

National Assembly for Wales
Important Information and Risk Assessment
Guidance for Educational Visits

AGORWYD GAN EL MAWRDOD I WYBODAETHU
OPENED BY HER MAJESTY THE GOVERNOR



Arrangements prior to your visit

General information

The National Assembly for Wales Education Centre is situated on the ground floor of Tŷ Hywel. The centre comprises of one large purpose-built youth debating chamber (Siambwr Hywel) and a large adjoining classroom. The visit will commence with a debate in Siambwr Hywel, progress through to the classroom for a related activity and then move on to the Senedd for a guided tour.

An Education Officer will oversee the visit to the National Assembly for Wales and is able to provide any additional information that you may require.

It is essential that you arrive in plenty of time to go through our security procedures in Tŷ Hywel before your allotted time slot. The large number of groups taking part in our Education Programme means that late arrival will result in your visit being curtailed.

Risk Assessment

A generic Risk Assessment has been conducted by the Assembly for the time that the visiting school is on Assembly premises, under the guidance of the Education Officer. This assessment (General Risk Assessment Form - National Assembly for Wales) forms part of this pack. Group Leaders are to read this assessment in detail, ensure they understand the assessment and the requirements placed upon them, other visiting staff and the group. The findings of the risk assessment must be communicated to all relevant parties. Should visiting schools be aware of any additional hazards that have not been covered by the generic assessment, they are to add/modify the assessment to ensure all risks are reduced to a level as low as reasonably practicable.

Visiting schools are further required to conduct their **own** risk assessment prior to visiting the Assembly where consideration should be given to risks not covered by the generic assessment such as risks associated with travelling from the bus to the Assembly buildings etc.

Group Leaders are welcome to undertake a pre-visit to the Assembly to familiarise themselves with the layout and to gain information required to undertake their own additional risk assessment. For more information on undertaking a pre-visit, please contact **0300 200 6565 or email contact@assembly.wales**.

For advice and guidance on how to plan and manage off-site visits to ensure the safety of all participating pupils, please read the guidance entitled "**The Health and Safety of Pupils on Educational Visits: A Good Practice Guide**" (September 1999). Which can be found at **<http://www.teachernet.gov.uk>**.

Supervision and group size

The maximum group size permitted by the National Assembly for Wales is 48 pupils. It is essential that pupils are adequately supervised during their visit to the Assembly. According to Health and Safety law employees (teachers) will generally be seen to be “at work” whilst supervising children on an educational visit. It is the responsibility of the visiting Group Leader to ensure that appropriate levels of supervision are provided at all times. The supervision levels should be compliant with any Local Education Authority requirements and the guidance in chapter 3 of the ‘*Health and Safety of Pupils on Educational Visits: A Good Practice Guide*’.

At no time should supervising staff leave their group unsupervised.

Information to pupils

The findings of the accompanying generic risk assessment as well as those identified in your own risk assessment should be communicated to the pupils and accompanying visiting staff prior to the visit. The pupils should, at least, understand the following points:

