

Risk Assessment Guidance Notes

The details shown here are for guidance only and the Innovation Centres recommends that groups carry out their own risk assessment prior to any visit.

Innovation Centre Bradford is based on the 3rd floor at the Design Exchange, 34 Peckover Street, Bradford BD1 5BD.

Visiting schools staff must supervise students at all times and no student should be allowed to leave the main group unaccompanied.

Innovation Centre staff may wish to take photographs and videos of visiting school groups. Please make us aware should this not be permissible.

Fire Exit Procedures

- Visiting groups will be made aware of the fire exit procedure including the location of the nearest fire exits to the area they are working in when they arrive at the centre.
- A member of staff will accompany the visiting group as they exit the building and visiting school staff must supervise the children during the evacuation process.

Floors and Stairs

- The main floors are carpet covered. When cleaning is in progress, warning signs are displayed in the applicable areas.
- Our centre is located on the 3rd floor and accessed by stairs or lift. Visiting school staff must reinforce our request that students do not run when using the stairs.
- Visiting schools will only be allowed to use the lifts if physically unable to use the stairs.

Doors

- Students should be reminded about the risks involved with doors.

Toilets

- Toilets (including disabled) are available.
- Toilet breaks are built into the sessions and visiting school staff must supervise students wanting to use the toilets.

Kitchen

- The centre has a small kitchen available for visiting school staff use only in the reception area. Students must not be allowed in the kitchen area.

Continued on next page

Risk Assessment Guidance Notes continued

Lunch Breaks

- Lunch breaks will take place in the breakout area in the reception area or occasionally in one of the studios. Visiting school staff must supervise students at all times during the breaks.
- Students should be reminded not to run whilst moving to and from the breakout / studio areas.

Lunch Breaks Outside

- Unfortunately the centre does not have suitable outside areas for the children to play at break time.

First Aid

- Although the centre has a dedicated first aider available we recommend that visiting groups make their own arrangements for such provision. We cannot guarantee that our first aider will be available on the day you visit.

Smoking

- In line with current legislation, the Innovation Centre operates a no smoking policy visitors wishing to smoke can use the areas to the back of the building.