

## ARCELORMITTAL ORBIT, PODIUM AND SLIDE GENERIC RISK ASSESSMENT: ALL EDUCATIONAL VISITS JULY 2016

<b>Significant HAZARDS</b> <i>Likely places/ways that people could be seriously harmed</i>	<b>CONTROL MEASURES and PRECAUTIONS that staff agree to adopt as their normal practice</b> <i>Discuss with all staff that organise or help lead offsite visits. Consider the suggested measures below, and tick those that you decide are helpful and applicable, and delete or put a cross against those that are not. Add extra measures in each section as needed.</i>
<b>PRIOR TO VISIT</b>	<b>GROUP LEADER(S) RESPONSIBILITIES</b>
<b>Inadequate planning and organisation</b> accidents/ injuries.	<ul style="list-style-type: none"> <li><input type="checkbox"/> All staff will be appropriately trained, experienced and qualified to competently fulfil their leadership roles and responsibilities</li> <li><input type="checkbox"/> All group leaders will meet prior to departure to discuss and share risk assessments and implement management plans</li> <li><input type="checkbox"/> Restrictions on the use of the slide will be understood and considered in the planning of the visit</li> <li><input type="checkbox"/> All leaders will be made aware of their roles and responsibilities prior to departure</li> <li><input type="checkbox"/> Group leaders will brief group member regarding hazards and involve them in the risk assessment and management process</li> <li><input type="checkbox"/> Parents will be informed of arrangements prior to visits and written consent given</li> </ul>
<b>Exposure to adverse effects of weather</b> cold injury, heat injury, over exposure to sun etc.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Group leaders will consider possible weather conditions, plan appropriate programmes, and ensure that group member are aware of appropriate clothing and equipment required (inc. Coats, sunhat, suncream, raincoat, etc.)</li> </ul>
<b>Young person lost or separated from group</b> trauma / upset / injuries.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Group leader will ensure that supervising staff are competent and understand their roles</li> <li><input type="checkbox"/> Staffing ratios will be appropriate and sufficient to supervise groups at both the top and the bottom of the slide at the same time</li> <li><input type="checkbox"/> Leaders will use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, coloured caps etc)</li> <li><input type="checkbox"/> Staff will ensure that group member are fully aware of itinerary and supervision/meeting arrangements</li> <li><input type="checkbox"/> Group member will be briefed as what to do if separated from group</li> <li><input type="checkbox"/> Leaders will conduct regular head counts, particularly at arrival/departure points, and when separating and reforming groups</li> <li><input type="checkbox"/> Particular attention should be paid to keeping track of all members of the group when the slide is being used and groups are split between the top of the slide and the bottom</li> </ul>

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<p><b>Emergencies</b> Inadequate procedures delayed help/support deterioration of condition</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The group should have an emergency plan for dealing with an incident on a educational visit</li> <li><input type="checkbox"/> At least one leader will carry a mobile phone (with ready charged battery and call credits if “pay as you go” )</li> <li><input type="checkbox"/> Group leader(s) will carry sufficient cash or cards for pay-phones (mobiles do not work in some areas due to weak signal)</li> <li><input type="checkbox"/> Leaders will have immediate access to a copy of Emergency Procedures, including all emergency contact numbers</li> <li><input type="checkbox"/> Leader will have instructions regarding what to do in an emergency</li> <li><input type="checkbox"/> Leaders will have an appropriate level of first aid training and at least one leader will have a current first aid qualification</li> <li><input type="checkbox"/> A complete first aid kit (and travel sickness equipment) will be checked and taken with the group</li> <li><input type="checkbox"/> The first aid kit will be easily accessed by all leaders</li> <li><input type="checkbox"/> Leaders will brief group member regarding emergency procedures (e.g. exiting the AMO via the stairs should the fire alarm sound)</li> <li><input type="checkbox"/> Leaders will prepare a contingency plan in the event of an accident (inc. safety of group, and planned means of onward travel or return home)</li> </ul>
<p><b>Special medical, behavioural needs of specific group member</b> injury / illness</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Group leader(s) will check before departure that group member and/or leaders carry (and store securely) any necessary medication</li> <li><input type="checkbox"/> Group leader(s) should be fully briefed regarding those with known special/medical needs, and trained to treat/respond accordingly, and inform the AMO and Podium management team on arrival of any significant needs that need to be sensitively handled</li> <li><input type="checkbox"/> The itinerary will be arranged with due regard to the mobility and special needs of all members of the group visiting</li> <li><input type="checkbox"/> Arrangements will be made for members of the group unable or unwilling to descend using the slide</li> <li><input type="checkbox"/> Particular care will be given to ensure safe access and involvement for all (incl. for wheelchair users), especially with regard to transport, and activities at the AMO and The Podium. All wheelchair users will be directed through and down both buildings via one of the central lifts.</li> </ul>

