



Discovery Zone and Chill Out Areas

Movement in and around Educational Areas

Reference: 2.1

Department(s):

Date of assessment:

28/02/2022 12:49

Location:

Date of review:

Never

Description of activity:				
Children entering the Discovery Zone Unaccompanied				
Hazard	At Risk		Describe the consequence	
Slips Trips Falls	<ul style="list-style-type: none"> • Employees • Young persons • School Groups • Team Leaders & Managers • Children • Teachers 		<ul style="list-style-type: none"> • Child could fall in Discovery Zone • Misuse of Equipment/ Resources 	
Supporting Files (Viewable online only)			Current Control Measures	
			<ul style="list-style-type: none"> • Signage in place stating that all children must be accompanied by an adult • Staff to approach loan children to find supervisor to accompany them • Staff to walk around area • Updated service standards • Risk Assessments on website to be viewed prior to visit 	
Action	By Whom	By When	Assessor	Review Date
Continue with current provision and following procedures	Nicholas Hale	2022-06-30	Amy Hodson	2022-06-30
Legal Requirements	Initial Risk		Residual Risk	
	Unlikely but Possible::Minor (4)		Unlikely but Possible::Minor (4)	

Description of activity:				
Discovery Zone				
Hazard	At Risk		Describe the consequence	
Overcrowding	<ul style="list-style-type: none"> • Guests • Employees • Young persons • School Groups • Children • Teachers 		<ul style="list-style-type: none"> • Slips, trips and falls • Crushing at busy times • Misuse of Equipment/ Resources 	
Supporting Files (Viewable online only)			Current Control Measures	
			<ul style="list-style-type: none"> • Monitoring of the number of children in the DZ • Staff to show visitors where to queue/ stand safely if necessary • Staff supervision • Ensure children are accompanied by an adult (parent/ guardian/ supervisor) • Service Standards to be given out to all team members to minimise risks • Risk Assessment on website to view prior to visit • Checks to be completed prior to DZ opening • Room limits to ensure safe movement in area 	
Action	By Whom	By When	Assessor	Review Date
Continue with current provision and following procedures	Nicholas Hale	2022-06-30	Amy Hodson	2022-06-30
Legal Requirements	Initial Risk		Residual Risk	
	Unlikely but Possible::Trivial injury (2)		Unlikely but Possible::Trivial injury (2)	

Description of activity:				
Floor Piano				
Hazard	At Risk		Describe the consequence	
Slips Trips Falls	<ul style="list-style-type: none"> • Guests • Employees • Visitors • Young persons • Public with prams • School Groups • Children • Teachers 		<ul style="list-style-type: none"> • Slip on piano surface • Trips where piano sits raised on the floor 	
Supporting Files (Viewable online only)			Current Control Measures	
			<ul style="list-style-type: none"> • Area supervised by staff • Children supervised by adult • Shoes to be worn at all times • Staff trained on how to use piano • Updated service standards • Risk Assessments on website to be viewed prior to visit • Checklists to be completed prior to DZ opening 	
Action	By Whom	By When	Assessor	Review Date
Continue with current provision and following procedures	Nicholas Hale	2022-06-30	Amy Hodson	2022-06-30
Legal Requirements	Initial Risk		Residual Risk	
	Unlikely but Possible::Minor (4)		Unlikely but Possible::Minor (4)	

Description of activity:				
Poor Behaviour				
Hazard	At Risk		Describe the consequence	
Aggressive Behaviour	<ul style="list-style-type: none"> • Employees • Young persons • School Groups • Children • Teachers 		<ul style="list-style-type: none"> • Minor Injury • Cuts/ Bruises • Harm to others 	
Supporting Files (Viewable online only)			Current Control Measures	
			<ul style="list-style-type: none"> • Children to be supervised by adult/ group leader • Area supervised by staff • Visitors shown around areas and explained how to use it safely • Schools provided with Risk Assessments before visit • Risk Assessments on website for adults to view before visit • Assess policy available for all to view on website 	
Action	By Whom	By When	Assessor	Review Date
Continue with current provision and following procedures	Nicholas Hale	2022-06-30	Amy Hodson	2022-06-30
Legal Requirements	Initial Risk		Residual Risk	
	Unlikely but Possible::Trivial injury (2)		Unlikely but Possible::Trivial injury (2)	

