

# **Royal Highland Show**

## **Risk Assessment**

**RHET Children's Discovery Centre  
Avenue Q**

**THE ROYAL HIGHLAND EDUCATION TRUST**  
**CHILDREN'S DISCOVERY CENTRE– RISK ASSESSMENT**

ACTIVITY PROVIDER: ROYAL HIGHLAND EDUCATION TRUST      DATE: 23 - 26 JUNE 2022

ADDRESS OF EVENT: **CHILDREN'S DISCOVERY CENTRE, AVENUE Q, ROYAL HIGHLAND SHOWGROUND, EDINBURGH**

Organisation/ Activity Provider signature:     *K Barclay*    

DATE: 02.06.2022

Katrina Barclay  
Executive Officer

Reviewed by: Cheryl Morrison

Date: 14.06.2022

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| <b>Children's Discovery Centre</b> | <b>Risk</b>  | <b>Existing Controls</b>  | <b>Severity (H, M or L)</b> | <b>Likelihood (H, M or L)</b> | <b>L x S = Risk</b> | <b>Action to be Taken</b>  | <b>Modified Risk With Controls &amp; Actions Taken</b> |
|------------------------------------|--|---|-----------------------------|-------------------------------|---------------------|--|--|
| Children/young people              | Lost child   | Ensure close supervision and regular head counts. Use children wrist bands from Rotary club to record mobile number   | H                           | M                             | M                   | Children to be supervised by parents/ teachers at all times. Approach staff member or security who will get in touch with the JACC room who will assist<br>Accompanying adults - suggest meeting points are identified on Show App map ahead of visiting show<br>Accompanying adults - ensure mobile phones are charged/on | L  |
| Display boards and pop ups         | Falling onto people  | Banners to be secured and checked daily   | M                           | M                             | M                   | Daily checks and during the day if conditions changes such as high winds   | L  |
| Farm toys                          | Small parts coming off – choking. trapped fingers.                                   | Remove small detachable parts   | L                           | M                             | M                   | Parents to supervise children with toys at all times Signs displayed reminding parent to supervise their children<br>All toys washed in Milton prior to 20 <sup>th</sup> June  | L  |
| Centre                             | Reaching capacity: Struck, slips, trips, falls, cuts, abrasions, suffocation & death | Constant monitoring of capacity levels within centre. Once reached, centre doors closed and no admittance authorised. | H                           | M                             | H                   | Executive Officer to make discretionary decision as to when centre reaches capacity – <b>600 people MAX</b>  | L  |

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|                           |  |  |   |   |   |   |   |
|---------------------------|--|--|---|---|---|---|---|
| Milking Cow               | Ingestion of water<br>Trapped fingers Bumped head<br>Jostling from other children<br>Slips on wet floor<br>Falling off stool | Supervised by RHET staff or volunteer at all times.<br>Teachers/adults to supervise their group to ensure appropriate behavior   | M | L | M | No more than four children milking at any one time. Clean water used in cow. Water not to be consumed<br>Verbal instruction from RHET representative to help manage access<br>Keep floor area dry and regularly empty bucket  | L |
| Pea planting - Compost    | Risk of Zoonoses /disease<br>Ingestion   | Supervised by RHET staff or volunteer at all times.  | L | M | M | Hand washing station, disposable gloves available   | M |
| Pea planting – Pot making | Trapped Fingers  | Supervised by RHET staff or volunteer at all times.  | L | L | L | Demonstrate activity  | L |
| Pea planting – Pea seeds  | Ingestion  | Supervised by RHET staff or volunteer at all times.  | L | M | M | Provide seeds to young people only when they are ready to plant them  | M |
| Year of Beef – BCS Models | Slips, trips, knocks, falls, entrapment<br><br>Models getting damaged, falling off table                                     | Supervised by RHET staff or volunteer at all times.<br>Teachers/adults to supervise their group to ensure appropriate behavior<br>Children advised to walk and not run<br>Tables and equipment secured and made safe (checked daily) | M | M | M | Verbal instruction from RHET representative to help manage access.<br>Ensure users are not running, eating or drinking while participating in the activity. Ensure visitors do not climb on the crush.<br><br>Models to be supervised at all times and remain on tables | L |

