

<b>Task/Location</b>	<b>Hazard</b>	<b>Risk Level</b>	<b>Ri Precautions/Measures</b>	<b>School Precautions/Measures</b>
Navigating from the Ri	Signs may be confusing and the Ri is not clearly marked in the station	Low	The Ri provides full travel information with tickets	Teacher should read the information sent with tickets, and may like to make a 'dry run' to the Ri without students present
Travelling from station, bus stop or coach stop	Heavy traffic on the roads, not many pedestrian crossings or zebra crossings	Med	Teachers retain responsibility for pupils during journey to Ri	Teachers may want to organise pupils into smaller groups
Crossing Albemarle Street outside Ri	Busy one way street with lots of parked cars	Low	Teachers retain responsibility for pupils during journey to Ri	Teachers may want to organise pupils into smaller groups
Entering/Exiting the Ri	Heavy Doors	Low	Doors will be wedged open while school parties are admitted	Individual children to be supervised by teachers/parents
Moving through reception area	Congestion	Low	When a lecture is well subscribed, school parties will be admitted in staggered groups to ensure clear access entrance hall and theatre.	
Accessing lecture theatre via stairs	Tripping/Falling	Low	School parties will be escorted to the theatre by Ri stewards and asked to walk in a quiet, orderly fashion	General discipline

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Lift	Trapping fingers in door/cage	Low	Lift is switched off during school visits unless disabled access to theatre is required. NB. This is a requirement of the Ri's insurance policy	Teacher/Parent to accompany any pupil requiring lift access.
Entering/Exiting lecture theatre	Passing demonstration equipment on desk	Med	School parties will be escorted by Ri stewards via the safest route. Audience members are not permitted to pass behind the desk at any time.	General discipline.
During the lecture	Live demonstrations	Med	The first row of seats is kept clear. All lecturers complete a COSHH form for their lecture and the theatre manager authorises the safety of the lecture on this basis.	The COSHH form is available to teachers/parents on request, one week before the date of the lecture.
Visits to toilets	Loss of child	Low	Audiences will be advised not to leave theatre during lectures unless absolutely necessary.	Teacher/Parent to accompany any pupil requiring toilet

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During the lecture	Fire Emergency	Low	A slide outlining the fire procedure will be displayed on the lecture theatre screen before the lecture begins. Details of the fire procedure are also found in the document 'Managing Your Visit to the Royal Institution'	Teachers to familiarise themselves with the emergency procedures.
Leaving the theatre	Tripping/Falling NB. Crowding in the stairways and entrance hall does often occur following a lecture	Med	Ri stewards will escort school parties from the theatre via the safest route. When the theatre is particularly busy, groups may be asked to exit in staggered groups.	
Gathering in main entrance prior to departure	Congestion – blocking of exits Loss of child	Low	Ri stewards are on hand to supervise crowds. In addition, a receptionist is always at the front desk to offer any assistance. Additional doors may be opened in the Grand Entrance to aid exiting.	Teachers/Parents to organise pupils into groups or partners for head count.
Exiting on to Albemarle Street	Congestion on narrow pavement	Low	It is recommended that school parties gather in single file lining the Ri when departing	Teachers/Parents to have plan in place for safe/efficient departure
Lunch	The Ri has no lunch facilities in the building, and school parties are	Low	Teachers retain responsibility for their pupils	If the weather is fine, school parties may like to eat their lunch in Green Park. If the weather is poor, we

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	not permitted to eat their sandwiches in the building			recommend that lunch is eaten before setting off or when the party returns to school.
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General Accidents/Incidents: The Ri conforms to First Aid requirements. Information about the first aider on duty may be found at reception. Schools are also expected to provide adequate first aid cover for their visit.

If you have any questions about this risk assessment, or require further information, please contact the science events for schools office on 020 7670 2969 or email [schools@ri.ac.uk](mailto:schools@ri.ac.uk).

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