Description of activity:				
Lighting Levels				
Hazard	At Risk	Describe the consequence		
Work equipment	<ul style="list-style-type: none"> • Guests • Employees • School Groups • Children • Teachers 	<ul style="list-style-type: none"> • Difficulties with vision • Slips, trips and falls • SAD syndrome • Migraines • Epilepsy 		
Supporting Files (Viewable online only)		Current Control Measures		
		<ul style="list-style-type: none"> • Regular breaks away from the area • Staff supervision • Children to be supervised by adult 		
Action	By Whom	By When	Assessor	Review Date
Monitor lighting and increase where necessary	Nicholas Hale	2022-04-30	Amy Hodson	2022-04-30
Legal Requirements	Initial Risk	Residual Risk		
	Foreseeable that it could occur::Trivial injury (3)	Unlikely but Possible::Trivial injury (2)		

Description of activity:				
Environment				
Hazard	At Risk	Describe the consequence		
Movement around area	<ul style="list-style-type: none"> • Guests • Visitors • Young persons • Children • Teachers 	<ul style="list-style-type: none"> • Exhaustion causing headaches and nausea • Overheating- Falls from exhaustion or fainting 		
Supporting Files (Viewable online only)		Current Control Measures		
		<ul style="list-style-type: none"> • Temperature controlled environment- air conditioning installed • Water policy- staff encouraged to stay hydrated • Regular cleaning schedule implemented • Deep clean after school groups- onsite cleaners • Risk Assessments on website to be viewed prior to visit • Checklists to be completed prior to DZ opening 		
Action	By Whom	By When	Assessor	Review Date
Continue with current provision and following procedures	Nicholas Hale	2022-06-30	Amy Hodson	2022-06-30
Legal Requirements	Initial Risk	Residual Risk		
	Unlikely but Possible::Trivial injury (2)	Unlikely but Possible::Trivial injury (2)		

Description of activity:				
Art Table				
Hazard	At Risk	Describe the consequence		
Personal Injury	<ul style="list-style-type: none"> • Guests • Employees • Visitors • Young persons • School Groups • Children • Teachers 	<ul style="list-style-type: none"> • Trips and falls from chairs around the table • Cuts or grazes from use of scissors • Bruises • Major injury such as broken bones from misuse of furniture- e.g. standing/ tripping on chairs • Bang head/ graze arm or body on colouring in sheet holders 		
Supporting Files (Viewable online only)		Current Control Measures		
		<ul style="list-style-type: none"> • Staff supervision walking around monitoring activities- ensuring resources are used correctly. • Children supervised by adult- signage up in DZ • Limited amount of children allowed in area at one time • Updated service standards • Risk Assessments on website to be viewed prior to visit • Checklists to be completed prior to DZ opening 		
Action	By Whom	By When	Assessor	Review Date
Continue with current provision and following procedures	Nicholas Hale	2022-06-30	Amy Hodson	2022-06-30
Legal Requirements	Initial Risk	Residual Risk		
	Unlikely but Possible::Minor (4)	Unlikely but Possible::Trivial injury (2)		

Description of activity:				
NEMS Area				
Hazard	At Risk	Describe the consequence		
Work equipment	<ul style="list-style-type: none"> • Guests • Employees • Visitors • Young persons • School Groups • Team Leaders & Managers • Children • Teachers 	<ul style="list-style-type: none"> • Trapped fingers in cupboard doors • Trapped fingers in record player lids • Cuts or grazes from record stand edges • Paper cuts from record sleeves • Cuts from needle on record player 		
Supporting Files (Viewable online only)		Current Control Measures		
		<ul style="list-style-type: none"> • Cupboards kept closed • Staff supervision • Children to be supervised by adult • Signage to remind visitors to ask staff if they want to use record player • Updated service standards • Risk Assessments on website to be viewed prior to visit • Checklists to be completed prior to DZ opening 		
Action	By Whom	By When	Assessor	Review Date
Refresher training to be completed yearly	Nicholas Hale	2022-04-30	Amy Hodson	2022-04-30
Legal Requirements	Initial Risk	Residual Risk		
	Unlikely but Possible::Trivial injury (2)	Unlikely but Possible::Trivial injury (2)		

