

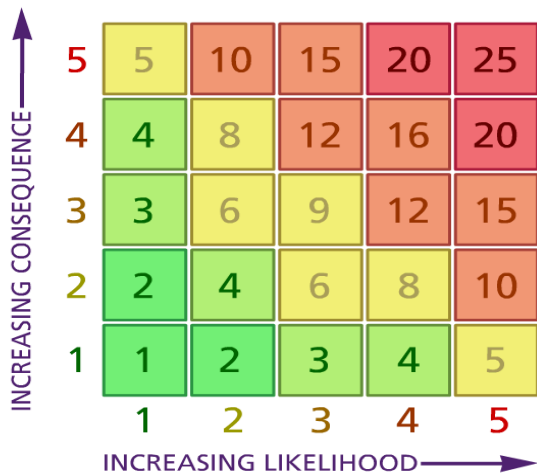
Lu Ban Risk Assessment

Location or address Lu Ban Restaurant Stanhope St Liverpool L8 5XJ	Date assessment undertaken	Assessment undertaken by
Activity or situation	Review date	Signature

1) Hazard H&S Management Arrangements for Risk Assessment)	2) Who can be harmed and how? (See appendix 2 - H&S Management Arrangements for Risk Assessment)	3) What controls exist to reduce the risk? Have you followed the hierarchy of controls (eliminate, substitute etc) (See appendix 3 in H&S Management Arrangements for Risk Assessment)	Risk Score Consequence X Likelihood	4) Any further action; This should be included in the action plan on overleaf
TRAVEL				
Transport breaking down	Students, staff. Panic, distress.	Pupils/students to be briefed on what to happen in this situation. Pupils/students wait in one place in register order. Pupils/students are grouped into smaller groups to allow for a head count	3x2	Nominated mobile number to be made available. 5 and all pupils to provide contact details for themselves.
Transport collision	Staff/Students/ – minor injury to potential death.	Familiarise yourself with the emergency exit routes and a safe place to meet in case of fire or emergency. Read any information displayed at the venue regarding what to do in the event of an emergency and brief your group on the procedure. In the event of an alarm, carry out a head count once outside.	5x1	
Leaving someone behind or person not arriving at designated point	Emotional distress, panic.	Appropriate levels of supervision at all times. Regular head counts and pupils designated into smaller groups and checked by separate members of staff. Pupils to inform staff of their movements.	4x2	
Lost / Stolen luggage and possessions.	Emotional distress, panic.	Personal security brief re valuables and close guard of valuables. All advised not to bring valuable items..	3x2	
Crossing Roads	Injury/death.	Pre-plan any routes you intend to take Avoid fast roads where possible Plan and brief all participants on how you will cross roads	5x2	

		Use crossings where we can. Supervision at all times.		
Abuse / assault.	Students, staff. Minor, or major injury or death / disability. Whiplash. Panic.	Personal security. Individuals will be supervised at all times.	5x1	
Slip or fall anywhere	Individuals may fall, causing bruising or broken bones or more serious injury	First Aid kit and mobile phone carried by leader. Mobiles phones carried by staff with Emergency numbers known and inputted into phones.	4x2	
Food poisoning / stomach upset	Staff/students. Mild to serious illness. Food from shops / cafes / packed lunches.	Carry supply of anti-diarrhoea medication.	4x2	
Visiting venue close to public roads	Party member being hit by traffic – injured / killed	All to be briefed by staff on safety and expectations.	3x2	All to be reminded of expected behaviour.
Emergency evacuation of buildings visited	Students/staff	Follow evacuation procedures of the hotel and pupils to behave as if school fire alarm – silence, sensible behaviour, line up single file. Pupils to remain in their allocated rooms to ensure we can complete an accurate fire risk assessment / assessment of harm. Pupils briefed on this.	5x1	
Travelling – motion sickness.	Pupils may vomit.	No fizzy drinks / sweets etc - pupils briefed regarding the purchase of food and drink.	4x3	
Fire	Becoming trapped or injured from a fire	Establish a no smoking rule. Familiarise yourself with the emergency exit routes and a safe place to meet in case of fire or emergency	2x2	
Safeguarding of the group	Inappropriate attention from strangers	Ensure all staff and those involved in training introduce themselves to pupils and students, challenge any “civilians” present	5x1	

Illness or injury	Minor bumps and cuts, unknown medical conditions, historic medical conditions, food poisoning etc.	Carefully supervise your pupils/students to reduce the likelihood of minor slips and trips Obtain the medical history and requirements of your pupils and ensure correct medication is always carried Ensure all your staff are aware of which pupils require to carry or take regular medication Ensure a member of staff is first aid trained and carries a first aid kit to treat any minor injuries or unknown illnesses	4x2	
Inappropriate attention	Inappropriate attention from strangers	Brief all participants on appropriate interaction with the general public. Ensure pupils are aware of what to do if approached by a stranger	2x2	
Emergencies	Injuries or illnesses required to be treated in a hospital, industrial strikes, road closures, transport delays	Ensure you are familiar with your employer's emergency plans Ensure you have contacts of your employer's nominated emergency person Carry NST's 24 hour emergency contact details for support	5x1	
Security alerts and threats	False alerts, threats from terrorism	In the very rare occurrence of security alert or threat, monitor local news and media reports and follow any advice and instructions issued by local authorities. If there is a threat alert while the group is at the hotel, remain at the hotel. If a venue is under threat, move the group away from that venue. Contact NST's 24 hour support if additional assistance is required	5x1	
Drug and alcohol consumption	Pupils could become ill or require medical attention, carelessness with flammable materials could cause injury or fire	Monitor purchases for alcohol, tobacco and dangerous objects Ensure participants understand your policy on this	5x1	



Risk Rating	Action Required
17 - 25	Unacceptable – stop activity and make immediate improvements
10 – 16	Tolerable – but look to improve within specified timescale
5 – 9	Adequate – but look to improve at review
1 – 4	Acceptable – no further action but ensure controls are maintained

Likelihood:

- 5 – Very likely
- 4 – Likely
- 3 – Fairly likely
- 2 – Unlikely
- 1 – Very unlikely

Consequence:

- 5 – Catastrophic
- 4 – Major
- 3 – Moderate
- 2 – Minor
- 1 – Insignificant

- (1) List hazards **something with the potential to cause harm** here
- (2) List groups of people who are especially at risk from the significant hazards which you have identified
- (3) List existing controls here or note where the information may be found. Then try to quantify the level of risk **the likelihood of harm arising** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.