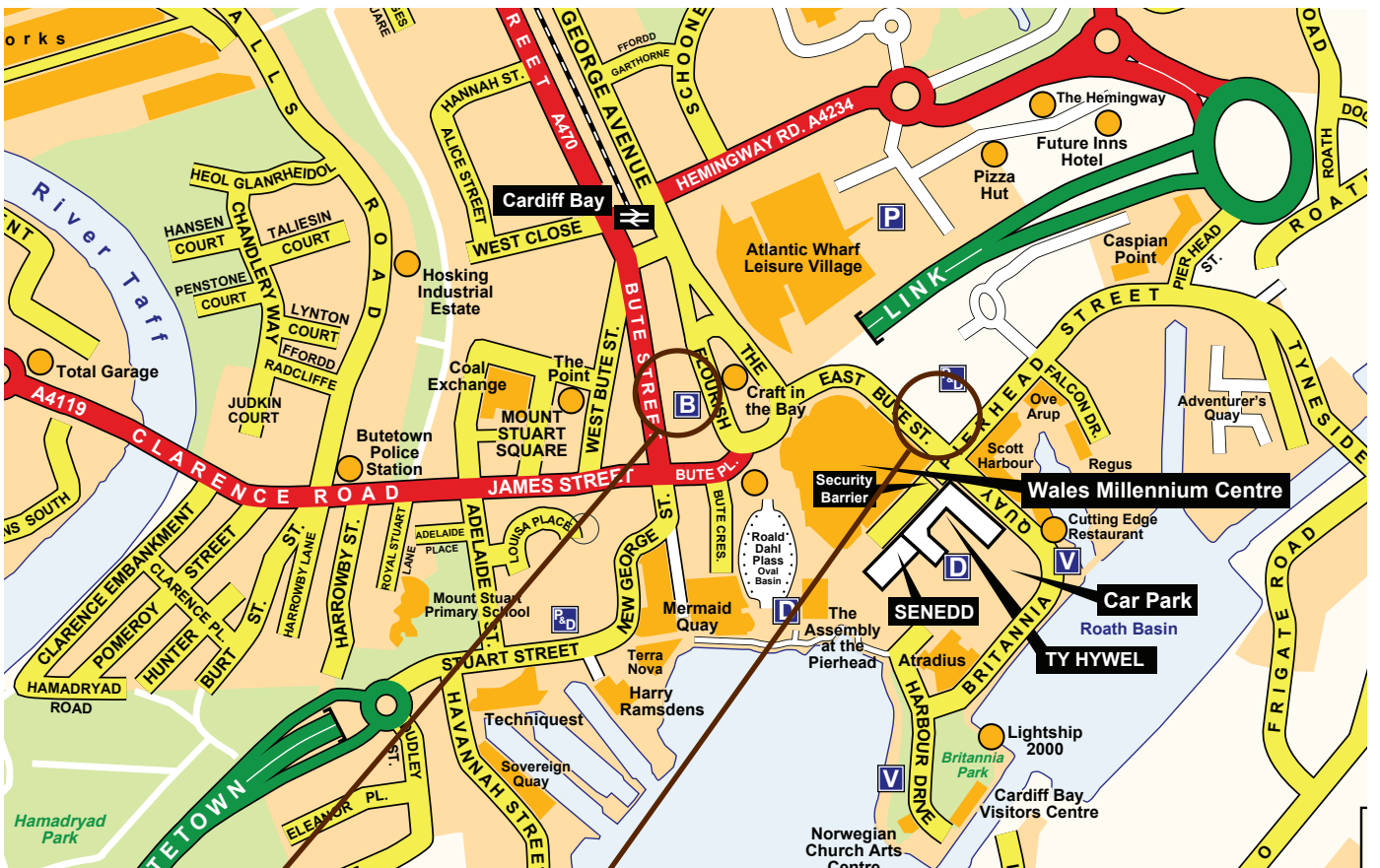
- The reasons for the visit and its objectives
 - The hazards identified and the precautions in place
 - The standard of behaviour expected
 - The importance of following the instructions provided by the Group Leader and staff of the Assembly
 - What to do if someone from outside the group approached them
 - They should also understand that the Assembly is a public and working environment.
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Photographs

We require the permission of parents before any images of the children are taken. Could you please confirm on our Photographic Permission Form that you have brought this to the attention of the parents of all visiting children and obtained their approval prior to the visit.

As part of the visit we may take photographs of the children participating in activities. The images may appear in printed publications or websites of the Assembly and/or Assembly Members or on video or a combination of these. If these images are published we will not refer to individual pupils by name.





Coach Parking Pont Coach Drop-off Point

Parking and coach drop off points

Disabled parking can be provided with prior arrangement. The Cardiff Bay map shows the parking area for coaches. However, coaches can drop groups outside Tŷ Hywel. In order to do so, the coach will need to enter through the security barrier on Pierhead Street and use the designated Coach Drop Off Point. The Drop Off Point will be indicated to your driver by the Security Officer who will meet you.

Your Risk Assessment should consider the need to move your group from your transport to Tŷ Hywel and ensure suitable control measures are in place.

Access requirements

It is important that any access requirements or special needs are communicated to the booking team when the initial booking is made.

Personal Belongings

All personal belongings will need to pass through the x-ray scanner on arrival. Pupils must ensure that there are no sharp items (eg scissors, fruit knives) in their personal belongings. Any such items will be confiscated by Security staff for the duration of the visit. Any time spent dealing with the confiscation and return procedures will result in the time available for your group's visit being curtailed.

No storage facilities are provided for pupils' belongings, therefore we would advise that pupils bring a minimum of personal belongings with them. Pupils are responsible for their own personal belongings during a visit.

On Arrival

Entry to Tŷ Hywel

On arrival at Tŷ Hywel, your group should use the automatic doors at the main entrance.

On entry, **all** visitors pass through the security scanner and all personal belongings pass through the x-ray scanner.

Any forbidden items will be confiscated by Security staff and returned at the end of the visit.

Group Leaders should report to Reception once they have passed through security controls, an Education Team member will be informed of your arrival and will meet your group in the Tŷ Hywel Milling Area.

The Tŷ Hywel Milling Area is used by members of the public who have to pass through security controls prior to entering the building. Security staff closely monitor activities in this area, but pupils should be made aware that they may come into contact with members of the public at this point.

The Education Team

All the Education Team are qualified teachers and have received appropriate training in line with Assembly training procedures.

