

## Risk Assessment Information GNM Education Centre

This risk assessment is to help your visit to the Guardian News and Media Education Centre. You will need to add your own details of the journey and any special needs of your group. GNM bears no responsibility for the safety of children traveling to and from its premises.

Groups receive a health and safety briefing on arrival at the Education Centre room.

**Insurance details:** Guardian News and Media has both Public and Employers Liability Insurance. Full details of these policies can be found on the Education Centre website [theguardian.com/gnmeducationcentre](http://theguardian.com/gnmeducationcentre)

Area	Hazard present	Risk Level	Measures in place (Action)
<p><b>Entrance</b></p> <p>Rotating door at entrance Congestion through doors</p>	<p>Slips and trips</p>	<p>Low</p>	<p>Groups must always be under close adult supervision (teacher) adhering to guidelines issued to schools.</p> <p>Students line up in an orderly manner. There is a revolving door at the entrance. For ease of access to the building the teachers should use the door adjacent to the revolving door. The Security Guard may open the door. If the Guard is not there ring the bell at the side of the door and reception will open it.</p> <p>Security Guard will inform reception staff of group's arrival.</p> <p>Groups to line up in exhibition area away from entrance and await reception and then education staff. Education</p>

<p>Escalator up to reception</p> <p>Moving through electronic gates</p> <p>Walk to Education Centre</p>			<p>Centre staff will escort the group to reception and onto the Education Centre.</p> <p>Reception staff briefed re arrival of school groups.</p> <p>Use escalator in single file keeping to the left. Emergency stop buttons if required</p> <p>Group collected by Education Centre staff. Security to disarm gates and see group through.</p> <p>The building is new and well-managed with an excellent standard of housekeeping.</p> <p>There are no trailing cables across access routes.</p> <p>Group will be escorted from the Education Centre back to reception at the end of the workshop session.</p>
<p><b>Education Centre</b></p>	<p>Slips and trips</p> <p>Electrical hazard</p>	<p>Low</p>	<p>Groups must always be under close adult supervision (teacher) adhering to guidelines given to schools.</p> <p>Cabling though floor boxes and concealed. No food or drink permitted in computer area.</p> <p>The fixed electrical installation has been tested and all portable electrical equipment has either been purchased from new or safety tested.</p>

	Display screen equipment		Low height desking and chairs for pupils. Education staff supervise classes to ensure computer equipment is used safely.
<b>Cloakroom and Toilets (adjacent to Education Centre)</b>	Misbehaviour  Use of coat hangers  Trips, slips and falls  General welfare	Low	Groups must always be under close supervision (teacher) adhering to guidelines issued to schools.  Plastic coat hangers used in Cloakroom.  Toilets cleaned and inspected daily by staff.  Disabled toilet adjacent to Education Centre.
<b>Lunch Area</b>	Trips, slips and falls  Spillage of food and drink  Burns and Scalds	Low	Groups must always be under close adult (teacher) supervision adhering to guidelines issued to schools.  Schools bring packed lunch to be eaten in designated areas and briefed about non-accessible areas such as serving stations.  Packed lunch minimises risk of food allergies.
<b>General</b>	Fire	Low	Fire exits and muster points map are displayed on Education Centre wall and also on website to be accessed prior to visit.  Should students need

			<p>assistance exiting the building due to mobility issues the Personal Emergency Evacuation Plan (PEEP) will be put in place – see Appendix 1.</p> <p>All electrics tested, no use of flammable substances, fire detection and alarm system installed, maintained and tested regularly, regular evacuation drills.</p> <p>Education Centre staff trained as fire marshals.</p>
	Accident/illness	Low	<p>There are always First Aid trained staff on site. In addition Education staff have basic first aid training.</p> <p>Procedures in place for dealing with a first aid emergency.</p> <p>First aid room is adjacent to the Education Centre.</p> <p>The building has First Aid boxes. The Education Centre is equipped with a First Aid box and there is a First Aid room adjacent to the Education centre.</p>
	Child Safety and Security	Low	<p>All Education staff have been CRB/DBS checked.</p> <p>There is good security cover in GNM areas and all visitors are required to sign in.</p> <p>Access areas including the GNM entrance to the building</p>

		<p>are CCTV monitored.</p> <p>Reception and Security staff are briefed regarding how to work with visiting groups.</p> <p>Procedure for children visiting GNM Education Centre policy is circulated to all staff via internal intranet including instructions on what to do if children are lost or found.</p> <p>Education centre is swipe access entry only.</p> <p>All movement of children outside the Education Centre e.g. toilets and dining area must be closely supervised by an adult (teacher) in accordance with GNM guidelines issued to teachers.</p>
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Reviewed 08/01/14 by Margaret Holborn/Ian Carter  
Next Review 01/15

## Appendix 1

### **Personal Emergency Evacuation Plan (PEEP) – students/pupils (Education Centre 1<sup>st</sup> floor)**

#### Nature of Disability

For pupil/student(s) coming to Education Centre having disabilities of i.e. less able to walk, wheelchair bound etc we are implementing an on-going PEEP to cover all unknown pupil/student(s) during the week.

If we have a pupil/student(s) coming in that is wheelchair bound or less able to walk the Education Centre team will inform reception who will in turn contact KP Security/management to activate the PEEP.

#### Event area

Pupil/student(s) that are attending school classes in Education Centre will be looked after by one of the Education Centre team. The team are aware that the refuge point that should be used is fire exit 4 on 1<sup>st</sup> floor.

#### The agreed emergency plan

In an event of a fire evacuation or other emergency the pupil/student(s) with mobility issues will be escorted to the refuge point on fire exit 4 on 1<sup>st</sup> floor along with one of their teachers. Building security team/building management will be informed of the visitors' location via the Emergency Intercom System. The pupils/student(s) and teacher will then wait to be collected by either Kings Place Security team/Fire Brigade. If the fire evacuation or other emergency occurs while the class is having their packed lunch in the canteen the nearest available fire exit and refuge point will be used.

Guardian Workplace Management