

Process	Hazards	Controls to be introduced in order to reduce risks	Action by when?	Resulting risk level	Likelihood	Impact	Overall Score	Comments
Visit Leadership	Effective coordination and communication across all aspects of site visits must be ensured	One qualified FAST guide will be appointed as leader on a visit by visit basis, this role carries responsibility for all visit communications and coordinations. Each tour guide will be wearing a high vis jacket.	Ongoing	Low	2	8	16	Museum Management will be responsible for booking arrangements, guide assignments and visit leader nomination. FAST Guide to log in and out at security office located in the HUB at start and end of all tours.
Tripping Hazards	Slipping and tripping	Battery lights placed in key locations + tour guides with torches. Visitor Induction Content and Presentation. Marked routes avoiding such hazards. Visitors to be issued with personal torches. Minimum of two trained FAST Guides per 20 Visitors with a maximum of 60 visitors per visit group. One guide to walk through the route prior to start of tour to ensure no tripping hazards or water puddles.	Ongoing	Medium	3	5	15	This aspect likely to be the most common risk and therefore the FAST guide training, visitor induction and instruction process, marked routes and lighting conditions will be constantly reviewed and updated to mitigate this risk as far as practically possible.
Potential for Asbestos Exposure	Breathing in asbestos fibre if walls are disturbed	Affected areas to be designated and barriered off to prevent access. Security barriers to be placed in Q121 by partition walls leading into the return duct. Doors to ground floor store room closed off during the tours. Will need to be reopened post tour to allow natural ventilation to this space.	Ongoing	Low	2	10	20	Any likelihood of building fabric disturbance must be notified to all responsible parties and discussed carefully to mitigate resulting risk. Asbestos management plan has been undertaken by RM Rish Management in Jan 2016. This is up for renewal.
Machinery	Fractures, cuts and lacerations.	Stay within designated safety areas. Ground Floor access only. In R52 stay within the front of the wind tunnel. Ein R52 there is exposed pipe flanges. Ensure a guide is posted here when visitors are walking through this section.	Ongoing	Medium	3	5	15	Considered to be of equal risk to tripping hazards and therefore the same mitigation approach will be applied!
Electrical Systems	Electrocution	Facility Main Electrical Systems are already switched off and isolated. In the event that local electrical generators are required on a visit by visit basis in order to augment lighting, all UK standard safety regulations will be followed including the use of RCCD circuit breakers.	10/03/17	Low	2	10	20	The intention is for battery operated lighting to be used wherever and whenever possible.
Electrical Generators	Operation, exhaust fumes, refuelling safety	Should there be a need to introduce small utility electrical generators in order for example to enhance lighting or facilitate the use of Audio-Visual equipment, these will be located outside in well ventilated spaces with cables extended to the required locations, installed without trip hazards and / or covered with safety matting. This isn't the case at the moment.	10/03/17	Low	3	3	9	Generator to be checked before each visit for a full fuel tank and for any fuel leaks. Refuelling and any leaks found will be given urgent attention to correct before any visitors arrive as refuelling will not be permitted during visits. Spare fuel containers will not be stored or left on site. Generators will be installed and removed on a case by case basis not left on site.
Industrial or Cleaning Chemicals	No such hazards currently known to exist.	Unlikely but if any subsequently found it will be ensured that no such chemical hazards will be able to affect or impact upon designated visitor routes.	01/03/17	Low	2	10	20	Inspections for the presence of such chemicals to be made prior to visits and any found present removed or relocated away from visitor routes.
Structural Integrity	Building Collapse or Falling Debris.	Structural survey is available that confirms good structural integrity. No changes apparent since survey report produced.	Ongoing.	Low	1	10	10	Visual inspections of general building condition / integrity to be made and any concerns must be satisfactorily resolved in order to enable continued FAST conducted visits.
Lighting	Insufficient Lighting for the tasks involved	Only certified and/or Low voltage temporary lighting solutions will be used. Sufficient light levels will be ensured including each visitor being given a torch provided by FAST .	Ongoing	Medium	5	5	25	Managed by FAST Guides on duty for each visit.
Hygiene	Pest control	Pest control measures applied and maintained	01/03/17	Low	2	5	10	Monitored by FAST Museum Tunnel Visit Coordinators on a regular basis and reported to Museum Management for resolution.
	Bird / Pigeon mess	The buildings have had all bird/pigeon mess removed and regular cleanliness measures applied.	01/03/17	Low	2	5	10	Monitored by FAST Museum Tunnel Visit Coordinators on a regular basis and reported to Museum Management for resolution.
Lifting, Loading and Unloading	Strain/injury to persons and / or Damage to property	All persons involved to be briefed, prior to task, as to the safe lifting, loading and unloading including procedures / actions / equipment.	Ongoing	Medium	5	5	25	Managed by FAST Museum Health and Safety Expert
Pinch Points on Visit Routes.	Narrow entrances, passageways and exits on visitor routes.	Management achieved by restricting allocated visitor group slots to Max. 20 ppl per visitor group entering the areas so defined. Visitor Induction Content and Presentation. Marked routes identifying such hazards. Minimum of two trained FAST Guides per party of maximum 20 Visitors.	Ongoing	Significant	5	10	50	Visitor briefings to emphasise route restrictions and managed very carefully on a visit by visit basis by FAST Guides on duty.
Emergencies , Evacuation Points and First Aid	Unsafe Evacuation from area of danger: Obstructing emergency exits and routes.	Ahead of the tour start, two emergency doors in Q121 return duct to be unlocked. On arrival and prior to the start of the visit programme visitors will be given a comprehensive induction presentation including all aspects of safety to be observed and applied during the visit. 4 Fire extinguishers to be placed in advance of each tour. First Aid kit to be available at site and emergency exits / routes to be clearly signposted unobstructed at all times. Emergency Services to be summoned by mobile phone as and if necessary. Minimum of two trained FAST Guides per 20 visitors, maximum 60 visitors present, at all times during the visit programme. As part of their training FAST Guides will be briefed about emergency procedures and be made familiar with evacuation routes. They will also have a working mobile phone with them during each visit. Assembly point by the "box office" Q120.	Ongoing	Very Significant	10	10	100	Visitor briefings to emphasise route restrictions and managed very carefully on a visit by visit basis by FAST Guides on duty.
Visitor movement onsite	Visitor accidents with passing vehicles	FAST responsibility for visitors begins on arrival at the location of visitor induction presentation and ends upon departure from the final location on the visit programme. To accompany and monitor visitors the maximum number of visitors present on the site at any one time will be 60 with a minimum of two trained FAST Guides per 20 visitors during the visit programme.	Ongoing	Low	10	10	100	Managed by FAST Guides on duty. Visitor induction to clearly explain the level of personal responsibility.

**NOTE:** Facilities must be checked by the allocated Group Visit FAST Volunteers before each Group Visit. If any work has been done in / to the Facilities since the last Group Visit or any changes to the Facilities or their condition is noted during the pre-Visit check then this Risk Assessment must be reviewed and updated.