

Risk Assessment Calculation Table							Task Title: Learning Visits		Date of Assessment: 18/09/23				
LIKELIHOOD	SEVERITY						Assessment Number: BPLEARND4		Approved by: Jo Arnold (H&S Officer) Approval Date: 18/09/2023				
	Fatal	Long Term Disability	Short Term Disability	Medical Attention	1st Aid	5	Department: Programmes		Date of Next Review: 17/09/24				
	Certain	25	20	15	10	5	Assessment Team : Lily Dean (Learning Manager)		Approval Date 18/09/23				
	Likely	20	16	12	8	4	Area: Whole Site						
	Possible	15	12	9	6	3							
	Remote	10	8	6	4	2							
Improbable	5	4	3	2	1								
Task	Hazard identified	Persons at Risk	Likelihood	Severity	Original Risk Score	Existing Control Measures	Engineering	Administrative	PPE	New Likelihood	New Severity	New Risk Score	Additional measures to be considered
Visiting site	Uneven ground around the park.	Visitors, staff and volunteers, Contractors	2	3	6	Potholes and uneven surfaces around site- these are monitored and reported to site maintenance for repair. Severe areas will be barriered off if necessary. Continuous ongoing maintenance of the site and regular site inspections completed. Sensible comfortable footwear to be worn during a visit. Adequate lighting around site ensuring walkways are always visible. Accident procedure to be followed and reported to session leader.	X	X		1	3	3	
	Moving vehicles-Some vehicles are required to enter the pay zone of the park during opening hours	Visitors, staff and volunteers, Contractors	2	5	10	Restricted vehicle use within the pay zone during opening hours and authorisation if required has to be granted by the duty manager beforehand. Strict 10mph for driving on site. Clear direction is given to the drivers of vehicles detailing what is expected of them if access is required. Drive on lawn mower is used during certain months however driver is trained on use and will not use this during opening hours. Active coachbays outside of Learning Centre monitored by BP staff and Volunteers when being used. Barriers to control crowds away from the road.		X		1	5	5	
	Lake- Open water	Visitors, staff and volunteers, Contractors	2	5	10	The lake has a chain and some fencing with a no entry sign at the jetty entrance. There are ropes around the lake near to footpath to stop people walking too close to the edges. Throw lines on either side of the lake for rescue which are regularly checked. Group coordinators to ensure students are closely monitored in this area. First Aiders on site if required.	X	X		1	5	5	Jetty to be completely fixed off from public.
	Slips, trips and Falls, Accidents whilst on site	Visitors, staff and volunteers, Contractors	3	2	6	Trained first aiders and First Responders on site. Fully equipped First Aid Room available. Defibrillators on site if required. Regular First Aid audits completed to ensure adequate supplies. Regular First Aid refresher training provided. Accident reporting procedure used- please report to session leader if required.	X	X		2	2	4	
	Lost child/member of the group/Visitor- Become separated from group	Visitors, staff and volunteers, Contractors	2	2	4	All staff and volunteers at Bletchley Park have been trained in safeguarding procedures. Stewards are located in the major locations throughout the park and are able to communicate discreetly with each other via radio and telephone to assist the lost individual. Duty manager (designated safeguarding officer) will remain with the lost person until reunited with party.	X			1	2	2	
	On going grounds work on site- Site maintenance team work around the site daily	Visitors, staff and volunteers, Contractors	3	3	9	Site Maintenance trained on any equipment and tools that may be used for works. Regular Toolbox talks attended. Permits to be obtained for any high risk work. No tools or equipment is to be left unattended. Working area to be kept tidy and good housekeeping throughout task. Contractors checked before arrival and appropriate paperwork in place for all works carried out on site. Working areas may be barriered off to ensure no access if needed.	X	X	X	2	3	6	
	Disability Access/Facilities	Visitors, staff and volunteers, Contractors	2	2	4	All areas open to the public are accessible to those with a disability in line with the Equality Act. Disabled parking spaces available within the carpark at the entrance. Wheelchairs are available on request if required. Guide and assistance dogs are welcome. Sound enhancement systems for both hearing aid users and non-hearing aid users are available. Alarm system within each disabled toilet with pull cord activation to alert staff members someone is in need of assistance.	X	X		1	2	2	Please see the access statement on Bletchley Parks website for full detail.
	Derelict and unstable buildings	Visitors, staff and volunteers, Contractors	1	5	5	All buildings within the Bletchley Park area that are in a poor state of repair/derelict or unstable have been made secure and have no access to the public. Relevant warning signs and fencing have been put in place if required.	X	X		1	5	5	
Onsite catering	Visitors, staff and volunteers, Contractors	3	2	6	Refreshments available at Coffee shop within Block C and Hut 4. Plenty of seating indoor and outdoors. Indoor lunch room proved for learning groups. Extra time given for movement of different groups in and out of the lunch rooms. Surfaces cleaned between groups. Outdoor picnic lunch encouraged in fine weather	X	X		1	2	2		

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						Assessment Number: BPLEARN04	Approved by: Jo Arnold (H&S Officer) Approval Date: 18/09/2023						Date of Next Review: 17/09/24						
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						10	Fire/Emergency Evacuation	Visitors, staff and volunteers, Contractors	2	5	All fire exits are clearly marked throughout the park with numerous fire extinguishers available. Fire Wardens are within each area of the site and stewards patrol the grounds regularly. All stewards and staff are trained in emergency situations. Emergency alarms/equipment are regularly checked and maintained. Emergency evacuation drills completed quarterly for staff, volunteers, and visitors. All fire extinguishers are serviced on a regular basis and checked monthly.	x	x		1	5	5		
						6	Risk of coming into contact with Covid-19	Visitors, staff and volunteers, Contractors	3	2	Requesting for people to not attend site if showing symptoms of COVID-19. Lateral flow testing available if requested to staff and volunteers if required. Increased ventilation throughout all buildings where able. Encouragement for good hand hygiene throughout facilities. Continued staff and volunteer training on COVID-19 Policies and procedures.	x	x	x	2	2	4		
Facilitated classroom workshops						9	Cuts or other injuries from scissors or pencils	Visitors, staff and volunteers, Contractors	3	3	Pencils and scissors stored away when not in use. Only round-headed scissors are to be used. Participants are supervised during the activity. Any faulty or damaged pencils or scissors to be disposed of safely, First Aiders available on site if needed	x	x		2	2	4		
Guided tours						6	Uneven ground around the park	Visitors, staff and volunteers, Contractors	2	3	Uneven ground and high kerbs are mentioned on tours to advise at certain stopping points. Suitable footwear should be worn whilst on site. First Aiders available on site if needed	x	x		1	3	3		