

Risk Assessment Guidance Notes

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

Innovation Centre Bradford is based on the 3rd floor at the Digital 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 but this will only be done with written permission.

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.
- Visitors are responsible for informing Innovation Centre staff in advance of any accessibility requirements.
- In the event of the fire alarm being activated visitors will be required to leave the centre via a staircase which is not Evac Chair compatible.
- Upon the fire alarm being activated a member of the Innovation Centre staff will accompany the visiting group as they exit the building. Visiting school staff must supervise the children during the evacuation process and account for all their party.

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 are asked to request that students do not run when using the stairs.
- The lift is available to visitors who are physically unable to use the stairs. Note lifts are not guaranteed to be in operation at all times

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 as they are accessible by others in the building.

Kitchen

- The centre has a small kitchen in the reception area. Students are not allowed in the kitchen area.

Lunch Breaks & Refreshments

- Lunch breaks will take place in the cyber cafe in the reception area or 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.
- Refreshments may contain or come into contact with wheat, eggs, peanuts, tree nuts and milk. Please ensure any food allergies / intolerances are communicated to centre staff in advance of your visit.

Lunch Breaks Outside

- The centre does not have outside areas for the children to use at break time.

First Aid

- The centre has first aid facilities available. Although there are certified first aiders at the centre, we cannot guarantee that our first aider will be available on the day you visit. We recommend that visiting groups make their own arrangements for such provision.

Smoking

- In line with current legislation, the Innovation Centre operates a no smoking policy. Visitors wishing to smoke can use the designated outside smoking area.

The Innovation Centre

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