

Sky Academy Skills Studios

Risk Assessment

Date Created		Confidential?	
13/10/2014		No	
Assessment Title			
Sky Academy Skills Studio and arrival at the Believe in Better Building			
Assessment Outline			
<p>The Sky Academy Skills Studio facility looks to inspire young people whilst providing them with an insight and the opportunity to experience the daily operations of a broadcast facility. Key elements of the Sky Academy Skills Studio experience are: Providing students and teachers with access into one of Sky's main broadcast facilities, giving an insight into our core qualities and strengths. Give students a unique experience into the work carried out in a studio, including the use of equipment. A supervised interactive tour of the main areas of Sky Studios. Ensure all visitors to the Osterley site have a safe, enjoyable and memorable experience of an active broadcast environment.</p>			
Area Responsible (for management of risks)		Location of risks on-site	
Directorate:	Corporate Affairs	Location:	Sky Premises
Division:	The Bigger Picture	Building:	Sky Studios (Osterley)
Department:	The Bigger Picture	Area:	ALL Areas
Further location information			
<p>Students will arrive on site at the Harlequin Ave entrance. They will then be walked to the Believe in Better Building where they will be signed in by the person in charge of the group. After introductions and safety briefing the group will be walked over to Sky Studios for the Skill Studio experience. After the experience they will return to BiBB to collect belongings and then walked back to their coach on Harlequin Ave.</p>			
Assessment start date		Review or end date	
22/10/2015		21/10/2016	
Country location		TRiS country risk (level 5 or 4)	
United Kingdom			

Relevant Attachments

Description of attachments:

Location of non-electronic documents:

Assessor(s)	Approver
Neil Mulholland	Nishy Lall
Signed off	Distribution list
Nishy Lall (30/10/2014 11:39)	Nishy Lall (nishy.lall@sky.uk) - 03/11/2015 Marie James-Palmer (Marie.James-Palmer@sky.uk) – 03/11/20125

People at risk (from the Activities covered by the Risk Assessment)

Category

Employees

Visitors

Young Persons

1. Sky Academy Skills Studio and arrival at the Believe in Better Building

Description of Task:

The Sky Academy Skills Studio facility looks to inspire young people whilst providing them with an insight and the opportunity to experience the daily operations of a broadcast facility. Key elements of the Sky Academy Skills Studio experience are:

- Providing students and teachers with access into one of Sky's main broadcast facilities, giving an insight into our core qualities and strengths.
- Give students a unique experience into the work carried out in a studio, including the use of equipment.
- A supervised interactive tour of the main areas of Sky Studios.
- Ensure all visitors to the Osterley Campus have a safe, enjoyable and memorable experience of an active broadcast environment.
- Attract students and teachers by focusing on content relevant to the curriculum.
- 2 groups (AM & PM) of 30 students each per day. 60 in total.

Hazard 1. Access and Egress (General movement around site)

<p>Staff/Contractors, School Students, Work Experience, Visitors, may be at risk from</p> <ul style="list-style-type: none"> • Moving around unfamiliar site • Integration with traffic routes • Blocked access points 	<p>Existing Control Measures</p> <p>At the beginning of the day the teachers and students will receive a short presentation regarding fire safety, fire aid and security procedures while attending the experience. All groups will use designated pedestrian routes and crossing points at all times. Activity leaders will supervise groups whilst using crossing points on traffic routes on site.</p>	<p>With Existing Controls:</p> <p>Moderate</p>
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	<p>A 10mph speed limit is in place on the Sky controlled section of Harlequin Avenue. Good sight-lines exist to the crossing point approaches and the area is adequately illuminated by street-lighting during the hours of darkness.</p> <p>Designated tours will be via non-operational routes however activity Leaders will liaise with building manager and Client Services department to ensure planned tours will not be affected with other work that may impact the group's safety during the tours.</p> <p>All groups will be supervised by Skills Studios activity leaders at all times during their time on site, from arrival on Harlequin Avenue for the walk to the Believe in Better Building at the start of the day, through to leaving site at the end of their visit.</p>	
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Hazard 2. Electricity

