

Reference: RA01228/1

Sign-off Status: Planning

Assessment Summary Details

Assessment Title: GENERIC - Tours of BBC Television Centre for groups containing children (Simple name for reference purposes)	
Division: Marketing, Communications & Audiences	Department: MC&A Audience Services & Operations
Series/Prod/Unit: MC&A Brand & Planning	Programme/Area:
Responsible Manager: Andy Begg	Contact Office: 02 58832
Address/Tel: BBC Television Centre Wood Lane London	Address/Tel: BBC Television Centre Wood Lane London
Date Created: 14/09/2009	Confidential Risk Assessment? No

Assessment Outline: (Summary of what is proposed)
Tours of BBC TV Centre take place up to 12 times per day (generally excluding Sundays) and visit areas of TV Centre across approximately four floors. These tours are for members of the general public and BBC Staff and their visitors with specific interests. The CBBC Interactive Tours is aimed at children aged 7 - 12. Children under 16 must always be accompanied by an adult. General TVC Tours may include children over 9 years of age.

Assessment Start Date: 13/10/2009 00:00	Review or End Date: 12/10/2010 00:00
Country Location: UNITED KINGDOM	Hostile Environment or Travel Advisory?
Location details: BBC Television Centre Wood Lane London	

Crew and Team Members: (Roles, responsibilities, competencies)
There are approximately thirty four tour guides in the BBC Tours team. On a tour day at TV Centre there may be eight or more members of the Tours guiding team delivering tours of the building. All guides have specific H&S training for their jobs, this includes what to do in the event of hearing the fire alarm.

Attachments: (Upload supporting documents)	Filename	File Category	File Size	Upload Date
	Children Risk Assessment 2008-2009.doc	Maps, Diagrams & Photographs	130560	14/09/2009
Location of non-electronic documents: Physical copy kept in Room G504, TV Centre				
Describe attachments: Risk Assessments, paper carbon copies of the online version in a file in Room G504 TVC				

Assessor: (Person drafting risk assessment)	Assessor Burton, Oliver	Leader <input checked="" type="checkbox"/>	Assessor Safety Competence:
Authoriser: (Person responsible for signing off assessment)	Authoriser Begg, Andrew		Date Signed Off: Authorised By Date

Distribution: (who should get a copy of the Assessment)	Forename	Surname	Int/Ext.	Email	Date
	Beverly	Tagg	Internal	TAGGB01@MAIN.BBC.CO.UK	14/09/2009
	Sherron	Sinclair-Lynton	Internal	SINCLS31@MAIN.BBC.CO.UK	13/10/2009
Record details of other means used of communicating this Assessment: By email or by hand					

ACTIVITY AND HAZARD SUMMARY

Activity	Who Exposed	Hazards	Activity Risk Rating
1 . AUDIENCE CONTROL	Members of the Public - 25, Employees - 2	Staff or visitors may end up lost in the building - may lead to anxiety/accidents.	Low
2 . ELECTRICITY		Risk of electric shock and burning from lights	Low
3 . FIRE	Members of the Public - 25, Employees - 2	Public and staff affected through burns and smoke inhalation	Low
4 . Hazardous Substances (CoSHH)		Visitors may come in to contact with hazardous substances and become ill.	Low
5 . SLIPPPING, TRIPPING, FALLING	Members of the Public - 25, Employees - 2	Visitors may slip, trip or fall on cables, steps, carpet etc.	Low
6 . TRANSPORT (FORKLIFT TRUCKS, VEHICLES ETC.)		Staff or visitors may be injured by the passage of trucks/cars/cyclists.	Low
7 . VIOLENCE BY A MEMBER OF THE PUBLIC	Members of the Public - 25, Employees - 2	Violence by a member of the public or a member of the public bringing an incendiary device onto the	Low

No Comments have been entered for this Assessment

Reference: RA01228/1

Sign-off Status: Planning

ACTIVITIES What are you doing, where, for how long and who will be involved?	HAZARDS & CONTROLS How could someone become hurt or made ill and how are you going to prevent this from happening?
<p>1. AUDIENCE CONTROL</p> <p>Activity Description: AUDIENCE CONTROL</p> <p>List those managing this Activity and their competence: Fully trained tour guides who are familiar with building procedures.</p> <p>Who/how many at risk from activity: Members of the Public - 25, Employees - 2</p> <p>Risk level: After your controls have been applied, what is your assessment of the risk level of this activity?</p>	<p>Hazard 1. Staff or visitors may end up lost in the building - may lead to anxiety/accidents.</p> <p>Description of Hazard: Anxiety due to unfamiliar premises. Visitors may wander into areas of danger leading to accidents.</p> <p>Control Measure:</p> <p>Group sizes are kept to a maximum of 25 per tour. One Guide will be positioned at the front of the group and another at the back. Teachers or accompanying adults are ultimately responsible for their child / student group and must supervise their group at all times. The group will be asked to keep together at all times. In the event that someone does become detached from the group – there is a phone number for the individual to call that is printed on the back of their pass – Security will come to their assistance.</p> <p style="text-align: right;">Low</p>
<p>2. ELECTRICITY</p> <p>Activity Description: Electrical Appliances - Visitors come into contact with electrical equipment in the building during the tour, e.g. studios, interactive equipment.</p> <p>List those managing this Activity and their competence: Fully trained Tour Guides familiar with operations in the building and the operation of interactive equipment.</p> <p>Who/how many at risk from activity: Members of the Public - 25, Employees - 2</p> <p>Risk level: After your controls have been applied, what is your assessment of the risk level of this activity?</p>	<p>Hazard 1. Risk of electric shock and burning from lights</p> <p>Description of Hazard: Visitors may come into contact with electrical equipment or stage lights.</p> <p>Control Measure:</p> <p>Visitors may have the opportunity to interact with various items of technical equipment when in our interactive studio. All technical equipment is regularly PAT tested and faults are reported immediately to engineers.</p> <p style="text-align: right;">Low</p>

3. FIRE

Activity Description:

FIRE

List those managing this Activity and their competence:

Fully trained Tour Guides familiar with operations in the building.

