

Hazards (Include Hazard Survey Number where applicable)	Who is at Risk?	Control Measures (Specific existing Control Measures)	Risk Rating (Likelihood X Consequence)	Additional Controls (Each Control Measure is to be specific and managed)	Residual Risk Rating	Management Plan		
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Electrical sockets (whole building)	Staff	Staff See PNBPT electricity policy. Electric points not for visitor use	1	Building duty technician available on daily basis to advise	1			
Mooring rings – trip hazard	Staff/visitors	Monitoring incidents – no recorded incidents to date Visitors advised to take note of historical building surroundings by visitor host	2	New staff and visitors advised on entry to attraction by AS staff	2			
Uneven floor (ground floor) – trip/fall	Staff/visitors	Monitoring incidents – no recorded incidents to date Visitors advised of historical building surroundings by visitor host	2	New staff and visitors advised on entry to attraction by AS staff Reporting and assessing any new incidents if/when occur	1			
Reception area – trip/fall on step	Staff/visitors	Monitoring incidents – no recorded incidents to date. White step edge markers fitted to step edges. Area staffed at all times attraction open to public.	2	New staff and visitors advised on entry to attraction by AS staff Reporting and assessing any new incidents if/when occur	1			
Noise – (exhibition floors)	Staff/visitors	Many exhibits have either music or noise element to them but nothing of extreme volume for breach or concern for noise regulations	1	AS staff monitor levels on daily basis Copies of assessment available in AS staffroom and Property Manager's office	1			
Back injury – lifting temporary barriers/corporate and education furniture	Staff	AS staff issued with guidance on manual handling upon induction	2	Staff encouraged to work in pairs when lifting/setting up furniture or moving Tensator barriers if required Storage cupboards to	1			

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				be locked at all times Staff information memo issued 07/01/2008				
Chemicals – cleaners cupboard	Staff	Cleaners store to be kept locked at all times. All cleaning chemicals to be kept in Cleaners stores when not in use. Cleaning contractor aware and complies with COSHH regulations where appropriate.	1	Staff/cleaning contractors comply with contractor set of controls/usage of products	1			
Paint dust – boathouse walls	Staff/visitors	Lead paint present in paint coatings in some areas. Cleaners advised to wear masks when cleaning up paint dust. Interior air handling units for building contain filters.	3	Dust levels to be monitored	2			
Level changes – 1 st floor exhibits – slight raised floors surrounding Jet boats exhibit – trip hazards	Visitors	1 st floor staff patrol area and edge of flooring highlighted with pale wood trim.	1	No recorded incidents to date, but continue to monitor	1			
First Aid incidents – attraction wide including Laser Quest	Staff/visitors	PHD have responsibility for site wide first aid Additional first aid cover provided by Action Stations/Laser Quest teams	2	All AS Management team, Laser Quest Operators & Full time Visitor Hosts first aid trained.	1			
Mezzanine Café lift door – hitting/striking person	Staff/visitors	Screen in place to prevent persons blocking lift doorway. Café staff when accessible to public.	1	No recorded incidents. AS management team to monitor screen in position & any incidents	1			

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				that occur				
Service Areas								
Electricity Room (Low Voltage) – Electrocutation	Staff/contractors	Ensure access door locked at all times. Ensure that authorised personnel only are allowed in this space.	2	No incidents recorded. AS Management team to monitor any incidents that occur. Ensure no unnecessary items stored in this location.	2			
Battery Room (acid) – chemical burn injury	Staff/contractors	Ensure access door locked at all times. Ensure that authorised personnel only are allowed in this space.	2	No incidents recorded. AS Management team to monitor any incidents that occur. Ensure no unnecessary items stored in this location.	2			
1 st Floor Electrical Cupboards (Low Voltage) – Electrocutation	Staff/contractors	Ensure access door locked at all times. Ensure that authorised personnel only are allowed in this space. Rubber matting supplied on wooden flooring.	2	No incidents recorded. AS Management team to monitor any incidents that occur. Ensure no unnecessary items stored in this location.	1			
Exhibition Areas								
Ground floor – Be the Navy								
Reception/Laser Quest desk(s) – knock/graze from desk edges/corners	Staff/visitors	Corners rounded/trims fitted. Area lit. Desks/area staffed at all times when attraction open to public.	1	AS management team to monitor any incidents that occur. No recorded incidents to date.	1			
Climbing Tower – fall – Auto Belay	Climbers – Staff/visitors	Weight restrictions for climbers between 3 and 17	1	Exhibit and System has annual check and	1			

