

**Risk Assessment Information
Guardian Foundation Education Centre**

This risk assessment is to help your visit to the Guardian Foundation’s Behind the Headlines Education Centre. You will need to add your own details of the journey and any special needs of your group. GNM bears no responsibility for the safety of children traveling to and from its premises.

Groups receive a health and safety briefing on arrival at the Education Centre room.

Insurance details: Guardian News and Media has both Public and Employers Liability Insurance. Full details of these policies can be found on the Behind the Headlines website: theguardianfoundation.org/programmes/behind-the-headlines

Area	Hazard present	Risk Level	Measures in place (Action)
<p>Entrance</p> <p>Rotating door at entrance Congestion through doors</p>	<p>Slips and trips</p>	<p>Low</p>	<p>Groups must always be under close adult supervision (teacher) adhering to guidelines issued to schools.</p> <p>Students line up in an orderly manner. There is a revolving door at the entrance. For ease of access to the building the teachers should use the door adjacent to the revolving door. The Security Guard may open the door. If the Guard is not there, ring the bell at the side of the door and reception will open it.</p> <p>A security Guard will inform reception staff of the group's arrival.</p> <p>Groups line up in the ground floor area away from the entrance and escalators. A member of the security/reception staff will escort the group to the reception where you will meet a</p>

<p>Escalator up to reception</p> <p>Moving through electronic gates</p> <p>Walk to Education Centre</p>			<p>member of the Behind the Headlines team who will take the group onto the Education Centre.</p> <p>Use escalator in single file keeping to the left. Emergency stop buttons if required.</p> <p>There is also a lift behind the escalator for students with access issues.</p> <p>Group collected by Behind the Headlines team. Security to disarm gates and see the group through.</p> <p>The building is well-managed with an excellent standard of housekeeping.</p> <p>There are no trailing cables across access routes.</p> <p>Group will be escorted from the Education Centre back to reception at the end of the workshop session.</p>
<p>Education Centre</p>	<p>Slips and trips</p> <p>Electrical hazard</p>	<p>Low</p>	<p>Groups must always be under close adult supervision (teacher) adhering to guidelines given to schools.</p> <p>No trailing cables.</p> <p>Cabling through floor boxes and concealed. No food or drink permitted in the computer area.</p> <p>The fixed electrical installation has been tested and all portable electrical equipment has either</p>

	Display screen equipment		<p>been purchased from new or safety tested.</p> <p>Low height desking and chairs for pupils. Education staff supervise classes to ensure computer equipment is used safely.</p>
Cloakroom and Toilets (adjacent to Education Centre)	Misbehaviour	Low	Groups must always be under close supervision (teacher) adhering to guidelines issued to schools.
	Use of coat hangers		Plastic coat hangers used in Cloakroom.
	Trips, slips and falls		Toilets are regularly cleaned and inspected daily by staff.
	General welfare		<p>Disabled toilet is adjacent to the Education Centre.</p> <p>Whilst the class is in progress the toilets are locked by Behind the Headlines staff so only schools can access them. A pull across barrier is used to deter staff use of this facility.</p> <p>Teachers must escort students to the toilets and wait outside in the corridor and unlock/relock toilets after use.</p>
Lunch Area (not applicable for 2 hour workshops)	Trips, slips and falls	Low	Groups must always be under close adult (teacher) supervision adhering to guidelines issued to schools.
	Spillage of food and drink		For full day workshops schools bring packed lunch to be eaten in designated areas and briefed about non-accessible areas such as serving stations.
	Burns and Scalds		Packed lunch minimises risk of

			food allergies.
General	Covid-19	Medium	<p>If a student/teacher is feeling unwell or are showing Covid-19 symptoms they should not attend/ take part in the visit.</p> <p>We will contact groups 48 hours before your visit to check whether your organisation has had to activate your Covid-19 contingency plan and to ensure there has not been a Covid-19 case that impacts the visit of a group.</p> <p>Visiting organisations will be updated if a case of Covid-19 affects the team’s ability to run an onsite workshop. We will liaise with organisations about setting up an alternative virtual workshop where feasible.</p> <p>A range of Covid-19 measures are in place including enhanced cleaning and hygiene products available throughout the building.</p>
	Fire	Low	<p>A short health and safety briefing including procedures Fire evacuation takes place before the beginning of a workshop.</p> <p>Fire exits and muster points map are displayed on the Education Centre wall and also on the Guardian Foundation website and can be accessed prior to visit.</p> <p>Should students need assistance exiting the building due to mobility issues a Personal Emergency</p>