Description of activity:				
Dressing Up Area				
Hazard	At Risk	Describe the consequence		
Personal Injury	<ul style="list-style-type: none"> • Guests • Employees • Visitors • Young persons • School Groups • Children • Teachers 	<ul style="list-style-type: none"> • Fall from pulling/ putting too much weight on clothes hooks • Trivial injury such as cuts and bruises • Major injury such as broken bones • Bumps/ cuts from mirror edging 		
Supporting Files (Viewable online only)		Current Control Measures		
		<ul style="list-style-type: none"> • Sign up to warn children/ families not to hang from hooks/ mirrors • Children to be supervised by an adult- signage up • Staff to be walking around the Discovery Zone • Updated service standards • Risk Assessments on website to be viewed prior to visit • Checklists to be completed prior to DZ opening 		
Action	By Whom	By When	Assessor	Review Date
Continue with current provision and following procedures	Nicholas Hale	2022-06-30	Amy Hodson	2022-06-30
Legal Requirements	Initial Risk	Residual Risk		
	Foreseeable that it could occur::Trivial injury (3)	Foreseeable that it could occur::Trivial injury (3)		

Description of activity:				
Reading Area				
Hazard	At Risk	Describe the consequence		
Slips Trips Falls	<ul style="list-style-type: none"> • Guests • Employees • Visitors • School Groups • Children • Teachers 	<ul style="list-style-type: none"> • Tripping on bean bags • Falling due to hanging off floating shelves • Books falling off shelves onto heads • Paper cuts off books • Bumping/ grazing head/ arms on shelves 		
Supporting Files (Viewable online only)		Current Control Measures		
		<ul style="list-style-type: none"> • Children to be supervised by adult- signage up • Staff walking around area • Limited amount of people in area at one time • Regular tidying of area • Updated service standards • Risk Assessments on website to be viewed prior to visit • Checklists to be completed prior to DZ opening 		
Action	By Whom	By When	Assessor	Review Date
Continue with current provision and following procedures	Nicholas Hale	2022-06-30	Amy Hodson	2022-06-30
Legal Requirements	Initial Risk	Residual Risk		
	Unlikely but Possible::Trivial injury (2)	Unlikely but Possible::Trivial injury (2)		

Description of activity:				
Skiffle				
Hazard	At Risk	Describe the consequence		
Slips Trips Falls	<ul style="list-style-type: none"> • Guests • Employees • Visitors • Young persons • School Groups • Children • Teachers 	<ul style="list-style-type: none"> • Trip/ Fall on box • Misbehaviour with equipment • Splinters from misuse of tea chest bass 		
Supporting Files (Viewable online only)		Current Control Measures		
		<ul style="list-style-type: none"> • Children supervised by adult • Staff to be walking around area • Updated service standards • Risk assessment to be viewed prior to visit • Checklist to be completed before opening of DZ 		
Action	By Whom	By When	Assessor	Review Date
Continue with current provision and following procedures	Nicholas Hale	2022-06-30	Amy Hodson	2022-06-30
Legal Requirements	Initial Risk	Residual Risk		
	Unlikely but Possible::Trivial injury (2)	Unlikely but Possible::Trivial injury (2)		