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System failure		stone in place. AS Staff have height/weight checking facilities at queue head/harnessing area. Daily pre-opening checks in place. System checked and signed off working prior to opening/use by visitors		service by exhibit external suppliers. System subject to ADIPS test (as below). AS management team to monitor any incidents/near miss monitor system in place. Full staff training in place for all staff that operate tower exhibit.				
Climbing Tower – hitting wall/fall – support wire tangle	Climbers – Staff/Visitors	Auto belay system controls the slack during climb and descent. Pre-opening check carried out, to confirm correct functioning before use including sheave block and bolt integrity. Staff trained to check wire tension before each climber begins climb. Climbers briefed before using exhibit.	1	AS management team to monitor any incidents that occur or updated advise from exhibit supplier. No recorded incidents to date. Full staff training in place for all staff that operate tower exhibit.	1			
Climbing Tower – hitting wall/fall – harnessed incorrectly	Climbers – Staff/Visitors	All staff operating Tower are fully trained and signed off by authorised assessor following test. If using two operators, both check harness fitted correctly. Double check system in place	1	AS management team to monitor any incidents that occur or updated advise from exhibit supplier. No recorded incidents to date. Full staff training in place for all staff that	1			

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				operate tower exhibit				
Climbing Tower – hitting wall/fall – Injury during descent	Climbers – Staff/Visitors	All climbers are briefed prior to climb and supervised during descent. Auto belay system will prevent a fall. Continuous safety matting of dense 20mm dense rubber positioned at base of wall to prevent injury while landing. Each auto belay system primed prior to opening.	1	Safety padding fitted behind and adjacent to Tower. No recorded incidents to date. Full staff training in place for all staff that operate tower exhibit	1			
Climbing Tower – hitting wall/fall – Injury as a result of improper behaviour e.g. swinging, jumping.	Climbers – Staff/Visitors	All climbers briefed by operating staff and supervised throughout climb.	1	Auto belay system will prevent a fall. No recorded incidents to date. Full staff training in place for all staff that operate tower exhibit	1			
Climbing Tower – hitting wall/fall – Climber landing on individual during descent	Climbers – Staff/Visitors	Climbing area enclosed by barriers providing a safe controlled area. Excluding harnessing team only 4 people allowed in restricted area – 1 per climbing route.	1	Exhibit staffed by trained AS team at all times when in operation. No recorded incidents to date. Full staff training in place for all staff that operate tower exhibit	1			
Climbing Tower – hitting wall – Risk	Climbers – Staff/Visitors	Climbers briefed prior to climb and supervised at all times by	1	No recorded incidents to date.	1			

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of head injury		trained AS staff.		Full staff training in place for all staff that operate tower exhibit				
Climbing Tower – hitting wall/fall – Risk of slipping due to loose hand holds	Climbers – Staff/Visitors	All hand holds checked on a regular basis by Technical Team. Supervising staff aware to monitor climbers/exhibit in case hand holds become loose.	1	Tightening tool available to AS staff in area of exhibit. Tightening of handholds included in Staff training/test. Full staff training in place for all staff that operate tower exhibit	1			
Climbing Tower – hitting wall/fall – Failure of belay cables	Climbers – Staff/Visitors	All cables checked on a daily basis before opening by Technicians for wear, frays and kinks.	1	Wires changed annually as part of external supplier service regime.	1			
Climbing Tower – fall – Hydraulic failure	Climbers – Staff/Visitors	Whole system is checked on a daily basis prior to opening.	1	System has back-up valve failsafe built into mechanism. Annual service completed by external exhibit supplier.	1			
Climbing Tower – hitting wall/fall – Cable/harness failing	Climbers – Staff/Visitors	Harness and cable checked prior to opening and under continuous review by operator during opening hours	1	Annual service completed by external exhibit supplier includes cable harness check. Cables changed annually. Harnesses dated when installed on exhibit to track age.	1			
19 seater simulator – movement/potential	Staff/contractors	Barriers in place to prevent unauthorised access Activation of controls only	1	Simulator staffed by AS personnel when in operation	1			