<p>Staff/Contractors, School Students, Work Experience, Visitors, may be at risk from : Risk of injury through unguarded electrical sockets, faulty / damaged equipment, incorrect use</p>	<p>Existing Control Measures</p> <p>Students will interact with electrical equipment which has been especially designed for the Sky Academy Skills Studio. The electrical equipment is PAT tested and will be regularly inspected before use by the activity leaders who will closely supervise the groups at all times.</p> <p>No students at any time will be left to operate any equipment on their own.</p>	<p>With Existing Controls:</p> <p style="text-align: center;">Low</p>
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Hazard 3. Fire

<p>Staff/Contractors, School Students, Work Experience, Visitors, may be at risk from : Possibility of fire occurring in building causing risk of injury, loss of life.</p>	<p>Existing Control Measures</p> <p>Sky Studios and the Believe in Better Building have a comprehensive fire safety management plan in place which covers all arrangements, such as fire alarm system, fire wardens, training, signage, maintenance and testing regimes.</p> <p>The activity leaders are all trained fire wardens and will brief groups on the procedures and give instructions and lead the group in case of any activation.</p>	<p>With Existing Controls:</p> <p style="text-align: center;">Low</p>
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Hazard 4. Slips, Trips and Falls

<p>Staff/Contractors, School Students, Work Experience, Visitors, may be at</p>	<p>Existing Control Measures</p> <p>Good housekeeping, cleaning and</p>	<p>With Existing Controls:</p>
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<p>risk from:</p> <ul style="list-style-type: none"> • Risk of injury through slips/ trips throughout the tour/ experience especially with the unfamiliar environment and the added excitement and distraction involved 	<p>maintenance systems in place to address any hazards that may present themselves. Activity Leaders will check all areas in advance to ensure no additional hazards are present. Activity Leaders will liaise with building manager and Client Services studio reps to ensure no planned tours will be affected with other work that may impact the group's safety during the tours.</p> <p>Activity Leaders will be first aid trained and first aid supplies will be available in case of any incidents. The Believe in Better Building has a designated first aid room which is available at all times during Skills Studios visits.</p>	<p>Low</p>
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Hazard 5. Safe Guarding Students

<p>Staff/Contractors, School Students, Work Experience, Visitors, may be at risk from:</p> <ul style="list-style-type: none"> • Unfamiliarity of the environment, generally more curious with limited sense of danger. We can never assume a place which is safe for an adult will be safe for a child. • Separated from the group • Inexperienced Activity Leaders • Students carrying potential weapons 	<p>Existing Control Measures</p> <p>Activity Leaders will be fully trained in safeguarding and working with young people. For further detailed information please refer to the Safe Guarding Children and Young People Policy and Procedures.</p> <p>Group sizes will be controlled with the max number of 30 in any session. There will be two session per day.</p> <p>Activity Leaders will be fully CRB checked and work in accordance with Sky's policy and procedures with regards to working with young people. Activity Leaders will never need to work alone with a student, if students need to separate from the larger group the teacher/assistant supervise this part. Two teachers/assistants will support the activity leader though the experience and will be responsible for dealing directly with any behavioural issues.</p> <p>Activity Leaders will use radio sets to communicate with Security at all times in case of any lost students. Security will lock down all access routes once a report has been made and initiate a search immediately. Students to be counted in and out to ensure correct numbers at all times.</p> <p>Experienced Security staff will guide the students and teachers through the security check in process which will involve the use of an arch scanner and a bag search at random occurrences.</p>	<p>With Existing Controls:</p> <p>Moderate</p>
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Hazard 6. Working Environment Sky Academy Skills Studios/ Believe in Better Building