Description of activity:				
Cavern Karaoke				
Hazard	At Risk		Describe the consequence	
Work equipment	<ul style="list-style-type: none"> • Guests • Employees • Visitors • Young persons • School Groups • Children • Teachers 		<ul style="list-style-type: none"> • Fall/ Trip onto stage • Misbehaviour when using equipment • Trapped fingers on microphone stand • Fall off drum stool • Dropped equipment on feet • Trivial injury such as cuts and bruises • Electrocutation from mic stand/ iPad wires 	
Supporting Files (Viewable online only)			Current Control Measures	
			<ul style="list-style-type: none"> • Children to be supervised by adults • Staff to walk around area • Staff explain how to use equipment safely • Equipment to be set up correctly • Updated service standards • Risk assessment on website to be viewed prior to visit • Checklists to be completed before opening of DZ 	
Action	By Whom	By When	Assessor	Review Date
Continue with current supervision	Nicholas Hale	2022-04-30	Amy Hodson	2022-04-30
Legal Requirements	Initial Risk		Residual Risk	
	Unlikely but Possible::Minor (4)		Unlikely but Possible::Minor (4)	

Description of activity:				
Chill Out Zone				
Hazard	At Risk		Describe the consequence	
Movement around area	<ul style="list-style-type: none"> • Guests • Visitors • Young persons • School Groups • Children • Teachers 		<ul style="list-style-type: none"> • Trips over chairs/ tables causing injury • Trips over smart board legs/ wheels • Crushing caused by too many people in area 	
Supporting Files (Viewable online only)			Current Control Measures	
			<ul style="list-style-type: none"> • Children instructed where to sit/ stand • Children to be supervised by adult • Staff to monitor area • Monitor amount of children in area at one time • Smartboard moved against wall • Table and chairs set up safely with enough room to walk around • Regular cleaning and tidying of Chill Out Zone • Risk Assessments on website to be viewed prior to visit • Checklists to be completed prior to DZ opening 	
Action	By Whom	By When	Assessor	Review Date
Continue with current provision and following procedures	Nicholas Hale	2022-06-30	Amy Hodson	2022-06-30
Legal Requirements	Initial Risk	Residual Risk		
	Unlikely but Possible::Trivial injury (2)	Unlikely but Possible::Trivial injury (2)		

Description of activity:				
Chill Out Fixtures and Fittings- Coat Rails and Hooks				
Hazard	At Risk	Describe the consequence		
Movement around area	<ul style="list-style-type: none"> • Guests • Employees • Visitors • Young persons • School Groups • Children • Teachers 	<ul style="list-style-type: none"> • Trivial injuries such as cuts and bruises from hooks • Coat trolley moving and running over feet/ bumping into guests • Coats/ bags falling- causing trip hazards 		
Supporting Files (Viewable online only)		Current Control Measures		
		<ul style="list-style-type: none"> • Careful management of flow during egress • Limited numbers in the chill out at one time • Coat trolley monitored by member of staff • Coat trolley pushed against wall when not in use • Risk Assessments on website to be viewed prior to visit 		
Action	By Whom	By When	Assessor	Review Date
Continue with current provision and following procedures	Nicholas Hale	2022-06-30	Amy Hodson	2022-06-30
Legal Requirements	Initial Risk	Residual Risk		
	Unlikely but Possible::Trivial injury (2)	Unlikely but Possible::Trivial injury (2)		

Description of activity:				
Hygiene Awareness for Chill Out Zone Dining				
Hazard	At Risk		Describe the consequence	
Cleaning	<ul style="list-style-type: none"> • Guests • Employees • Visitors • Young persons • School Groups • Children • Teachers 		<ul style="list-style-type: none"> • Harmful bacteria causing illness • Vomiting • Salmonella 	
Supporting Files (Viewable online only)			Current Control Measures	
			<ul style="list-style-type: none"> • Refuse areas provided • Sanitation of furniture by onsite cleaning team after each group visit • Regular deep clean of floor surface • Hand sanitisers provided 	
Action	By Whom	By When	Assessor	Review Date
Continue with current provision and following procedures	Nicholas Hale	2022-06-30	Amy Hodson	2022-06-30
Legal Requirements	Initial Risk		Residual Risk	
	Foreseeable that it could occur::Trivial injury (3)		Foreseeable that it could occur::Trivial injury (3)	



