



Risk Assessment

The purpose of this document is to enable schools/child groups to use the information provided for the development of a visit risk assessment in order to satisfy the obligations placed by the Health and Safety at Work Act and the Management of Health and Safety at Work regulations. We strongly recommend a preliminary planning visit to familiarise yourself with The Silverstone Experience to support your planning.

The Silverstone Experience does not accept liability for any omissions to this list. Control measures indicated are recommendations only and must be adapted/amended by group organisers. Please ensure adequate supervisors are appointed for the number in your group.

LEGAL REQUIREMENTS AND THE SILVERSTONE EXPERIENCE INFORMATION

Public liability

The Silverstone Experience (TSE) is covered by Public Liability insurance to the amount of £5,000,000.

Staff identification

All TSE staff wear name badges and uniforms for easy identification. Our safeguarding children and vulnerable adults policy states that all employed learning staff will be subject to enhanced Disclosure and Barring Service (DBS) checks.

Security

TSE has a dedicated security team that will deal with security issues on site. The team are trained to deal with emergency incidents that may arise.

Prohibited items

Prohibited items, which shall include but not be limited to alcoholic beverages, non-prescription drugs, chemicals of any kind, glass bottles (dishes or drinking vessels), metal knives, barbeques, ladders, laser devises, drones, weapons, any offensive materials in whatever format, fireworks, flares, smoke or gas canisters (including aerosols and nitrous oxide), Chinese lanterns, candles / naked flames or flagsticks, unofficial tabards, large tents or large shelters. SHL further reserves the right to conduct security searches of persons and their belongings to ensure the safety of persons at TSE.

RISKS

Parking

TSE benefits from a dedicated free of charge car park which school/child groups can use to park their coach or minibus. Care should be taken by when crossing the car park.

Vehicle traffic

The car/coach park is located across a quiet private road from TSE. There are clear routes for pedestrians. We recommend children are supervised whilst crossing the road at all times.

Slips/trips/falls

Trips may be caused by looking at displays and exhibits rather than looking at the floor, wet flooring in the outside area, uneven paved areas on the Heritage Track Trail and climbing on and off equipment or exhibits.

Reduced lighting

Care should be taken due to the reduced lighting within the Exhibition. Please speak to a member of staff if you have any concerns.

Emergency planning/fire safety

TSE has a contingency plan in the event of an emergency. In the event of a building evacuation TSE staff will direct all customers/groups to leave the building immediately. Please familiarise yourselves and your groups with the Emergency Exits. Please ensure your group is familiar with the following Action in the Event of a Fire:

- If you discover a fire – Sound the Alarm, Call the Fire Brigade, Attack the fire if possible using the appliances provided
- If you hear the Fire Alarm – Leave the building by the nearest exit, Do not stop to collect belongings, Close all doors behind you, Report to the Assembly Point, Do not use lifts, Do not take risks, Do not re-enter the building until you are told it is safe to do so

Lost children

Children should approach a member of staff if they are lost. All members of staff will wear badges and uniforms.



VISIT INFORMATION

Supervision of children

Adult supervision of children is required at all times. Our recommended ratio is one adult per five primary school children and one adult per ten secondary school children.

Signposting

TSE is well signposted and we ask that all visitors adhere to all safety signage around the site.

First Aid

First-aid trained staff and medical supplies are available at TSE. We also benefit from having a Medical Centre located on the Silverstone Circuit site.

Wheelchair access

TSE is fully accessible.

Unruly children

Children and young people are expected to behave well while visiting TSE. Teachers and other accompanying adults are responsible for the supervision of their group at all times. Please see our Code of Conduct for Visiting School Groups for more information.

Eating facilities

Food and drinks are available in the Café located on the ground floor. We recommend school groups book a time slot in our dedicated lunch room to eat packed lunches.

Welfare facilities

Toilets are located on the ground and first floor of TSE.

Additional costs

There is one café, photographic opportunities, and a gift shop located at TSE.

Additional links to resources that teachers may find helpful when planning a visit:

Health and Safety advice for schools - <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

HSE School Trips, Tackling the health and safety myths - <http://www.hse.gov.uk/services/education/school-trips.htm>

Council for Learning Outside the Classroom, Getting ready- managing risk - <https://www.lotc.org.uk/plan-deliver-lotc/planning-lotc-experiences/get-ready-managing-risk/>