<p>Staff/Contractors, School Students, Work Experience, Visitors, may be at risk from:</p> <ul style="list-style-type: none"> • The Unfamiliarity with the recording 	<p>Existing Control Measures</p> <p>Both the Sky Academy Skills Studios and the Believe in Better Building have been specially</p>	<p>With Existing Controls:</p> <p>Low</p>
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<p>equipment (cameras, sound and lighting equipment, editing desk)</p> <ul style="list-style-type: none"> • Cables on the floor, lighting equipment. • Studio environment could cause a distraction which could result in a trip/bump/ collide as children do not observe where they are going. • Equipment not fit for use. 	<p>designed to ensure they are fit for purpose for the intended use with young people. All equipment is maintained, examined and tested in accordance with the manufacturer's instructions and Sky's internal policies and procedures.</p> <p>The Group will be broken down to 4 smaller groups for the experience to ensure they can safely engage with the experience. 4 Activity Leaders will then work with the students, with the teachers and assistants to support when required.</p>	
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Hazard 7. Students visiting with Epilepsy

<p>Studio visual/strobing/lighting effects could lead to seizures and have potential adverse health issues for visitors who suffer with epilepsy and other related illnesses.</p>	<p style="text-align: center;">Existing Control Measures</p> <p>Information - All visiting groups are provided with information packs and copies of Risk Assessment documentation at the booking stage/prior to arrival regarding the main controls in place.</p> <p>Communication - Visiting parties are required to inform Sky Academy Skills Studio admin team at the booking stage of any students or personnel who have health issues that could be affected by the visual/strobing/lighting elements of the Studio. This is to allow planning time and control measures to be in place for the visit.</p> <p>All Activity Leaders and Security staff are fully trained and qualified First Aiders. First Aid facilities are readily available throughout both Sky Studios and the Welcome Centre in Sky 12.</p>	<p style="text-align: center;">With Existing Controls:</p> <p style="text-align: center;">Moderate</p>
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<p>Division</p>	<p>Corporate Affairs</p>	<p>Department:</p>	<p>The Bigger Picture</p>
<p>Series/Prod/Unit:</p>	<p>The Bigger Picture</p>	<p>Programme/Area:</p>	
Assessor		Confidential Risk Assessment?	
<p>Neil Mulholland</p>		<p>No</p>	

Assessment Title (Simple name for reference purposes)

Sky Academy Skills Studio and arrival at the Believe in Better Building

Assessment Outline (Summary of what is proposed)

The Sky Academy Skills Studio facility looks to inspire young people whilst providing them with an insight and the opportunity to experience the daily operations of a broadcast facility. Key elements of the Sky Academy Skills Studio experience are: Providing students and teachers with access into one of Sky's main broadcast facilities, giving an insight into our core qualities and strengths. Give students a unique experience into the work carried out in a studio, including the use of equipment. A supervised interactive tour of the main areas of Sky Studios. Ensure all visitors to the Osterley site have a safe, enjoyable and memorable experience of an active broadcast environment.

Assessment start date

13/10/2014

Review or end date

13/10/2015

Intelligence reports

UNITED KINGDOM-TRIS Level: 2 - Risk level: **The UK's terrorist threat level has now been raised from "substantial" to "severe", although there is no intelligence to suggest that an attack is imminent. The increase in threat level is understood to be in relation to developments in Syria and Iraq, where terrorist groups are said to be planning attacks against the West.**

Sectarian violence in Northern Ireland has greatly reduced however small renegade paramilitary groups continue to carry out violent acts. The risk of civil unrest increases during the Orange Order marching season, especially between June and 12 July.

Petty crimes including pick-pocketing and bag-snatching are the most likely types of crime to affect foreign travellers. Particular caution should be exercised in tourist areas, restaurants and bars, at airports and on public transport.

Travel

Accommodation

Team

Contacts

Checklist

Question	Yes/No	Date	Name
Have you contacted Group Security?	Yes		
Have you contacted the relevant Health & Safety Advisor?	Yes		

Have you contacted Occupational Health?	Yes		
Have you agreed a member of the team who will assume the Team Leader role?	Yes		
Have you checked the TRIS website for country information?	Yes		
Have you ensured that all persons have the correct inoculations for the countries being visited?	Yes		

Special Equipment

Action plans associated with the Risk Assessment

No actions have been recorded