Exhibition - Casbah, Hamburg & Merseybeat

Risk Assessment - Casbah, Hamburg & Merseybeat

Reference: 11.2

Department(s): Operations

Date of assessment: 11/03/2022 15:27

Location: The Beatles Story Ltd, Albert Dock

Date of review: 07/05/2023 12:01

Description of activity:		
Casbah - Touring Room/Set		
Hazard	At Risk	Describe the consequence
Slips Trips Falls	<ul style="list-style-type: none"> • Employees • Visitors • Contractors 	<ul style="list-style-type: none"> • Injury to self
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> • Guest Service Manager complete morning walk through of site prior to opening and complete managers checks of set, for any Health & Safety or customer issues. Any issues are dealt with then and there if they can, if not they are reported to Operations Manager. • Security Team carry out a walk through of the whole site every 20 minutes within public opening hours.
Legal Requirements	Initial Risk	Residual Risk
	Very Remote/Improbable::Minor (2)	Very Remote/Improbable::Minor (2)

Description of activity:		
Casbah - Strobe/Neon Lighting		
Hazard	At Risk	Describe the consequence
Medical Condition		<ul style="list-style-type: none"> Epileptic fit due to flashing neon/strobe lighting
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> Health & Safety Signage is in place in the room before (Quarrymen Section) to inform of Strobe/Neon lighting in next room Lighting is detailed within The Beatles Story accessibility policy, all employees have been issued a copy and it available for any customers on our website.
Legal Requirements	Initial Risk	Residual Risk
	Foreseeable that it could occur::Reportable injury (9)	Foreseeable that it could occur::Reportable injury (9)

Description of activity:		
Hamburg - Touring Room/Set		
Hazard	At Risk	Describe the consequence
Uneven floor surfaces	<ul style="list-style-type: none"> • Employees • Visitors • Contractors 	<ul style="list-style-type: none"> • Injury to self
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> • Security Team carry out a walk through of the whole site every 20 minutes within public opening hours. • Guest Service Manager complete morning walk through of site prior to opening and complete managers checks of set, for any Health & Safety or customer issues. Any issues are dealt with then and there if they can, if not they are reported to Operations Manager. • Monthly walkthrough by Operations Manager to check for any loose cobbles or is pointing needs to be refilled.
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	Unlikely but Possible::Minor (4)

Description of activity:		
Hamburg - Strobe/Neon Lighting		
Hazard	At Risk	Describe the consequence
Medical Condition	<ul style="list-style-type: none"> • Employees • Visitors • Contractors 	<ul style="list-style-type: none"> • Epileptic fit due to flashing neon/strobe lighting
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> • Health & Safety Signage is in place in the room before (Casbah Section) to inform of Strobe/Neon lighting in next room • Lighting is detailed within The Beatles Story accessibility policy, all employees have been issued a copy and it available for any customers on our website.
Legal Requirements	Initial Risk	Residual Risk
	Foreseeable that it could occur::Reportable injury (9)	Foreseeable that it could occur::Reportable injury (9)

Description of activity:		
Hamburg - Display Set - Bike		
Hazard	At Risk	Describe the consequence
Slips Trips Falls		<ul style="list-style-type: none"> • Injury to self
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> • Adequate lightening pointed on the bike, so that the area is clear and viewable. • Bike is secured to the floor and wall with special brackets so that it is secure and won't fall. • Security Team carry out a walk through of the whole site every 20 minutes within public opening hours. • Guest Service Manager complete morning walk through of site prior to opening and complete managers checks of set, for any Health & Safety or customer issues. Any issues are dealt with then and there if they can, if not they are reported to Operations Manager.
Legal Requirements	Initial Risk	Residual Risk
	Very Remote/Improbable::Trivial injury (1)	Very Remote/Improbable::Trivial injury (1)

Description of activity:		
Hamburg - Fire Hydrant Prop		
Hazard	At Risk	Describe the consequence
Slips Trips Falls		<ul style="list-style-type: none"> • Injury
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> • Guest Service Manager complete morning walk through of site prior to opening and complete managers checks of set, for any Health & Safety or customer issues. Any issues are dealt with then and there if they can, if not they are reported to Operations Manager. • Adequate lightening pointed on the fire hydrant, so that the area is clear and viewable. • Security Team carry out a walk through of the whole site every 20 minutes within public opening hours.
Legal Requirements	Initial Risk	Residual Risk
	Very Remote/Improbable::Trivial injury (1)	Very Remote/Improbable::Trivial injury (1)

