls: adequate supervision, tour guides to highlight potential risk.

12) Hazard and Risk: Main Hall – slippy flooring – slip and trip
Controls: The Scottish Parliament endeavours to remove all potential hazards prior to entry by members of the public. Maintenance works are scheduled to occur outside public opening times.

13) Hazard and Risk: Main Hall Visitor Desk, Leaflet Rack, lockers and furniture – sharp corners
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14) Hazard and Risk: Main Hall – low level lighting – possible problems for visually impaired persons.
Controls: Temporary lighting in place, which is scheduled to be greatly increased shortly.

15) Hazard and Risk: Shop floor surface – trip and slip
Controls: The Scottish Parliament endeavours to remove all potential hazards prior to entry by members of the public. Maintenance works are scheduled to occur outside public opening times. Adequate supervision. It is essential that children are continually supervised throughout their visit and in all areas of the Parliament

Controls: lighting is being reviewed and will be increased shortly.

17) Hazard and Risk: Shop display units – sharp corners
Controls – displays cleaned and maintained. Adequate supervision by group leaders and accompanying adults is required. Display units are lit which also highlight the sharp corners.

18) Hazard and Risk: Shop stock items – falling from height
Controls: no high stacking of stock items. Adequate supervision by group leaders and accompanying adults is required.

19) Hazard and Risk: Toilets flooring – risk of slipping on wet floor
Controls: regular cleaning, warning signs are used routinely. Public toilets remain closed whilst rapid-reaction cleaning takes place.

20) Hazard and Risk: Ponds outside in landscaped areas (point 1 on Explore Outside Building Trail – risk of falling in water
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21) Retaining wall to west of landscape ‘tails’ – risk of children climbing and falling from height
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22) Canongate/Royal Mile ( points 4-5 on Explore Outside Building Trail) – busy road, noisy at times
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23) Holyrood Road (points 2-3 on Explore Outside Building Trail) – involves crossing road at Our Dynamic Earth turning circle and Holyrood Road via a pedestrian crossing

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