



Risk Assessment Form

Assessment: Woodside  
Schools Risk Assessment

By:

Date:

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This is a basic risk assessment to help you plan your visit to U-boat Story. It is a general outline and you will need to add your own details. Schools will remain responsible for children when visiting U-boat Story in organised school trips and are encouraged to undertake their own risk assessment prior to the visit. A complimentary ticket is available for teachers wishing to make a familiarisation visit.

The Woodside Terminal and U-boat Story is split in to operation areas for ease of risk assessing:-

- Area 1 Consists of the ticket hall, café, mezzanine and viewing platform.
- Area 2 Consists of the U-boat Story visitor centre and the U-boat Story Deck area.
- Area 3 Consists of the link span and stage.
- Area 4 Consists of the Car Park.

Ref	Area	Hazards	Persons in Danger	Potential Harm	Existing Safe Systems/Controls	Existing L x S=R			Suggested Safe Systems Required	Complete L x S =R		
						L	S	R		L	S	R
1	Area 4	Mounting/dismounting coach	Pupils/customers/teachers	Minor injury	<ul style="list-style-type: none"> <li>• Pupils to be supervised by teachers at all times.</li> <li>• School staff responsible for administering first aid and providing enough helpers for supervision.</li> </ul>	3	4	M	No further action			
2	Entrance	Trap fingers in door	Pupils/customers/teachers	Minor injury	<ul style="list-style-type: none"> <li>• Pupils to be supervised by teachers at all times.</li> <li>• School staff responsible for administering first aid and providing enough helpers for supervision.</li> </ul>	3	4	M	No further action			



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						L	S	R		L	S	R
3	All areas	Slips, Trips & Falls	Pupils/customers/teachers	Reportable / Minor injury	<ul style="list-style-type: none"> <li>The group is supervised by an adult who has been assessed to be competent to lead the activity.</li> <li>Pupils to be supervised by teachers at all times.</li> <li>Prior to the visit parents/carers to be provided with information on the nature of the visit and any risks.</li> </ul>	3	5	H	No further action			
4	Area 4	Moving Plant / Vehicles	Pupils/customers/teachers	Death & Major injury	<ul style="list-style-type: none"> <li>Pupils to be supervised by teachers at all times.</li> </ul>	3	5	H	No further action			
5	All areas	Pupils becoming separated from rest of party	Pupils/customers	Loss of pupil(s)	<ul style="list-style-type: none"> <li>At least the minimum number of adult to children ratio must be provided (1:6).</li> <li>Group leader to take action if any person is acting in a way that endangers themselves or other.</li> <li>Contingency plan to be devised for events to follow in the event that a pupil becomes separated from the rest of the group.</li> </ul>	3	5	H	No further action			



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						L	S	R		L	S	R
6	All areas	Crowd Control	Pupils/customers/teachers	Major/Reportable injury	<ul style="list-style-type: none"> <li>Pupils to be supervised by teachers at all times.</li> <li>Supervision by staff.</li> <li>Pupils to wear school uniform or school colours so that they can be identified in a crowd. Additional supervision to be considered where it is known that the area will be crowded.</li> <li>There is a restriction of 110 people in the attraction at any one time.</li> </ul>	2	4	M	No further action			
9	Interactive Dive Dive Dive	Interactive Dive Dive Dive	Pupils/customers/teachers	Minor injury	<ul style="list-style-type: none"> <li>All interactives are built and installed to industry standard.</li> <li>Pupils to be supervised by teachers at all times.</li> </ul>	1	2	L	No further action			
10	Interactive Enigma Machine	Interactive Enigma Machine	Pupils/customers/teachers	Minor injury	<ul style="list-style-type: none"> <li>All interactives are built and installed to industry standard.</li> <li>Pupils to be supervised by teachers at all times.</li> </ul>	1	2	L	No further action			



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						L	S	R		L	S	R
11	Interactive Periscope equipment	Interactive Periscope equipment	Pupils/customers/teachers	Minor injury	<ul style="list-style-type: none"> <li>All interactives are built and installed to industry standard.</li> <li>All hard surfaces are covered and the area is too small for children to run about.</li> </ul>	1	2	L	No further action			
12	Torpedo	Torpedo	Pupils/customers/teachers	Reportable injury	<ul style="list-style-type: none"> <li>The torpedo has been totally disarmed and made safe.</li> <li>All sharp sections of the torpedo have been covered.</li> <li>Pupils to be supervised by teachers at all times.</li> </ul>	1	3	L	No further action			
13	Anti Aircraft Machine gun	Anti Aircraft Machine gun	Pupils/customers/teachers	Reportable injury	<ul style="list-style-type: none"> <li>All sharp sections of the machine gun have been covered.</li> <li>The weapon is unloaded and made safe.</li> <li>The weapon has been deactivated.</li> <li>The rotation and swing of the weapon have been limited to prevent impact.</li> <li>Pupils to be supervised by teachers at all times.</li> </ul>	1	3	L	No further action			



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						L	S	R		L	S	R
14	Toilets	Trips/slips from running tap	Pupils/customers/teachers	Injury to head/body	<ul style="list-style-type: none"> <li>Staff check frequently to check for spillages.</li> <li>Teacher in charge responsible for pupils to be escorted to the toilet and supervised as necessary.</li> </ul>	3	5	H				
15	Toilets	Unable to unlock the door	Pupils/customers/teachers	Panic	<ul style="list-style-type: none"> <li>Teacher in charge responsible for pupils to be escorted to the toilet and supervised as necessary.</li> </ul>	3	1	L	No further action			
16	All areas	Interaction with general public	Pupils/customers/teachers	Aggressive/dangerous behaviour from schools/general public	<ul style="list-style-type: none"> <li>Pupils to be supervised by teachers at all times.</li> <li>Pupil code of conduct agreed with school.</li> </ul>	3	5	H	No further action			



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**Guidance Notes for Assessors**

**Key:**     **H = High Risk**     Intolerable area. Risks cannot be justified, immediate action needs to be taken.  
               **M = Medium Risk**   Uncertain area. Actions to be taken to control the risks to as low a level as is reasonably practicable  
               **L = Low Risk**       Tolerable area. Further actions may not be required, but can be taken to keep the risk low. In particular, monitoring will probably be required to ensure that the control measures are working

Severity	Likelihood					Likelihood grading		Severity grading
	5	4	3	2	1	1	2	3
5	H	H	H	M	L	1. Very remote/Improbable	1.	Trivial injury
4	H	H	M	M	L	2. Unlikely but Possible	2.	Minor injury
3	H	M	M	L	L	3. Foreseeable that it could occur	3.	Reportable Injury
2	M	M	L	L	L	4. Likely to occur	4.	Disabling injury
1	L	L	L	L	L	5. Inevitable/has been known to happen	5.	Death