




May 2011

**Risk Assessment Form for School Visits: Phoenix Cinema, 52 High Road, London N2 9PJ**

<b>Activity/Task - details of the activity being assessed</b>								
All hazards associated with the activity should be entered in the column below [See hazard list on page 1]								
<b>What are the hazards?</b>	<b>Who might be harmed* and how?</b>	<b>What are you doing already?</b>				<b>What further action is necessary?</b>	<b>Actions – Who/When</b>	<b>Done?</b>
Heavy swinging doors at entrance	Pupils could be injured on entering and leaving building.	When possible a member of staff assists by holding doors open.		X		Adults and teachers monitor children entering and exiting building.	Ongoing	
Uneven and slippery surfaces or obstructions	Pupils or teachers may suffer slips, trips and falls.	All areas are kept clean and clear at all times. Spillages are cleaned up promptly. Pupils are reminded to hold handrails and take care when on the stairs or encountering obstacles.		X		Pupils are supervised at all times when moving around the building.	Ongoing	
Strangers	Pupils could be harmed by interacting with members of the public.	Teacher explains to pupils the importance of staying in groups and carries out head counts. Appropriate number of teachers and parent helpers are assigned to supervise groups. Teachers supervise visits to toilets.			X	None.		

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Getting lost	Pupils could get lost if they leave the building.	Teacher explains to pupils the importance of staying in groups and carries out head counts. Appropriate number of teachers and parent helpers are assigned to supervise groups. Teachers supervise visits to toilets.			X	None.		
Enclosed spaces	Pupils may feel confined and not be able to move about adequately in small spaces.	No more than 10 pupils are allowed in the projection room at any time.			X	None.		
Mechanical equipment	Pupils could injure themselves on equipment in projection room.	Groups are guided through space and warned to be careful.			X	None.		
Open kitchen	Hot water, sharp equipment, glass and alcohol pose risks to pupils if allowed to enter the kitchen.	When the café is open kitchen staff prevent entry. If café is closed teachers monitor pupils to ensure they stay out of the kitchen.			X	None.		

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Cleaning products	Pupils could ingest or come into contact with hazardous substances	All cleaning products are kept in locked cupboard and COSHH data is available.			X	None.		
Fire	Pupils and teachers could suffer burns or smoke inhalation.	Automatic fire system in place with sensors and alarms. All staff trained in evacuation procedure. Fire exits and extinguishers clearly marked in all public spaces. Fire alarm system and extinguishers tested and inspected regularly.			X	None.		

<b>Date:</b> 4th May 2011	<b>Review date:</b> May 2012	<b>Signature:</b>
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\* e.g. staff, public, others

 **High / Unacceptable**

 **Medium / Further controls required**

 **Low / Adequately controlled**