Description of activity:		
Hamburg To Merseybeat - Ramp		
Hazard	At Risk	Describe the consequence
Slips Trips Falls	<ul style="list-style-type: none"> • Employees • Visitors • Contractors 	<ul style="list-style-type: none"> • Injury
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> • Ramp checked daily - Guest Service Manager complete morning walk through of site prior to opening and complete managers checks of set, for any Health & Safety or customer issues. Any issues are dealt with then and there if they can, if not they are reported to Operations Manager. • Ramp checked daily - Security Team carry out a walk through of the whole site every 20 minutes within public opening hours. • Adequate lightening on the ramp/walkway, so that the area is clear and viewable.
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	Unlikely but Possible::Minor (4)

Description of activity:		
Hamburg - Uneven Floor		
Hazard	At Risk	Describe the consequence
Uneven floor surfaces	<ul style="list-style-type: none"> • Employees • Visitors • Contractors 	<ul style="list-style-type: none"> • Injury
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> • Guest Service Manager complete morning walk through of site prior to opening and complete managers checks of set, for any Health & Safety or customer issues. Any issues are dealt with then and there if they can, if not they are reported to Operations Manage • Floor are inspected for any pointing that has come away
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	Unlikely but Possible::Minor (4)



Exhibition - NEMS

Risk Assessment for the NEMS section of the exhibition

Reference: 4.6

Department(s):

Date of assessment:

11/03/2022 15:22

Location:

The Beatles Story Ltd, Albert Dock

Date of review:

07/05/2023 12:01

Description of activity:		
Heavy Fire Exit Door - Double Door From Cavern To Nem's		
Hazard	At Risk	Describe the consequence
Movement around area	<ul style="list-style-type: none"> • Employees • Visitors • Contractors • Wheelchair User 	<ul style="list-style-type: none"> • Not wheelchair user friendly due to door being heavy • Fingers/limbs trapped in doors causing cuts and bruises
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> • A fire rated self closer is fitted to the doors, so that once opened they automatically close. • Guest Service Manager complete morning walk through of site prior to opening and complete managers checks of set, for any Health & Safety or customer issues. Any issues are dealt with then and there if they can, if not they are reported to Operations Manager. • Security Team carry out a walk through of the whole site every 20 minutes within public opening hours. • Accessibility points relating to door and access into NEM's is detailed within The Beatles Story accessibility policy, all employees have been issued a copy and it available for any customers on our website.
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Reportable injury (6)	Unlikely but Possible::Reportable injury (6)

Description of activity:		
Small spaces - Movement Around Set build up of guests throughout area		
Hazard	At Risk	Describe the consequence
Movement around area	<ul style="list-style-type: none"> • Employees • Visitors • Contractors 	<ul style="list-style-type: none"> • Cuts, bumps & bruises • Anxiety Attacks • Claustrophobia
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> • Area is reviewed by Guest Service Management team during bust period, to control the flow of visitors through the area. • CCTV is also reviewed to monitor the visitor numbers within the area.
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	Unlikely but Possible::Minor (4)

Description of activity:		
Double Music Booths		
Hazard	At Risk	Describe the consequence
Movement around area	<ul style="list-style-type: none"> • Employees • Visitors • Contractors 	<ul style="list-style-type: none"> • Rough Edges to the booths and corners
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> • Guest Service Manager complete morning walk through of site prior to opening and complete managers checks of set, for any Health & Safety or customer issues. Any issues are dealt with then and there if they can, if not they are reported to Operations Manager. • Security Team carry out a walk through of the whole site every 20 minutes within public opening hours.
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Trivial injury (2)	Unlikely but Possible::Trivial injury (2)

