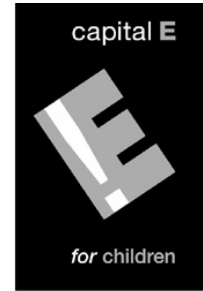


Risk Assessment and Management - Capital E



Capital E OnTV Studio

The purpose of risk assessment:

- To identify all possible hazards
- To identify measures which will prevent or minimise all possible hazards
- In the event of harm to anyone, to identify the action which will control and minimise the extent of the injury

Hazard identification	Prevention & minimisation	Action
Electrical shocks	All cables are positioned as high as possible; those on the floor, wall & ceiling are taped. All electrical equipment has rules of use & is regularly maintained.	Ring reception, stay with person, do not move, render first aid, control group.
Fire, earthquake etc....	All groups are shown fire exits and told the appropriate evacuation procedure. Regular practice Drills.	Follow tutors/teachers lead & walk from building in case of fire. Assemble in Civic Square. Earthquake takes cover under tables and or in crouch position.
Tripping on or knocking over equipment	All cables & cords are taped down or out of the way. Studio rules are discussed before the session & included in all instruction manuals	Ring reception if necessary, stay with person, do not move, render first aid, control group. Move equipment.
Influenza, cold, germs	All students receive an application of "GermFree 24" hand spray when entering the OnTV studio. All	Classroom teacher to remove student from session if showing signs of influenza.

	<p>studio equipment receives a weekly coating of "Zoonocide", an antimicrobial coating that inhibits the growth of micro organisms.</p>	
Slipping on wet floor	<p>Wet floor signs. Any wet areas pointed at to groups. A gutter has been installed to reduce leaks.</p>	<p>Ring reception if necessary & render first aid.</p>
Student specific ailment	<p>Individual medical needs are to be disclosed by the class teacher prior to the ONTV visit if necessary.</p> <p>The class teacher is responsible for the specific medical needs of students.</p>	<p>Classroom teacher to monitor individual students.</p>
Glass Wall	<p>Stickers, posters on wall to make it more visible. A strip through middle at children's eye height. Studio rules – "no running". Chairs lined up along the wall.</p>	<p>Ring reception if necessary & render first aid.</p>
Evacuation of Building	<p>Disclosure to students and teachers at the start of the visit the procedure in the event of an emergency</p> <p>Insist the class teachers bring a class list.</p>	<p>Follow practiced evacuation procedure.</p> <p>Evacuation stairs and out blur doors into Civic Square.</p>

	Disclose that the assembly point in the event of evacuation is Civic Square.	
Going to the toilet	Disclosure to students & teachers that any student going to the toilet or leaving the main group for what ever reason must tell an adult that is with the group or the OnTV tutor.	Visiting school staff has prior warning & know where the students are at all times.