

Risk Assessment

Assessor	Suki Sidhu	
Date	June 2011	
Outstanding Actions	None	
New Actions		
Review Date: Dec 2011		

Hazard	Risk. L = Low. M=Moderate. H= High.	Risk Management	Additional action
Car Parking Crossing	L	Supervising staff assist Children from vehicle to entrance of Gurdwara	Car Park Speed Limit 20 m/h max
Hands caught in doors	L	Adult to be made aware that they should hold doors open and close once children have moved through	Warn All children to be careful when passing through doors or standing near doors.
Children wondering away from group	M	All children are the responsibility of the supervising adults. Any head counts should be carried out by the supervising adults NOT the tour guides.	Make group aware of meeting point at reception should anyone get separated from group.
Food allergy	M	Not a nut free environment. This has been included in the information pack that will go out to all Tour Leaders	Tour Guides should check that there is no one present who has a nut allergy. If there is anyone make them aware that there are no regulations about bringing nuts into the building, and thus they must have made the appropriate arrangements for carrying an epi-pen.
Complying with the child protection safety	L	Tour guides do not have to be CRB checked, so at no time should they be left alone with the	

		children. Furthermore, they should NEVER do toilet trips - This is the responsibility of the supervising adults.	
Open balconys	M	Children are the responsibility of the supervising adults who should be warned about the open areas, If children are allowed near the open balconies, they should be warned not to learn over and supervising adults should remain close to them.	Children should be warned not to learn over the balconies
Safety in the Kitchen	L	Children under 14 are not allowed in the kitchen or washing up area.	If there is a special request to see in the kitchen. This can only be done if the kitchen is not in use.
Stuck in Lifts	L	Children should not use the lifts unless they cannot climb the stairs. In which case children under 14 must be accompanied by a responsible adult	
Slips and trips	L	Ensure children move about the building in an orderly manner. No running etc.	When in the hard floor area shoes should be worn at all times.
Abduction	L	Supervising adults should regularly perform head counts.	Gurdwara is putting in to place a lock down policy if a child cannot be found.
Fire in building	L	All visitors will be notified of fire exits on the tour. All should be aware when fire alarm sounds to leave building by nearest exit in a clam orderly manner and gather at designated fire points	

		Until emergency services allow them to enter to build.	
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