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|   |  |  |   |   |   |  |   |
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|   |  |  |   |   |   |  |   |
| Year of Beef – Grass demo                                   | Allergies/spores/ingestion                                   | Fresh samples used<br>Grass from silage field with no livestock grazing/in situ  | M | M | M | Signage displayed to discourage unsupervised touching  | L |
| Crafting activities, including badge maker                  | Trapped fingers, cuts, pin pricks, paper cuts                | RHET volunteers or staff only people to use badge maker<br>Pre pinned safety badges have been purchased<br>Teachers/adults to supervise their group to ensure appropriate behavior   | M | M | M | Supervision – ensure children do not touch the badge maker mechanism<br>Make adults aware that the badges have a pin on the back<br>Junior scissors will be available, children helped at all times  | L |
| Cattle Crush with weigh cell                                | Slips, trips, falls, knocks, Entrapment<br><br>Electric Show | RHET staff or volunteer at all times.<br>Teachers/adults to supervise their group to ensure appropriate behavior. One way system through the crush and all side access points sealed shut with cable ties<br>All cables taped to floor and clear instructions on how activity is used. | M | M | M | No more that 4 people on Weigh Crus at anytime<br>Verbal instruction from RHET representative to help manage access.<br>Ensure users are not running, eating or drinking while participating in the activity. Ensure visitors do not climb on the crush.<br>Signage in place to enforce these measures | L |
| Auction Platform and gavel<br><br>Sheep gate 'auction ring' | Slips, trips, falls, knocks                                  | Supervised by RHET staff or volunteer at all times.<br>Teachers/adults to supervise their group to ensure appropriate behavior. One way system through activity. All gates   | L | M | M | No more than 1 person on the plinth at anytime.<br>Verbal instruction from RHET representative to help manage access.<br>Ensure users are not running, eating or drinking while participating in the   | L |

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|                        |                             |  |   |   |   |   |   |
|------------------------|-----------------------------|--|---|---|---|---|---|
|                        |                             | securely tied and checked regularly  |   |   |   | activity. Ensure visitors do not climb on the gates   |   |
| Smoothie Bike          | Slips, fall                 | Supervised by RHET staff or volunteer at all times.<br>Teachers/adults to supervise their group to ensure appropriate behavior<br>Ensure ground is level as possible<br>Adult to aid child onto bike if required | L | L | L | 1 person on bike at a time with supervision from RHET staff or volunteer only<br>All blender equipment and fruit prep is handled by RHET staff/volunteers | L |
| Quad bike demonstrator | Slips, trips, falls, knocks | Teachers/adults to supervise their group/child to ensure appropriate behavior.<br>Key will NOT be in the ignition<br>Care to be taking mounting and dismounting the bike   | M | M | M | 1 person on bike at a time<br>Adults must supervise children<br>Signage in place to enforce these measures  | L |

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| <b>Fire Procedures</b>              | <b>Risk</b>  | <b>Existing Controls</b>  | <b>Likelihood Severity (H, M or L)</b> | <b>Severity Likelihood (H, M or L)</b> | <b>L x S = Risk</b> | <b>Action to be Action Taken</b>   | <b>Modified Risk With Controls &amp; Actions Taken</b> |
|-------------------------------------|--|---|--|--|---------------------|--|--|
| Fire in Children's Discovery Centre | Trapped in CDC.<br>Burns, smoke inhalation.<br>Death | RHET provide clearly marked egress routes from building with appropriate signage. RHET core staff to assist public and school groups in exiting building. | H                                      | M                                      | H                   | Well signed Fire Evacuation procedure. Fire Whistles, Hi Vis for staff and instructions for members of public and school groups.<br>Fire Procedure:<br>Notify member of RHET staff<br>RHET staff to wear yellow jackets for Fire Marshalls<br>Raise the alarm using whistles<br>Call 999 to alert Fire Brigade<br>Vacate building using nearest usable exit, as signposted<br>Make your way in orderly fashion to Clock Tower at the Main Ring<br>Notify JACC of incident<br>JACC can provide security personnel if required | L  |
| Fire exits to be kept clear         | Trapped in CDC.<br>Burns, smoke inhalation.<br>Death | Clear Fire Exit signs visible.<br>Buggy park/space made available in designated areas   | H                                      | M                                      | H                   | Staff to make regular checks on exit routes to ensure clear.<br>Obstacle to be removed if restricting accessibility of exit.   | L  |

Please refer to the specific Fire Risk Assessment for more detail

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Explanation of Risk Assessment:

H = High

M = Medium

L = Low

|                 |   |                                    |                   |   |                            |                         |                     |                     |                    |
|-----------------|---|------------------------------------|-------------------|---|----------------------------|-------------------------|---------------------|---------------------|--------------------|
| <b>Severity</b> | H | Fatality or serious injury/damage. | <b>Likelihood</b> | H | Harm is certain to occur   | <b>Risk<br/>(S x L)</b> | H x H = <b>HIGH</b> | H x M = <b>HIGH</b> | H x L = <b>MED</b> |
|                 | M | Lost time injury/damage            |                   | M | Harm will occur frequently |                         | M x M = MED         | M x L = MED         |                    |
|                 | L | Minor injury/no injury/damage      |                   | L | Harm will seldom occur     |                         | L x L = LOW         |                     |                    |