Description of activity:		
Temperate In Room		
Hazard	At Risk	Describe the consequence
Overheating	<ul style="list-style-type: none"> • Employees • Visitors • Contractors 	<ul style="list-style-type: none"> • Injury - Passing Out
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> • Air conditioning unit is located within room and is set to 19 degrees to allow for a cool room. Unit is controlled by a main controller and has set times to come and off each day during opening hours. • Area is reviewed by Guest Service Management team during busy period, to control the flow of visitors through the area to ensure no overcrowding
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	Unlikely but Possible::Minor (4)



Exhibition - Plane

Risk Assessment for the Plane section of the exhibition

Reference: 4.2

Department(s):

Date of assessment:

15/03/2022 20:54

Location:

Date of review:

07/05/2023 12:01

Description of activity:		
Plane Seats		
Hazard	At Risk	Describe the consequence
Slips Trips Falls	<ul style="list-style-type: none"> • Guests • Employees • Visitors • Contractors 	<ul style="list-style-type: none"> • Bumping heads getting in & out of the seats • Trips on & off steps causing injury
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> • Guest Service Manager complete morning walk through of site prior to opening and complete managers checks of set, for any Health & Safety or customer issues. Any issues are dealt with then and there if they can, if not they are reported to Operations Manager. • Security Team carry out a walk through of the whole site every 20 minutes within public opening hours. • Preventative Maintenance - Seats are checked as part of the weekly furniture checks carried out by Security team • Adequate lightening pointed on the plane seats and steps so that the area is clear and viewable.
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	Unlikely but Possible::Minor (4)

Description of activity:		
Wall Mounted Display Case		
Hazard	At Risk	Describe the consequence
Movement around area	<ul style="list-style-type: none"> • Employees • Visitors • Contractors 	<ul style="list-style-type: none"> • Children bumping into the corners of the wall mounted display case
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> • Adequate lightening pointed on cabinet, so that the area is clear and viewable. • Rubber corner protective covers placed on each edge of the case
Legal Requirements	Initial Risk	Residual Risk
	Very Remote/Improbable::Trivial injury (1)	Very Remote/Improbable::Trivial injury (1)



Exhibition - America

Risk Assessment for the America section of the exhibition

Reference: 4.1

Department(s):

Date of assessment:

15/03/2022 20:59

Location:

Date of review:

07/05/2023 12:01

Description of activity:		
General Safety		
Hazard	At Risk	Describe the consequence
Slips Trips Falls	<ul style="list-style-type: none"> • Guests • Employees • Contractors 	<ul style="list-style-type: none"> • Breaks • Bumps, cuts & bruises
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> • Security Team carry out a walk through of the whole site every 20 minutes within public opening hours. • Guest Service Manager complete morning walk through of site prior to opening and complete managers checks of set, for any Health & Safety or customer issues. Any issues are dealt with then and there if they can, if not they are reported to Operations Manager.
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	Unlikely but Possible::Minor (4)

Description of activity:		
Flashing Neon lights		
Hazard	At Risk	Describe the consequence
Illness/Allergic Reactions	<ul style="list-style-type: none"> • Guests • Visitors • Disabled • Children 	<ul style="list-style-type: none"> • Epileptic fit due to flashing neon lights
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> • Health & Safety Signage is in place in the room before (Plane Section) to inform of Strobe/Neon lighting in next room • Lighting is detailed within The Beatles Story accessibility policy, all employees have been issued a copy and it available for any customers on our website.
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Reportable injury (6)	Unlikely but Possible::Reportable injury (6)

Description of activity:		
Shea Stadium Seating		
Hazard	At Risk	Describe the consequence
Slips Trips Falls	<ul style="list-style-type: none"> • Guests • Employees • Visitors • Young persons • Contractors • School Groups 	<ul style="list-style-type: none"> • Seat gives in while being sat on
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> • Guest Service Manager complete morning walk through of site prior to opening and complete managers checks of set, for any Health & Safety or customer issues. Any issues are dealt with then and there if they can, if not they are reported to Operations Manager • Security Team carry out a walk through of the whole site every 20 minutes within public opening hours. • Preventative Maintenance - Seats are checked as part of the weekly furniture checks carried out by Security team
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	Unlikely but Possible::Minor (4)

