

# Science Alive Risk Management Plan for School Visits

Science Alive has Health and Safety policies defined and an OSH committee monitoring all issues relating to health and safety. All education staff have current St John's Workplace First Aid Certificates.

Prior to school groups visiting Science Alive teachers will be sent confirmation letters (giving details of assembly areas and parking facilities) and leaflets outlining guidelines for teachers to use before and during the visit.

<b>Risk</b>	<b>Action</b>
Fire in the building	Pre-visit leaflets are sent to teachers to ask students to listen to instructions on arrival. On arrival students are given instructions on the fire and evacuation procedures.
Children getting lost	Educators inform students that if they need to go to the toilets they must let an adult know. Adults accompany young children. There are signs showing <i>toilets</i> , <i>exits</i> and <i>staff only</i> areas.
Water Bath (Y1-3)	Students will be fully supervised when taking part in the Water programme. The water bath will be either emptied or kept covered if not in use by the class.
Laboratory Accidents (Yr 3-8)	Chemical usage by students is kept to a minimum and quantities are small. Emphasis is placed on accurate measurements. There is a 'No Tasting policy' in the laboratory. Goggles are used when heating substances. Hand washing is required before breaks. Shows - Educators use appropriate safety equipment. Data sheets are on file. These give first aid instructions in the event of an accident. There is a first aid cabinet in the Science room.
Electrical equipment malfunction	Students are supervised when using mains electrical items. All items are checked and certified by a qualified electrician.
Speeding traffic in car park at rear of building and heavy traffic volume at front of building.	Teachers and students are notified of traffic dangers if using the park at the rear of the building. When the Educator has finished the session the teacher supervises the students' departure.
Council Park	Teachers are made aware of traffic and other hazards at the park if students are using it for a morning or afternoon break.
Friction burns from the Vertical Slide	Information is given in the confirmation letter requesting students wear socks and shorts or trousers. Science Alive provides jackets and socks for those without.
Lack of supervision	Teachers will be notified in the confirmation letter of the required numbers of parent helpers for each class.