

RISK ASSESSMENT FORM

RISK ASSESSMENT FOR Festival of International Culture Routes into Languages (RiL) event hosted by Teesside University Business School Teesside University Middlesbrough Tees Valley TS1 3BA	ASSESSMENT UNDERTAKEN BY Name: Angelika Flynn Date: 18/2/2010
ACTIVITY DESCRIPTION – Festival of international Culture 30th March 2010 in Clarendon Building, second floor and Main Hall Events Organiser: Routes into Languages Northeast (RiL), Project manager: Ruth O'Rourke Age group of participants: 14-19 Number of pupils: around 200-300 Supervisory rate of 1:15 (adult:pupils) Definition of terms: Event Organiser (EO) is the member of RiL North east staff who has lead responsibility ; Session leader (SL) is the academic colleague, student helper or member of staff that has been identified to run or supervise a particular workshop, or accompany students between venues . This role is the responsibility of the lead partner (Newcastle University) to which risk assessment this document is attached .	

List significant hazards here	List groups of people who are at risk from the significant hazards you have identified	List existing controls or note where the information might be found. List risks which are not adequately controlled and the action needed
<p>Arrival at campus Disembarking in unsafe zone (risk of RTA, loss of group members)</p>	<p>Pupils Teachers General public University staff & students</p>	<p>School/College instructed to drop off in a zone which has adequate space for safe disembarkation of pupils under teacher supervision, whilst not in an area of high or fast traffic flow, or where large groups disembarking would block walking routes for general public. Safe zones are currently identified as Southfield Road. The zone closest to the venue for the school visit is selected in each case. This is explicitly stated in the details sent to the school/college by the lead partner.</p>
<p>After arriving, getting lost and straying into uncontrolled / unsafe areas on foot</p>	<p>Teachers, pupils</p>	<p>Registers of pupil names (may include any medical conditions/ special needs, food allergies and emergency contact details of parent/guardian) are held by event organizer, session leader and at central help desk. Pupils are supervised by student worker/ teacher when moving around between venues. Each child will have floor plan and campus map.</p>
<p>Child Protection</p>	<p>Visiting pupils</p>	<p>Event Organiser is aware of SRT Framework for Safeguarding Children, SLs briefed by EO accordingly. All participating staff told to avoid unsupervised access to pupils on a one-to-one basis, Children and vulnerable adults are unlikely to not be in a group or to be left unsupervised. School groups are accompanied by their own teacher.</p>
<p>Emergency Procedure Fire, Evacuation</p>	<p>All visitors</p>	<p>Details of emergency procedures to be included in the SL briefing. Guidance leaflet on emergency procedures will be provided to SLs. If an evacuation does occur staff will confirm all pupils and staff are accounted for. Emergency exits & muster points are clearly marked adjacent to exit points</p>

Venue risks (defective flooring, doors etc.)	All	Venues subject to routine inspection under University Health and Safety regime. Standard University practice applies.
Major incident / emergency	All those involved	Standard University procedures apply. SLs will be briefed about procedures at the start of the visit. Emergency Procedures guidance leaflet provided to SLs
Injury accident	All those involved	Standard University procedures apply. SLs will be briefed about procedures at the start of the event. Emergency Procedures guidance leaflet provided to SLs
Electrical Equipment	All those involved	Staff using equipment to ensure all equipment is PAT tested
Departure from Campus	All	Same controls as for arrival apply. Teacher <i>must</i> conduct a head count in presence of a designated responsible officer for the project (i.e. Event Organiser, Newcastle University or lead at Teesside. (an UOT staff member / student