Description of activity:		
Wall Mounted Display Case		
Hazard	At Risk	Describe the consequence
Movement around area	<ul style="list-style-type: none"> • School Groups • Children 	<ul style="list-style-type: none"> • Children banging head on base of wall mounted cabinet
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> • Rubber corner protectors are placed each corner
Legal Requirements	Initial Risk	Residual Risk
	Very Remote/Improbable::Trivial injury (1)	Very Remote/Improbable::Trivial injury (1)



Exhibition - Yellow Submarine

Risk Assessment for the Yellow Submarine area of the exhibition

Reference: 4.5

Department(s):

Date of assessment:

15/03/2022 20:53

Location:

The Beatles Story Ltd, Albert Dock

Date of review:

07/05/2023 12:01

Description of activity:		
General Safety - Metal Flooring & Slopes Access & Metal Steps		
Hazard	At Risk	Describe the consequence
Uneven floor surfaces	<ul style="list-style-type: none"> • Employees • Visitors • Contractors 	<ul style="list-style-type: none"> • Trips or falls due to metal stairs
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> • Guest Service Manager complete morning walk through of site prior to opening and complete managers checks of set, for any Health & Safety or customer issues. Any issues are dealt with then and there if they can, if not they are reported to Operations Manager. • Security Team carry out a walk through of the whole site every 20 minutes within public opening hours. • Adequate lightening pointed on the metal slope in and out of the room, so that the area is clear and viewable. • Details regarding metal slope in and out of Yellow Submarine is detailed within The Beatles Story accessibility policy, all employees have been issued a copy and it available for any customers on our website. • Contract cleaning team are briefed to ensure that when this area is cleaned that the wet floors signs are placed in the area and floor are dry. • Two steps up and two steps down from fish tank area, railings are in place and steps have yellow/black hazard tape to show step up. • Adequate lightening in room to ensure area is lit and viewable.
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	Unlikely but Possible::Minor (4)

Description of activity:		
General Safety - Small space		
Hazard	At Risk	Describe the consequence
Overcrowding	<ul style="list-style-type: none"> • Guests • Visitors • Contractors 	<ul style="list-style-type: none"> • Claustrophobia
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> • Area is reviewed by Guest Service Management team during bust period, to control the flow of visitors through the area. • CCTV is also reviewed to monitor the visitor numbers within the area.
Legal Requirements	Initial Risk	Residual Risk
	Very Remote/Improbable::Minor (2)	Very Remote/Improbable::Minor (2)



Exhibition - White Room

Risk Assessment for the Solo Years and White Room exhibition areas

Reference: 4.12

Department(s):

Date of assessment:

16/03/2022 09:43

Location:

Date of review:

07/05/2023 12:01

Description of activity:		
General Safety		
Hazard	At Risk	Describe the consequence
Movement around area	<ul style="list-style-type: none"> • Guests • Employees • Contractors 	<ul style="list-style-type: none"> • Injury
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> • Guest Service Manager complete morning walk through of site prior to opening and complete managers checks of set, for any Health & Safety or customer issues. Any issues are dealt with then and there if they can, if not they are reported to Operations Manager. • Security Team carry out a walk through of the whole site every 20 minutes within public opening hours.
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Trivial injury (2)	Unlikely but Possible::Trivial injury (2)

Description of activity:		
White Room Set - Ledge Into Set - People Sitting on it		
Hazard	At Risk	Describe the consequence
Overcrowding	<ul style="list-style-type: none"> • Guests 	<ul style="list-style-type: none"> • Minor bumps & falls • Falling back off ledge
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> • Guest Service Manager complete morning walk through of site prior to opening and complete managers checks of set, for any Health & Safety or customer issues. Any issues are dealt with then and there if they can, if not they are reported to Operations Manager. • Morning Manager Open Checklist • Area is alarmed and covered by CCTV
Legal Requirements	Initial Risk	Residual Risk
	Very Remote/Improbable::Minor (2)	Very Remote/Improbable::Minor (2)