Who/how many at risk from activity:

Members of the Public - 25, Employees - 2

Risk level:

After your controls have been applied, what is your assessment of the risk level of this activity?

Low

Hazard 1.

Public and staff affected through burns and smoke inhalation

Description of Hazard:

People being caught in a fire situation where they may receive burns or become unconscious from smoke inhalation.

Control Measure:

Security on hand at all times. Fire Alarms, fire exits, Fire fighting equipment, trained staff and the visitors have been advised what to do in the event of a fire. When the group contains wheelchair users the group will be taken to the adjacent building where the alarm bells are not sounding. If visiting a studio floor, Guides will brief the public to avoid any cables and trip hazards and to keep a close eye out for any other hazards. The public will be briefed not to touch anything at all in the studio. Should the yellow lights be flashing, the group will not enter the studio. Guides will be particularly vigilant with groups containing children.

4. Hazardous Substances (CoSHH)

Activity Description:

Hazardous Substances (CoSHH)

List those managing this Activity and their competence:

Fully trained Tour Guides familiar with operations in the building and the operation of interactive equipment.

Who/how many at risk from activity:

Members of the Public - 25, Employees - 2

Risk level:

After your controls have been applied, what is your assessment of the risk level of this activity?

Low

Hazard 1.

Visitors may come in to contact with hazardous substances and become ill.

Description of Hazard:

Cleaning fluid resembling orange squash was left on a cleaner's trolley, child took hold of it thinking it was orange squash and went to drink it. Fortunately, none was ingested. Possible repeat of such an incident.

Control Measure:

As Television Centre is a working building, there will be occasions when hazardous substances will be used as part of the daily operation eg, cleaning toilets etc. The staff using this equipment will ensure that the substances are controlled, but it is the responsibility of the Teachers and/or accompanying adults to ensure that their group do not touch or interfere with anything that is not related to their tour whilst they are at Television Centre. The Guides will also keep an eye on the groups at all times.

5. SLIPPING, TRIPPING, FALLING

Activity Description:

SLIPPING, TRIPPING, FALLING

List those managing this Activity and their competence:

Hazard 1.

Visitors may slip, trip or fall on cables, steps, carpet etc.

Description of Hazard:

Visitors may visit studios where cables are on the floor. they use a variety of staircases where they may trip or fall. On occasion, loose or worn carpet can cause visitors to trip or slip and injure themselves.

Trained tour guides familiar with operations in the building and the operation of interactive equipment.

Who/how many at risk from activity:

Members of the Public - 25, Employees - 2

Risk level:

After your controls have been applied, what is your assessment of the risk level of this activity?

Control Measure:

The Guides will assess the tour route for trip hazards prior to the start of the tour. If any are identified, the tour will be designed in such a way to miss them out or the trip hazards will be highlighted by the Guide so that the group is aware of them. Guides will pay particular attention to heavy doors when showing smaller children through and will warn them of any such hazards.

Low

6. TRANSPORT (FORKLIFT TRUCKS, VEHICLES ETC.)

Activity Description:

TRANSPORT (FORKLIFT TRUCKS, VEHICLES ETC.)

List those managing this Activity and their competence:

Trained tour guides familiar with operations in the building and the operation of interactive equipment.

Who/how many at risk from activity:

Members of the Public - 25, Employees - 2

Risk level:

After your controls have been applied, what is your assessment of the risk level of this activity?

Hazard 1.

Staff or visitors may be injured by the passage of trucks/cars/cyclists.

Description of Hazard:

Visitors could come into contact with moving vehicles as they cross the peripheral road around TV Centre.

Control Measure:

On occasions it may be necessary for the group to venture outside and walk along side the TVC ring road. The Guides will ensure that the group is kept together. The group will be directed using the designated safe walkways and will cross the road using the zebra crossing. Teachers and / or accompanying adults will be responsible in helping the Guides ensure the group follows the instructions given.

Low

7. VIOLENCE BY A MEMBER OF THE PUBLIC

Activity Description:

VIOLENCE BY A MEMBER OF THE PUBLIC

List those managing this Activity and their competence:

Trained tour guides familiar with operations in the building and the operation of interactive equipment.

Who/how many at risk from activity:

Members of the Public - 25, Employees - 2

Risk level:

Hazard 1.

Violence by a member of the public or a member of the public bringing an incendiary device onto the

Description of Hazard:

Visitors may become violent towards staff/other members of the tour or bring an object intending to cause injury or to bring attention to themselves possibly by means of an explosive device.

Control Measure:

All Visitors must book and pay in advance of the tour. All the names of the visitors are taken. All visitors pass through the screening gates and bags put through the x ray machine. A Guide is positioned at the front and back of the group. One of the Guides has a Radio with them in case they need Assistance. All guides are security briefed prior to taking tours. Security passes are given to all tour group members and head counts are regularly taken.

After your controls have been applied, what is your assessment of the risk level of this activity?

Low