

RISK ASSESSMENT FORM: Safety in Action Week 2019

Date: June 2019 Assessed by: Martin Preisig Location/ Scenario: Highlands Campus + Workshop Locations

No	Activity/Plant/ Materials	Hazard	Persons in Danger	Existing Controls	Severity 1 2 3 4 5	Likelihood 1 2 3 4 5	Initial Rating	Additional Control measures	Final Rating	Review Date
1	Car Park Entrance	Cars	All	Warning signs 'Police Slow' Barriers and cones	4	2	8	Additional warning signs and cones Directional signs to drop off point Move drop off point for coaches to the exit of car park (see site map)	4	End of day Review July 2019
2	Car Park Exit Drop off / Pick up Point	Cars	Students Teaches	No controls at present	4	2	8	Create drop off and collection point for coaches Signs and crossing point Assembly point for schools at exit to car park Direct traffic, escort groups across road	2	End of day Review July 2019
3	Car Park	Cars Slips/trips/falls	All	Cones and Barriers Warning Signs High visibility PPE	3	2	6	Co-ordinators and helpers to direct students, teachers and any parent helpers to designated areas H&S brief to whole group Point Fire assembly point First Aid kit at Control Point Accident log book at Control Point	2	End of day Review July 2019
4	Moving Groups Control Point to Home Safety Road Safety, Play Safety, Water safety	Cars Slips/trips/falls Doors - Finger entrapment	Students Teachers Helpers	Cones and Barriers Warning signs Helpers stopping traffic entering Car park when necessary	4	2	8	All groups to be accompanied from Control Point to Home and Road Safety (Technology Centre) Play and Water Safety Scenarios (Nash Building) Group to be taken across centre of carpark. Scenario leaders to be aware of traffic movement through carpark. Route to be clear, no obstructions Scenario leaders to meet group at entrance of scenario location All fire doors to be held open when students pass through	1	End of day Review July 2019

5	Moving Groups Control Point to Fire scenario	Slips/trips/falls	Students Teachers Helpers	Co-ordinators and helpers to direct group to instructors from Fire scenario	1	2	2	Group accompanied, scenario leaders to meet group at entrance to scenario location bottom of staircase. (Brunel Building)	1	End of day Review July 2019
6	Moving Groups Control Point to First Aid scenario	Slips/trips/falls	Students Teachers Helpers	Co-ordinators and helpers to direct group to instructors from First Aid scenario	1	2	2	Group accompanied to scenario location, Scenario leaders to meet group (Middle of Car park) In Metalwork Workshop (Brunel Building) if wet weather.	1	End of day Review July 2019
7	Moving Groups Home to Road Road to Home	Slips/trips/falls Doors – Finger entrapment	Students Teachers Helpers	Co-ordinators and helpers to direct group to instructors From Home to Road	1	2	2	Group accompanied to scenario location wait at entrance, (Technology Centre) Scenario leaders to meet groups	1	End of day Review July 2019
8	Moving Groups Play to Water Water to Play	Slips/trips/falls	Students Teachers Helpers	Co-ordinators and helpers to direct group to instructors From Home and Road	1	2	2	Group accompanied to scenario location, wait at entrance (Nash Building) Scenario leaders to meet groups	1	End of day Review July 2019
9	Moving Groups Home and Road to Play and Water	Slips/trips/falls Doors – Finger entrapment	Students Teachers Helpers	Co-ordinators and helpers to direct group to instructors From Home and Road	1	2	2	Group accompanied to scenario location, wait at entrance Scenario leaders to meet group	1	End of day Review July 2019
10	Moving Groups Play and water to Home and Road	Slips/trips/falls Doors – Finger entrapment	Students Teachers Helpers	Co-ordinators and helpers to direct group to instructors From Home and Road	1	2	2	Group accompanied to scenario location, wait at entrance. Scenario leaders to meet group	1	End of day Review July 2019
11	Moving Groups Nash Building, Building back to Brunel Building	Cars Slips/trips/falls Doors - Finger entrapment	Students Teachers Helpers	Cones and Barriers Warning signs Helpers stopping traffic entering Car park	4	2	8	All groups to be accompanied from Nash Building and Technology Centre back to the Brunel Building Groups to be escorted down centre of car park. Staff escorting students to be aware of traffic movement in the carpark. Route to be clear, no obstructions Scenario leaders to meet group at entrance of scenario location All fire doors to be held open when students pass through	1	End of day Review July 2019
12	At the end of School visit all groups to leave the event	Cars Slips/trips/falls	Students Teachers Helpers	Cones and Barriers Warning signs Directional signs Helpers stopping traffic as groups cross road	4	2	8	All groups to be escorted to the coach pick up point, or directed from event	1	End of day Review July 2019

Risk Rating Formula: Severity x Likelihood

Severity: 5 = Fatality
4 = Major Injury or illness
3 = "3 day" injury/illness
2 = Minor injury/illness
1 = First Aid injury/illness

Likelihood: 5 = Almost Certain
4 = Very Likely
3 = Likely
2 = Unlikely
1 = Very unlikely