			<p>Evacuation Plan (PEEP) will be put in place – see Appendix 1.</p> <p>Internal procedures are in place from any external security threat. Please contact the Behind the Headlines team if you require further information.</p> <p>All electrical items tested, no use of flammable substances, fire detection and alarm system installed, maintained and tested regularly, regular evacuation drills.</p> <p>Behind the Headlines staff trained as fire marshals.</p>
	Accident/illness	Low	<p>There are always First Aid trained staff on site. In addition, Behind the Headlines staff have basic first aid training.</p> <p>Procedures in place for dealing with a first aid emergency.</p> <p>First aid room is on the same floor.</p> <p>The building has First Aid boxes. The Education Centre is equipped with a First Aid box and there is a First Aid room on the same floor as the Education Centre.</p>
	Child Safety and Security	Low	<p>All Behind the Headlines staff delivering sessions at the Education Centre staff are DBS checked.</p> <p>The Guardian Foundation's</p>

		<p>safeguarding policy sets out its procedures and commitments to safeguarding children, adults at risk and everyone with whom we come into contact with through its work. See https://theguardianfoundation.org/about</p> <p>There is good security cover in GNM areas and all visitors are required to sign in.</p> <p>Bags may be searched and scanned on arrival.</p> <p>Access areas including the GNM entrance to the building are CCTV monitored.</p> <p>Reception and Security staff are briefed regarding how to work with visiting groups.</p> <p>Procedure for children visiting Guardian Foundation Education Centre policy is circulated to all staff via internal intranet including instructions on what to do if children are lost or found.</p> <p>Education Centre is swipe access entry only.</p> <p>All movement of children outside the Education Centre e.g. toilets and dining area must be closely supervised by an adult (teacher) in accordance with GNM guidelines issued to teachers.</p>
--	--	---

Appendix 1

Personal Emergency Evacuation Plan (PEEP) – students/pupils (Education Centre 1st floor)

Nature of Disability

For pupil/student(s) coming to the Education Centre having disabilities i.e. less able to walk, wheelchair bound etc we are implementing an on-going PEEP to cover all unknown pupil/student(s) during the week.

If we have a pupil/student(s) coming in that is wheelchair bound or less able to walk the Education Centre team will inform reception who will in turn contact KP Security/management to activate the PEEP.

Event area

Pupil/student(s) that are attending school classes in the Education Centre will be looked after by one of the Education Centre team. The team is aware that the refuge point that should be used is fire exit 4 on the 1st floor.

The agreed emergency plan

In an event of a fire evacuation or other emergency the pupil/student(s) with mobility issues will be escorted to the refuge point on fire exit 4 on 1st floor along with one of their teachers. Building security team/building management will be informed of the visitors' location via the Emergency Intercom System. The pupils/student(s) and teacher will then wait to be collected by either Kings Place Security team/Fire Brigade. If the fire evacuation or other emergency occurs while the class is having their packed lunch in the canteen the nearest available fire exit and refuge point will be used.

Guardian Workplace Management

Appendix 2 PEEP

Personal Emergency Evacuation Plan (PEEPS) and Adjustment Questionnaire For a Visitor

The company has a legal responsibility for the safety and welfare of all staff and a Personal Emergency Evacuation Plan (PEEP) is a plan that is created for a person who has a disability and who cannot exit the building unaided in the event of a building evacuation i.e. a person with impaired mobility or impaired vision.

The Host and Workplace must complete this questionnaire so that the appropriate measures can be put in place whilst the visitor is in the office. Once the questionnaire has been fully reviewed, Workplace Management will produce a PEEP and will discuss any adjustments that may be

required. The host will be contacted and provided with the PEEP and any training that may be required will be provided by Workplace Management.

NOTE: In certain circumstances we may not receive sufficient notice and a visitor may just arrive on site for a meeting, in this circumstance fields highlighted with a “*” should be attempted to be completed in order for a PEEP to be created.

Name of Visitor*: Rume Otugor	Host Name(s)*:
Department:	Editorial
Date(s) and time of day of visit*:	Location(s)/room(s) where the visitor will be in the office*:

Questions (answer where applicable):

1) Please state the nature of the person’s disability. (e.g. visually impaired, hearing impaired, use crutches, use a wheelchair)*	
2) Who will be the nominated person(s) who will escort and stay with the guest at the refuge point? (Note: The nominated person(s) must stay with the guest at all times and must be familiar with all refuge points and how to use the refuge point intercom system)*	
3) Has the host: <ul style="list-style-type: none"> ● Completed the Fire Safety Awareness training? ● Do they understand the building fire evacuation procedures? ● Do they know the location of the refuge points and how to use the refuge point intercom system?* 	

4) Can the person open and close doors unaided?	
5) Please provide any further information that you think may be useful	

The agreed Emergency and adjustments Plan

Thank you for completing this questionnaire. Please now send the questionnaire to workplace.servicedesk@theguardian.com. The information you have provided will allow Workplace to assess the requirements of the individual.