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hitting persons		permitted by trained staff Safety briefing given to visitors by staff before ride operates		Simulator switched off for cleaning Duty Technicians/authorised contractors only access simulator base when simulator moving				
19 seater simulator/Rotating Climbing Wall/Climbing Tower/Sky Tykes – injury by misuse	Staff/visitors	All exhibits only used when staff present Safety briefings given by staff prior to operation	1	All exhibits subject to Amusement Device Inspection Procedure Scheme (ADIPS), exhibit suppliers/manufacturers annual servicing and are subject to a daily inspection regime by Duty Technician	1			
Royal Marines Island – injury by misuse	Visitors	All exhibits only used when staff present Safety briefings given by staff prior to operation	1	Disclaimer notice displayed at entrance to area	1			
Flight Deck, Helicopter simulator – trip/fall on steps entering cockpit area	Visitors	White edging used on each step Internal step illuminated	1	No incidents recorded Any incidents to be monitored	1			
Flight Deck, Helicopter simulator – head banging in cockpit	Staff/Visitors	No incidents recorded	1	Continue to monitor	1			
Laser Quest	Staff/Visitors	Please see separate risk assessment						
Sky Tykes and Climbing Tower –	Visitors	All operators attend operator training and site a test on	1	No incidents recorded Full staff training in	1			

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general		completion Only staff who pass test operate exhibits for public		place for all staff that operate tower exhibit & Sky tykes				
Sky Tykes – fall/trip (general)	Staff/Visitors	Exhibit staffed at all times when in use Participants wear safety harness Safety briefing given prior to use Parent/Guardian supervise participants when using exhibit	2	Safety barriers installed around exhibit perimeter Participants not permitted to run Full staff training in place for all staff that operate sky tykes exhibit	1			
Sky Tykes – finger trapping	Staff/Visitors	AS staff start/finish participants on exhibit Safety briefing given prior to use AS Staff and Parent/Guardian present at all times	1	Participants advised to hold padded safety cable and not track connecting fittings Course track checked for rough edges by AS staff on regular intervals Full staff training in place for all staff that operate tower exhibit	1			
Sky Tykes – injury due to harness or safety line failure	Visitors	AS staff carry out regular harness and safety line checks as part of daily operation	1	Exhibit supplier carry out annual service PPE officer inhouse to carry out checks Full staff training in place for all staff that operate tower exhibit	1			
Sky Tykes – fall/trip due to open “lift” section	Visitors	Exhibit staffed at all times when in use Parents/Guardians briefed to close “lift” sections at all times	1	No incidents recorded Monitor for any future	1			
Sky Tykes – head	Staff/Visitors	Staff/Visitors briefed on	1	No incidents recorded	1			

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banging		possible risk of contact with track at start of course Parents Guardians advised to use "lift" sections and not to duck under course walkways etc.		Monitor for any future incidents				
Sky Tykes – fall/trip, steps	Visitors	Course involves one set of steps and assorted balance challenges. Staff given full training before operating exhibit. Safety briefing given to all participants/parents/guardians prior to taking part. Participants wear safety harness and line attaching them to course before experience begins. Handrail fitted to steps.	1	No incidents recorded Monitor for any future incidents	1			
First floor – "InterACTION" Gallery								
Water	Staff/Visitors	Water present in some exhibits. Staff aware of dangers of presence of water and to keep an eye on visitors. Children must have parent/guardian present to gain entry to attraction. Sterilising chemicals added to water to reduce/eliminate any potential contamination of water etc.	1	Water changed at regular intervals by Technical staff. Areas closed off when not in use or water being changed. First floor exhibition area staffed when exhibits in operation/open to public.	1			