Members of the Education Team wear an identification badge which clearly shows that they are staff members.

An Education Officer will accompany the group for the majority of the visit to the site and will provide instruction on the safe conduct of the group.

It is the responsibility of the Tour Leader to ensure that the group stays together. Your Education Officer undertakes a visual inspection prior to your group arriving on site and ensures that appropriate action is taken where any potential hazards are identified.

Pupils' behaviour remains the responsibility of your staff and any accompanying adults.



During your visit

Your Education Officer will provide instructions which are suitable to the age of your group and will include fire procedures, conduct whilst on site, and any potential hazards associated with the visit. The conduct required during the walk will be outlined at the start of the journey. There are three elements to an Educational visit to the National Assembly for Wales:

01. The visit starts with a debate in Siambr Hywel — a specially designed youth debating chamber.

02. From Siambr Hywel, the pupils move through to our work room where they will undertake a research activity designed to provide them with a greater insight into how the National Assembly for Wales works.

03. From the Education Suite in Tŷ Hywel the group will be led down Pierhead Street to the Senedd. At the Senedd the group will have an opportunity to view the Siambr and building and possibly meet with their Assembly Members.

Emergency Evacuation

Fire alarms will ring continuously when the alarm is activated from anywhere within the building. The Education Officer and members of staff (including the Fire Wardens) will ensure that the group is immediately evacuated from the building using the nearest stairwell or exit. The group should proceed to the relevant Fire Assembly Point. Educational groups have been included as part of the fire evacuation procedure of the National Assembly for Wales (Please see Risk Assessment).

First aid facilities

First aid rooms and equipment are available if needed.

Any incident or accident involving a member of the educational group during the visit to the site should be notified to the Education Officer or a member of the Security Team.

Group Leaders are to ensure an Accident or Incident form is completed which will be forwarded to the Health and Safety Team to ensure appropriate action is taken.



General Risk Assessment Form- National Assembly for Wales

Task/ Premises: Educational visits	Assessed by: Jürgen Dreyer/ Mari Goberman	Assessment Date: 11 March 2014
Location: National Assembly for Wales	Assessor's position: H&S Advisor/ Head of Education Service	Review Date: 11 March 2016

Comments: The Assembly offers up to 3 educational visits per day at pre-determined times. Visits usually last between 1 hour 30 minutes and 2 hours and are available for KS2, KS3, KS4, 16+, colleges, politics and Welsh Bacc groups. The maximum group size permitted by the Assembly is up to 48 children/ students. Each educational visit starts at Tŷ Hywel and can include activities in Tŷ Hywel and the Senedd. Each group visit is co-ordinated and led by an Assembly Education Officer, however overall responsibility of the of the group remains with the Group Leader and accompanying teachers/ staff/ adults. Under Health and Safety law employees (teachers) will generally be seen to be "at work" whilst supervising children on an educational visit.

[Applicable legislation: Health and Safety at Work etc. Act 1974; Health and Safety at Work Regulations 1999; Regulatory Reform (Fire Safety) Order 2005; Electricity at work Regulations 1989; Workplace (Health, Safety and Welfare at Work) regulations 1992]

Area/ activity/ materials etc.	Hazards	People at Risk	Control Measures in Place	Likelihood	Severity	R. Rating	Control Measures Required	Action by Whom & When
Educational group visits to the Assembly.	Fire.	All visitors including teachers and school children, Assembly staff.	<ul style="list-style-type: none"> • Fire emergency procedures are explained to each group on arrival by the Education Officer. These instructions will be suitable to the age of the group. • Assembly Fire Wardens to assist in the event of a fire. • Max group size permitted: 48 children/ students 	1	5	Very Low	<ul style="list-style-type: none"> • Visiting Group Leader and visiting staff/ adults to assist in the event of a fire. • The visiting Group Leader to prepare a Personal Emergency Evacuation Plan (PEEP) for any member(s) of the group who have disabilities.(The Group Leader to contact the Educational Officer/ H&S Advisor at the Assembly for guidance and assistance) 	Visiting Tour Leader before and during the visit

