

Risk Assessment Classification Table

		SEVERITY				
		Fat	Long Term Disability	Short Term Disability	Medical Attention	Fat RR
LIKELIHOOD	Certain	5	4	3	2	1
	Very Likely	4	3	2	1	0
	Possible	3	2	1	0	0
	Rare	2	1	0	0	0
	Improbable	1	0	0	0	0

Task Title: Learning Visits	Approved by: Jo Arnold	Approval Date: 24.09.24	Date of Assessment: 24.09.2024
Assessment Number: BPLEARN05			
Department: Programmes	Assessment Team : Learning Team/H&S Officer	Approval Date: 24.09.24	Date of Next Review: 24.09.2025
Area: BleTchley Park			

Task No.	Task	Hazard Identified	Persons at Risk	Existing Control Measures	PPE	Likelihood	Severity	Risk Score	Additional measures to be considered
1		Slips, Trips and Falls- Uneven surface/Accidents whilst on site	All	Uneven surfaces and raised kerbs around site, these are monitored and regularly repaired by BPT. During tours these areas are highlighted at certain stopping points for awareness. Any surfaces under maintenance are barriered off from access. Continuous ongoing maintenance of the site grounds and regular workplace inspections are completed to help highlight areas that may require works. Sensible comfortable footwear to be worn during visit. Adequate lighting around site ensuring walkways are always visible and clear. Trained First Aiders and First Responders are on site at all times. Fully equipped First Aid room available. First aid kits available throughout site and Defibrillators. Accident reporting procedures in place- Please report to session leader if required.		2	2	4	
2		Lake- Open Water	All	Open water inside the park has a roped chain surrounding to keep people away from the waters edge. No entry signs and Deep water signage at jetty and area is chained off from use. Throw lines are either side of the lake for emergency use. Group coordinators to ensure all students are closely monitored in this area at all times. First Aiders are on site if required.		1	5	5	
3		Moving vehicles- Traffic	All	Restricted vehicle use within the "pay zone" during opening hours with authorisation required by the duty manager beforehand if needed. Strict 10mph for all vehicles driving on site. Clear instruction is given to drivers detailing what is expected of them if access into the payzone is required. Drive on mowers and tractor use within the grounds for ongoing grounds maintenance. Drivers are trained in use of equipment and and vehicles are not left unattended at anytime		2	5	10	

Risk Assessment Calculation Table

		SEVERITY				
		Fatal	Long Term Disability	Short Term Disability	Medium Injuries	First Aid
LIKELIHOOD	Certain	25	15	10	5	3
	Likely	15	10	5	3	2
	Possible	10	5	3	2	1
	Remote	5	3	2	1	1
Improbable	3	2	1	1	1	

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3		Moving Vehicles - Traffic	All	Active and regularly used coachbays throughout the site, these are monitored by BP staff and Volunteers when in use. Stop signs are used for coachbays at Learning Centre and are placed in front of coaches to ensure all occupants can enter or leave the coach bay areas safely before vehicles leave. Barriers with clear signage may be used if required. Continued flow of traffic from visitors entering and leaving the site.		2	3	6	
4		Lost child/member of the group/Visitor- Become separated from group	All	All staff and volunteers at Bletchley Park have been trained and follow safeguarding procedures. Volunteer stewards are located within all major locations throughout the park and are able to communicate discreetly with each other via radio and telephone to assist the lost individuals. "Code words" when using radio for communication are used for safeguarding purposes. Duty Manager (designated safeguarding officer) will remain with the lost person until reunited with party.		1	2	2	
5	Visiting Site	On going grounds work on site- Site maintenance team work around the site daily	All	Site Maintenance team are trained on equipment and tools that may be used for works. Regular safety Toolbox talks attended. Permit to work procedures are in place for high risk works. No tools or equipment are to be left unattended. Working areas are kept tidy and good housekeeping throughout tasks. Contractors are compliance checked before arrival and all appropriate paperwork in place for any works required. Working areas may be barriered off to ensure no access if needed- appropriate signage will be used as required.		2	2	4	

Risk Assessment Calculation (2020)

		SEVERITY				
		Fatal	Long Term Disability	Short Term Disability	Medical Attention	First Aid
LIKELIHOOD	Certain	25	15	10	5	3
	Likely	20	10	5	3	2
	Possible	15	5	3	2	1
	Rare	10	3	2	1	1
	Improbable	5	2	1	1	1

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6		Disability Access/Facilities	All	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 main 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 systems within each disabled toilet with pull cord activation to alert staff members someone is in need of assistance. Changing places accessible facility within our learning centre during open hours. Lifts available in Learning Centre.		1	2	2	
7		Onsite Catering- Food Allergies	All	Refreshments are available at the coffee shop within Block C and Hut 4. Food allergies should be declared before consuming purchased products with queries raised to catering staff who can assist with ingredient contents. First Aiders on site if required. Plenty of seating indoors and outdoors. Indoor lunch rooms provided for learning groups. Additional time is provided for movement of different groups in and out of lunch rooms. Surfaces are cleaned between lunch groups. Outdoor picnic area is available and encouraged in finer weather.		1	5	5	
8		Cuts or other injuries from classroom stationery	All	Sharp objects like scissors and pencils are stored away when not in use. Only round headed scissors are to be used within classrooms. Participants are supervised during the activity. Any faulty or damaged stationery will be disposed of safely. First Aiders on site if required. Accident procedure in place and followed at all times.		2	2	4	

Risk Assessment Calculation Table

		SEVERITY				
		Fatal	Long Term Disability	Short Term Disability	Medical Attention	First Aid
LIKELIHOOD	Certain	III	II	I	0	0
	Likely	II	I	0	0	0
	Possible	I	0	0	0	0
	Remote	0	0	0	0	0
Improbable	0	0	0	0	0	

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9		Derelict and unstable buildings	All	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.		1	5	5	
10		Emergency Evacuation/Fire	All	All emergency 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 regularly. Fire Assembly points are located throughout the site.		1	5	5	