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Falling – access walkway to Auditorium	Staff/Visitors	Gates installed to prevent unauthorised access. Visitors only admitted to auditorium when staff in area. Safety railings on walkways installed.	2	No incidents recorded Monitor for any future incidents	2			
Display panel near auditorium – risk of hitting	Staff/Visitors	Possible it could be swung. Board secured to pillar to limit movement.	1	No incidents recorded Monitor for any future incidents	1			
Fire – electrical cupboards	Staff/Visitors	Ensure both electrical cupboards are kept locked when open to the public and that no combustible material is stored inside.	1	AS Administration Manager and PNBPT Health & Safety and Facilities Manager carry out monthly walk round Boathouse No.6 and report any finding to Property Manager/Building Surveyor for repair or AS Front of House Manager if any items stored etc.	1			
Ninja Force	Staff/Visitors	Please see separate risk assessment						
First floor – Auditorium								
Steps – Trip/fall	Staff/Visitors	Monitor lighting levels in auditorium. White edging/nosing strips on steps. Hazard markings on low level corners. Staff check/supervise visitors entering/exiting auditorium	1	Some minor incidents recorded Monitor for any future incidents	1			

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Staff offices – first & ground floors								
Eye strain and back injuries – display screens & office equipment	Staff	Guidance on using VDU's provided to all staff (where applicable). Provision of adjustable screen equipment. All desk-based staff have adjustable office chairs provided.	1	No incidents recorded Monitor for any future incidents	1			
High level storage – risk of fall/injury	Staff	Risk from accessing high level storage shelving. Step provided and top level only used for less frequent/lighter items. Guidance on manual handling issued to all staff,	1	Limited incidents recorded. Monitor for any future incidents.	1			
Function Rooms – includes both Horizons Function Suite (1st floor) and Action Stations Conference Room (2nd floor)								
Trip/injury – furniture movement	Staff	Risk from injury when moving furniture for event/function set-up/clear-down. Public not permitted into furniture store rooms. Guidance on manual handling issued to all staff, Trolleys for movement of chairs/tables provided	2	Limited incidents recorded. Monitor for any future incidents. Staff advised to lift together	2			
Fire	Staff/Visitors	Fire exit signage provided as legally required. Fire evacuation instructions displayed in 2 nd floor conference room & first floor staffed when rooms in use.	1	No incidents recorded Monitor for any future incidents	1			

Line Manager Assessment Review (See Notes 2 and 5)							
Review Date:		Review Date:		Review Date:		Review Date:	
Name:		Name:		Name:		Name:	
Rank/Grade:		Rank/Grade:		Rank/Grade:		Rank/Grade:	
Signature:		Signature:		Signature:		Signature:	

Notes:

- 1 If using a 'Generic' risk assessment, Assessors and Line Managers are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.
- 2 Line Managers are to note that they are responsible for production of the risk assessment and that they are signing to indicate that the risk assessment is suitable and sufficient and they consider the risks to be acceptable.
- 3

High	Common, regular or frequent occurrence.	3	3 Med	6 High	9 High
Medium	Occasional occurrence.	2	2 Low	4 Med	6 High
Low	Rare or improbable occurrence.	1	1 Low	2 Low	3 Med
Risk Matrix Likelihood X Consequence			1	2	3
			Minor injury or illness.	Serious injury or illness.	Fatalities, major injury or illness.
			Low	Medium	High

When recording the Risk Rating ensure that both the Likelihood and Consequence scores are included.

High	Improve control measures; consider stopping work. Conducting work at this level of risk is to be reported up the Line Management / Command chain.
Medium	Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.
Low	Maintain control measures and review if there are any changes.

- 4 Record the residual Risk Rating to demonstrate that the risk has been reduced to an acceptable level; record Likelihood and Consequence scores.
- 5 Risk Assessments are to be reviewed:
 - Annually.
 - If there is reason to doubt the effectiveness of the assessment.
 - Following an accident or near miss.
 - Following significant changes to the task, process, procedure or Line Management.
 - Following the introduction of more vulnerable personnel.
 - If "Generic" prior to use.