	Child/ student separated from the group.	Visiting children/ students and staff.	<ul style="list-style-type: none"> • The Education Officer will accompany the group throughout the visit. • Members of the Education team including the Education Officer wear an identification badge which clearly shows that they are a member of staff. The visiting groups will be made aware of this method of identification. • All children are provided with a coloured lanyard specific to their group. • Any lost child to go to Security or Reception i.e. a uniformed member of staff. 	1	3	Very Low	<ul style="list-style-type: none"> • The visiting Group Leader is to ensure sufficient levels of supervision are provided at all times during the visit. • Visiting Group Leader to communicate to children not to “wander off”. • Age depending, children can go to the toilet on their own or accompanied by a teacher. Visiting Group Leader to make this decision. • Visiting teachers to accompany children who have taken ill.
	Educational activities.	Visiting children/ students and staff.	<ul style="list-style-type: none"> • All activities undertaken while on Assembly premises will be appropriate to the group, taking into account age, ability and mobility. • The activities are likely to include working in small groups and presenting the information to the whole group at the end of the session. • The equipment provided will be suitable for the task and the group undertaking the task. • Constant supervision from the Assembly Educational Officer. 	1	2	Very Low	<ul style="list-style-type: none"> • The visiting Group Leader and visiting staff to assist with supervision during all activities. • Visiting Group Leader and visiting staff to ensure the conduct of the children is such not to put themselves or others at risk.

	Office and storage areas.	Visiting children/ students and staff.	<ul style="list-style-type: none"> • Access to these areas is restricted either through security controls or the doors being locked during educational visits. • Areas that have restricted access are clearly marked with appropriate signage. 	1	1	Very Low	<ul style="list-style-type: none"> • Visiting Group Leader is to ensure sufficient levels of supervision are provided at all times during the visit and to communicate to children not to “wander off”.
	Interface with members of the public.	Visiting children/ students and staff.	<ul style="list-style-type: none"> • High level of Assembly Security on the premises including Police. • All members of the public have to pass through security controls prior to entering the buildings. • High levels of CCTV throughout the premises, inside and outside. 	2	2	Low	<ul style="list-style-type: none"> • Visiting Group Leader and visiting staff to ensure the conduct of the children is such not to put themselves or others at risk.
	Travel between the buildings – poor weather conditions; contact with vehicles and members of the public.	Visiting children/ students and staff.	<ul style="list-style-type: none"> • The Education Officer will ensure that the safest route is selected and will co-ordinate the walk. • The Education Officer will provide instructions to the Group Leader and the group regarding any potential hazards. 	2	2	Low	<ul style="list-style-type: none"> • Visiting Group Leader and visiting staff to assist and ensure that the group stay together. • Visiting Group Leader to ensure the conduct required is communicated to the children/ students.
	Exhibition boards used in the milling area and Notice Boards in the corridor.	Visiting children/ students and staff.	<ul style="list-style-type: none"> • Exhibition boards are securely fixed to the wall, professionally mounted. • Display material is provided at a suitable height for the targeted groups. 	1	2	Very Low	

	Senedd shop	Visiting children/ students and staff.	<ul style="list-style-type: none"> • Products that are likely to attract interest from young persons are located on the lower shelves. 	3	3	Moderate	<ul style="list-style-type: none"> • As visits to the shop are not part of the formal visit, the visiting Group Leader and visiting staff to supervise. • Visiting Group Leader to ensure the conduct required is communicated to the children/ students. • Small manageable groups to be allowed into the shop at any one time to avoid pushing/ falling onto displays.
	Electrical	Visiting children/ students and staff.	<ul style="list-style-type: none"> • The educational facilities are free from trailing cables and suitable protection is provided for plug sockets not in use. • Regular PAT testing is carried out on electrical equipment. • Regular checks and maintenance carried out by ITC. 	1	4	Low	
	Slips/ Trips and falls	Visiting children/ students and staff.	<ul style="list-style-type: none"> • Regular safety inspections are undertaken. • Spillages are cleaned up as soon as possible • Appropriate signage is displayed where necessary. • Education Officer undertakes a visual inspection prior to the group arriving. • Assembly trained First Aid staff, First Aid Rooms and first Aid Boxes available. 	2	3	Low	<ul style="list-style-type: none"> • All accidents and near misses must be reported to the Assembly Health and Safety Advisor on the appropriate forms available from Security.

	Falls from height	Visiting children/ students and staff.	<ul style="list-style-type: none"> The Education Officer will make the group aware of the high level low walls outside the front of the Senedd and advise the group to only use the stairs/ ramps where designated handrails are fixed. 			<ul style="list-style-type: none"> The visiting Group Leader is to ensure sufficient levels of supervision are provided at all times during the visit. 	
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		Consequence				
Likelihood	Insignificant 01	Minor 02	Moderate 03	Major 04	Catastrophic 05	
Rare 01	Very Low (01)	Very Low (02)	Very Low (03)	Low (04)	Low (05)	
Unlikely 02	Very Low (2)	Low (4)	Low (6)	Moderate (8)	Moderate (10)	
Possible 03	Very Low (3)	Low (6)	Moderate (9)	Moderate (12)	High (15)	
Likely 04	Low (4)	Moderate (8)	Moderate (12)	High (16)	High (20)	
Almost Certain 05	Low (5)	Moderate (10)	High (15)	High (20)	High (25)	