

# RISK ASSESSMENT

Risk Assessment Calculation Table

LIKELIHOOD	SEVERITY				
	Fatal	Long Term Disability	Short Term Disability	Medical Attention	First Aid
Certain	25	20	15	10	5
Likely	20	15	12	8	4
Possible	15	12	9	6	3
Remote	10	8	6	4	2
Improbable	5	4	3	2	1

Task Title: Visitors and Learning Groups	Approved by: Phil Atkins (Head of site works) Approval Date: 22/11/2018	Date of Assessment: 21/11/2018
Assessment Number: BPLEARN01		
Department: Site Works	Assessment Team : Jo Arnold (H&S Officer) Approval Date 21/11/2018	Date of Next Review: 21/11/2019
Area: Whole Site		

Task No.	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
		Slips, Trips and Falls- Uneven ground around the park.	General Public, Visitors, staff and volunteers, tenants, Site Maintenance	2	3	6	Dangerous Potholes or uneven surfaces reported to the site maintenance team for repair, area to be barriered off if necessary to prevent injury. On going maintenance of the site. Website advises sensible footwear to be worn during he visit. Adequate lighting around the park ensuring walkways are lit.		X		1	3	3	
		Moving vehicles-Some vehicles are required to enter the payzone of the park during opening hours	General Public, Visitors, staff and volunteers, tenants, Site Maintenance	2	5	10	Restricted vehicle use within the payzone during opening hours and authorisation if neccessary has to be granted by the duty manager beforehand. Strict 10mph for driving within the area. Clear direction is given to the drivers of vehicles detailing what is expected of them.		X		1	5	5	
		Lake- Open water	General Public, Visitors, staff and volunteers, tenants, Site Maintenance	2	5	10	The lake has a chain and some fencing with a no entry sign at the jetty entrance. There is throw lines and life jackets on either side of the lake for rescue. 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.
		Visitor or member of learning group requires medical attention	Visitors	3	2	6	Many staff and volunteers at Bletchley Park are first aid trained and respond to all accidents and medical emergencies. The Duty Manager will coordinate emergency response if necessary. Staff and volunteers in all areas within payzone have radios/phones to summon assistance if required. First Aid room available for privacy. Defibulators on site if required.		X		2	2	4	

Visitors and Learning Groups

# RISK ASSESSMENT

Risk Assessment Calculation Table						Task Title: Visitors and Learning Groups		Date of Assessment: 21/11/2018						
LIKELIHOOD	SEVERITY					Original Risk Score	Approved by: Phil Atkins (Head of site works) Approval Date: 22/11/2018							
	Fatal	Long Term Disabling	Short Term Disabling	Medical Attention	First Aid		Assessment Number: BPLEARN01							
	Certain	25	20	15	10		5	Department: Site Works						
	Likely	20	15	12	8		4	Assessment Team : Jo Arnold (H&S Officer) Approval Date 21/11/2018						
	Possible	15	12	9	6		3	Date of Next Review: 21/11/2019						
	Remote	10	8	6	4		2	Area: Whole Site						
Improbable	5	4	3	2	1									
Task No.	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
	visitors and Learning Groups	Lost child/member of the group/visitor- Become seperated from group	Visitors (young persons)	2	2	4	All staff and volunteers at Bletchley Park have been trained in the safeguarding policy. Stewards are located in the major locations throughout the park and are able to communicate with each other via radio and telephone to assist the lost member. Telephone is to be used for communicating specific detail to ensure confidentiality and security is kept at all times. Duty manager (designated safeguarding officer) will be informed and a member of Bletchley Park Trust will remain with the lost person until reunited with party.		X		1	2	2	
		Disabled Visitors- Lack of access/facilities could cause distress	Visitors	2	2	4	All areas open to the public are accessible to disabled visitors in line with the Equality Act. Some members of staff are trained in working with children and adults with disabilities and learning needs. 12 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. BSL interpreted guided tours available throughout the year.	X	X		1	2	2	Please see the access statement on Bletchley Parks website for full detail.
		Derelict and unstable buildings	General Public, Visitors, staff and volunteers, tenants, Site Maintenance	1	5	5	All buidlings 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. The buildings have been boarded up and relevant fencing/warning signs placed around the area.	X	X		1	5	5	
		Fire/Emergency Evacuation	General Public, Visitors, staff and volunteers, tenants, Site Maintenance	2	5	10	All fire exits are clearly signed throughout the park with numerous fire extinguishers available, each area has stewards that patrol the grounds all of which are trained in emergency evacuation procedures and ensuring all people are out of the premises as soon as possible. Fire wardens on site if required who will corordinate with the duty manager ensuring visitors are safe and at assembly areas. Emergency alarms/equipment are regularly checked and maintained.	X	X		1	5	5	