



## H&S Risk Assessment for Guided Walks of Birmingham 2017

<b>Severity</b>	1 Minor	2 Medium	3 Severe	4 Critical
<b>Likelihood</b>	1 Very Unlikely	2 Occasional	3 Likely	4 Will Occur

1-4	5-9	10-16
Low	Medium	High

**Assessment undertaken by:** Jonathan Berg, 22 June 2017

**Checked by:** Barbara Berg, 22<sup>nd</sup> June 2017

**Update Required by:** 1 July 2018

Ref	Risk	Severity	Likelihood	Risk Score	Additional Action to Control Risk	Residual Risk
2016-01	Slips, trips and falls	3	3	9	Full route assessed for hazards. Advice on slippery surfaces and increased vigilance when wet. Assess high risk participants such as young, old and pushchairs. Check route for uneven surfaces and other trip hazards – note in logbook for future tours.	4
2016-02	Participant illness during walk.	3	3	9	Review participants at start of walk for ability to complete tour including elderly, pregnant or disabled. Advise participants to inform guide if any health issues at start or en-route. Guide training includes what to happen in event of minor and major incident.	4
2016-03	Crossing roads - collision	4	1	4	Plan route so crossing roads are minimised. Appropriate advice on not crossing as one group.	2
2016-04	Cyclists on pavement - collision	2	3	6	Tour guide watches out and advises if appropriate.	4
2016-05	Poor Weather – too hot, cold or wet	2	4	8	Ensure appropriate dress for prevailing conditions.	2
2016-	Lost participants	2	3	6	Badge up participants. Headcount taken	4



06					at start and end and attempt to note any that leave tour en route. Information leaflet/map helps participant if lost. Participants advised to inform if leaving. Toilet stops are monitored.	
2016-07	Hostile person(s) on street	2	4	8	Tour guide monitors and interacts at early stage. Tour route includes areas only for members of tour group. Tour guide has mobile phone to call for help if required. Tour route includes security staff that are aware of tour and can help if required.	4
2016-08	Participant falling in canal	3	3	9	Appropriate warnings by canalside Tour guide trained and safety features on canal known	4
2016-09	Overcrowding, pinch points, crowded streets due to other event	2	3	6	If large group ensure move along route in appropriate way. Tours limited to maximum of 30 adults. Ensure no large scale events enroute Guide to wear easily recognisable clothing	2
2016-10	Roadworks leading to increased risk	2	3	6	Assess route for redevelopments which affect the tour route.	2

### Specific Recommendations from overall Risk Assessment

No	Recommendation	Who and Target Date
<b>01;10</b>	Tour route walked and notes made Guide notes include appropriate things to say and ask at tour start Tour log book includes details of hazards on route	<b>JDB – 14/5/2016</b> <b>JDB – 1/6/2016</b> <b>1/6/2016</b>
<b>02;03;04;05;06;07;08;09</b>	Include in guide notes and training	<b>JDB – 1/6/2016</b>
<b>06</b>	Tour map detail to help lost participants	
<b>09</b>	Check for other events – both when setting up tour initially and on day	



## H&S Assessment

### Route 1 – Library of Birmingham – Brindleyplace – Gas Street Basin – Victoria Square – Centenary Square

**Assessment undertaken by:** Jonathan Berg, 2nd May 2016

**Checked by:** Barbara Berg, 2nd May 2016

- Tour starts and ends at Library of Birmingham with a route through the ICC and Brindleyplace then across Broad Street to Gas Street. Walk to Victoria Square will depend on participants and available time and may vary due to redevelopment works.

Ref	Location	Points to Note	Comments
T1-01	Library of Birmingham	Meet inside foyer if wet	Permission required
T1-02	Centenary Square	Can be slippery when wet	Walk through Rep to ICC if very wet or snow/ice
T1-03	ICC/Symphony Hall	Steps	Use lift for participants if required
T1-04	ICC Canalside	Potential to fall in canal, especially children	Meet well away from edge – ICC side of meeting point sign
T1-05	Canal Crossing	Bridge has steps. Photo opportunity may mean people lag behind	Ensure party OK with bridge and if not walk round via Barclaycard Arena
T1-06	Brindleyplace	Can be busy and potential of lost participants	Tour guide vigilance and details of route and Oozells Square stopping point explained. Inside Ikon Gallery if wet and also permission to use toilets.
T1-07	Broad Street	Crossing road	Use pedestrian crossing
T1-08	Gas Street Basin	Other tourists. Falling in canal and narrow bar to cross.	Appropriate meeting place – currently by old James Brindley pub.
T1-09	Broad Street – Municipal Bank	Redevelopment changes to road	Monitor and know latest route to Victoria Square
T1-10	Victoria & Chamberlain Square and Musuem Round Room	Can be busy. Potential for lost people especially when events are on. Museum steps if Round Room included	Guides to have up to date knowledge on events. Check participants ability to climb stairs to Round Room Tour guides protocol includes checking



			Livebrium listings to check events along tour route.
T1-11	Route Back to Centenary Square	Redevelopment changes	Survey route for redevelopment changes and advice tour guides as appropriate.

### Specific Recommendations from Tour 1 Observations

No	Recommendation	Who and Target Date
01;02;03;04;06	Add to tour guide training and notes	JDB 1/6/2016
06	Permission from Ikon Gallery	JDB 14/5/2016
08	Canal safety features identified and add to tour guide training	JDB 1/6/2016
10	Discuss with Museum	JDB 1/6 2016

Jonathan & Barbara Berg

2<sup>nd</sup> May 2016

### Update June 2017

#### General Matters

	Points to Note	Recommendation
22-June 01	Centenary Square redevelopment	Keep up to date with changes and plan route and email guides with updates.
22-June 02	Gas St Basin pub development	Do not stop in the basin but on Bridge Street
22-June 03	Broad Street works blocks stopping points	Find a safe place to stop group by Alpha Tower
22-June 04	Events in Victoria Square	Move to less noisy location as appropriate
22-June 05	Conservatoire demolition to start	Check new route once Fletcher's Walk gone.

#### Tour 2

	Points to note/location	Recommendation
16-June 01	Busy Streets – New St, Bullring	Watch tail of group and recount at stops if required
16-June 02	Busy streets – unwanted interaction	Warn as required at start and during tour.
16-June 03	Steps and access	Know the lifts for the BMAG
16-June 04	Galleries	Herding required and ensure don't add to group.



<b>16-June 05</b>	Trams	Care when crossing tram lines as areas appear pedestrianised and trams very quiet – warn group at key points.
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22<sup>nd</sup> June 2017