

Generic Risk Assessment Form for ICBP Education Room use

Date: Feb 1 st 2013	Assessed by: Jemima Parry-Jones	Checked / Validated* by: Robin Pote	Location: ICBP iZone ICBP Newent and Duncombe	Assessment ref no ER 2	Review date 01.02.2014
Task / premises: the use of the Education Room for lectures, school groups etc with live birds being exhibited and/or flown					

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Risk rating	Result
Car Park	Traffic entering and leaving site	Visitors crossing car park being struck by other traffic	Visitors advised to be cautious when moving across the car park, as they would in any other car park	Low	A
Introduction by ICBP staff	Inattentive clients	Anyone present from hazards created by lack of knowledge	<ul style="list-style-type: none"> • Need to emphasise the safety aspects involved in flying a bird in enclosed and unfamiliar spaces • Emphasise that activity could be curtailed by inappropriate behaviour 	Low	
Movement in room	Knocking into fixed furniture	Clients	<ul style="list-style-type: none"> • Fixed nature of seating emphasised in introduction. • Clients to remain seated throughout talk • Adequate lighting 		
Flying bird(s)	Obstructions, open windows, dangerous or unsuitable perches	Clients by frightened bird	<ul style="list-style-type: none"> • Check room thoroughly for hazards • Ensure clear flying route from perches to speaker • Emphasise that birds will fly close to clients and that they should make it known if they are frightened • Remove each bird before introducing another • Do not fly any bird if unsure/unsafe 	Low	A
After talk	clients crowding round	clients	<ul style="list-style-type: none"> • Establish procedure before speaking and at end of talk 	Low	A