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<p><b>DURING GROUPOVISIT</b></p>	<p style="text-align: center;"><b>ARCELORMITTAL ORBIT AND PODIUM MANAGEMENT &amp; SITE TEAM RESPONSIBILITIES</b></p>
<p><b>ArcelorMittal Orbit, The Podium and The Slide Responsibilities : Potential risks identified</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The AMO and Podium Management team will facilitate an inspection visit to the site by the group leader(s) so that they can check the suitability and safety of the ArcelorMittal Orbit and Podium</li> <li><input type="checkbox"/> The AMO and Podium management team will make available our valid Outdoor Learning “Quality Badge” where appropriate</li> <li><input type="checkbox"/> An additional Specific Visit Risk Assessment will be completed with regard to particular individuals/activities should this need arise</li> <li><input type="checkbox"/> All visiting group leader(s) will be made aware beforehand of relevant risk assessments and agreed control measures/precautions including the instructions / restriction on use of the slide</li> <li><input type="checkbox"/> written assurances will be provided of the suitable and sufficient safety management systems (e.g. fire exit procedures &amp; muster point) in place</li> <li><input type="checkbox"/> On arrival, group members will be fully briefed regarding potential hazards, “no-go areas and prohibited activities”, and safety measures/procedures, including conduct and behaviour required.</li> <li><input type="checkbox"/> All visiting group leader(s) will be informed of emergency and first aid procedures, and how to contact the ArcelorMittal and The Podium Duty Manager if required – by phone or by internal radio.</li> </ul>
<p><b>ARRIVING AT THE ARCELORMITTAL ORBIT, THE PODIUM AND THE SLIDE</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> All groups should remain on the bus when it has entered the ArcelorMittal Orbit gates until a member of the ‘site team’ ushers the group off the bus, lead by a group Leader.</li> <li><input type="checkbox"/> A group Leader should be the last person within the group to exit the bus and should carry out a headcount to ensure all group member have exited the bus.</li> <li><input type="checkbox"/> The group should remain together and follow the ‘site team’ member until they are guided into the lifts on the ground floor</li> <li><input type="checkbox"/> The group member should be reminded not to jump in the ascending or descending lifts at any time</li> <li><input type="checkbox"/> When the lift has reached the destination – either Platform 1 or Platform 2 – the group should exit the lift slowly &amp; safely as directed.</li> </ul>

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<p><b>DESCENDING THE EXTERNAL STAIRS</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 24 steps between platform 2 &amp; platform 1 – these steps should be descended slowly and safely while holding onto the handrails provided at all times. These stairs are wide and may require 1 or 2 steps for each. Extra care should be taken if it has been raining &amp; the stairs are wet.</li> <li><input type="checkbox"/> 431 steps between platform 1 and ground floor - these steps should be descended slowly and safely while holding onto the handrails provided at all times. Extra care should be taken if it has been raining &amp; the stairs are wet.</li> <li><input type="checkbox"/> Slope at the bottom of the stairs – this slope should be WALKED slowly and safely. Extra care should be taken if it has been raining &amp; the slope is wet.</li> <li><input type="checkbox"/> Turnstiles – the group should exit through the turnstiles one person at a time, taking care not to get any clothing caught in the mechanism</li> <li><input type="checkbox"/> Alternative exit via remaining stairs - these steps should be descended slowly and safely while holding onto the handrails provided at all times</li> </ul>
<p><b>USE OF THE SLIDE</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Groups should be supervised by both a staff member and a group leader in the queuing area at the top of the slide</li> <li><input type="checkbox"/> The group member will be given verbal instructions on the use of the slide</li> <li><input type="checkbox"/> Staff will apply the normal criteria applying to loose clothing, footwear and carried items in permitting group member to descend the slide</li> <li><input type="checkbox"/> A groupleader should be located at the bottom of the slide to collect and supervise those who have descended</li> <li><input type="checkbox"/> Any young person who decides that they cannot, or do not want to, descend using the slide should wait at the top of the slide until they can be accompanied to ground level by a leader</li> </ul>
<p><b>DEPARTING THE ARCELORMITTAL ORBIT, THE PODIUM AND THE SLIDE SITE</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Under no circumstances should any young person or group leader exit the ArcelorMittal, The Podium and The Slide gates on foot.</li> <li><input type="checkbox"/> All groups should follow the instructions &amp; directions of the site team and the security guard present</li> <li><input type="checkbox"/> All group leaders should conduct a headcount at this point to ensure all the group member have been accounted for and have exited the structure.</li> <li><input type="checkbox"/> All groups should wait behind the tensa barriers until a waiting bus is available and the group has been instructed to board the bus slowly &amp; safely, lead by a group leader and the last person to board the bus should be a group leader</li> <li><input type="checkbox"/> When on the bus a group leader will carry out a final headcount to ensure all the group member have been accounted for</li> </ul>

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<p><b>Misbehaviour/misconduct</b> → accidents/injuries</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Staffing supervision will be sufficient and appropriate to manage the group safely</li> <li><input type="checkbox"/> Group member will be briefed regarding conduct/behaviour required in order for a safe visit to the AMO, The Podium and The Slide including refraining from running or jumping down the external stairs</li> <li><input type="checkbox"/> Individual risk assessments will be carried out if required</li> </ul>
<p><b>Allergic reactions, Poisons, stings, bites</b> → trauma / illness</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Staff will be briefed regarding group members with known allergies or conditions, and will be trained to treat accordingly</li> <li><input type="checkbox"/> Staff will check that group member and/or leaders carry any necessary medication</li> <li><input type="checkbox"/> Known high risk situations will be avoided, and appropriate avoidance action taken if necessary</li> </ul>

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Staff Agreement: "I have read and understood this risk assessment, and I agree to adopt as standard the control measures and precautions stated above"

Staff name	Job title	Signed	Date
1.			
2.			
3.			
4.			
5.			