

**Routes into Languages Risk Assessment Form- External Venue**

Risk Area:

Name of Event:	<b>Spelling bee England National Final competition</b>	Dates of Proposed Activity:	<b>06/07/11</b>
Location:	Homerton College, Cambridge	Person Leading Event:	Heather McGuinness mob 07834 760178
Module:	N/A		University of Southampton

Hazards to be Considered:	Persons Affected/Damage Anticipated	Likelihood (1-10)	Severity (1-10)	Degree of Risk without Control Measures (H/M/L)	Control Measures (to be undertaken by University staff or external agencies):	Likelihood (1-10)	Severity (1-10)	Re-Calculation of Risk with Control Measures (H/M/L)
<b>1. HEALTH &amp; SAFETY</b> Slips and Falls Medical conditions	<b>Visiting University staff</b> <b>Student ambassadors and helpers</b> <b>Pupils aged 11</b> <b>Teachers</b> <b>Parents</b>	<b>5</b>	<b>5</b>	<b>Medium</b>	<ul style="list-style-type: none"> <li>Room or Session Leaders to identify and assess any general risks to Health and Safety with reference to the University's Health and Safety Policy – Event Leader Heather McGuinness</li> <li>Consider St John Ambulance to be in attendance for the day (to be confirmed with venue)</li> <li>Wet weather reminders in case of slips and falls</li> <li>Medical conditions and allergies to be known for each pupil and accompanying adult of that sub group to be aware/report as required. Next of kin contact numbers to be collected for pupils in each sub group.</li> <li>Leader in any building is aware of the location of the nearest first aid kit – nearest first aid kit to be advised by venue</li> <li>Leaders to ensure that students follow the guidance and direction of staff during activities</li> <li>If an accident occurs the event leader/session leader should comply with venue requirements- complete an accident form.</li> </ul>	<b>1</b>	<b>1</b>	<b>Low</b>

<p>2. FIRE (or other cause for evacuation)</p>	<p>University Staff Student ambassadors Teachers Parents Pupils</p>	<p>5</p>	<p>5</p>	<p>Medium</p>	<ul style="list-style-type: none"> <li>• Event Leader Heather McGuinness to be aware of evacuation procedures and escape routes [including alternatives] and assembly point. Briefing to group at beginning of event. Fire alarm sound alert to be described.</li> <li>• Room or Session leaders to be aware of Fire assembly points for the building, and emergency numbers</li> <li>• Room or Session Leaders to be aware of fire alarm sound.</li> <li>• Participants to be given guidance by the Leader about evacuation procedures in the event of a fire.</li> <li>• A register of all participants in the event is held by the Session Leader in the room or building where the activity is taking place to check names in the event of an evacuation.</li> <li>• Disabled visitor personal emergency evacuation plans for use by any disabled staff/pupils/visitors and the session leaders should be briefed accordingly. Venue to confirm and if required, staff allocated</li> </ul>	<p>5</p>	<p>5</p>	<p>Medium</p>
<p>3. SAFEGUARDING STAFF AND PUPILS (Applicable if participants are under 18) Pupils being left alone with staff</p>	<p>Staff (including all helpers) Pupils</p>	<p>5</p>	<p>5</p>	<p>Medium</p>	<ul style="list-style-type: none"> <li>• Event Leader to be aware of University Child Protection Guidelines and procedures and brief Leaders accordingly.</li> <li>• <u>All staff to avoid unsupervised access to pupils on a 1:1 basis e.g. by avoiding situations where pupils have to work alone, or by taking another member of staff with them in such a situation.</u></li> <li>• At least 1 teacher will be present with each sub group of pupils.</li> <li>• Pupils should always be supervised</li> <li>• Recommend pupils always accompanied when moving around building, student marshals and helpers to work on the day and briefed accordingly</li> </ul>	<p>1</p>	<p>1</p>	<p>Low</p>

<p><b>4. TRAVEL &amp; TRANSPORT</b> Accident on route Staff to student ratio</p>	<p><b>Staff (including all helpers) Pupils</b></p>	<p><b>5</b></p>	<p><b>5</b></p>	<p><b>Medium</b></p>	<ul style="list-style-type: none"> <li>• It is the School's responsibility to transport their pupils to the venue.</li> <li>• Pupils on buses/organised transport should be supervised by responsible adults to maintain discipline at all times –the schools are responsible for all transport.</li> <li>• Recognised safe drop off and collection points need to be identified – Venue to confirm</li> <li>• Pupils will be accompanied if traveling on public transport at staff to pupil ratio of at least 1 : 6</li> <li>• Emergency contact numbers to be circulated for communication</li> </ul>	<p><b>1</b></p>	<p><b>1</b></p>	<p><b>Low</b></p>
<p><b>5. GROUP SIZE</b> Too many pupils to staff</p>	<p><b>University Staff Pupils Student ambassadors Teachers Parents</b></p>	<p><b>3</b></p>	<p><b>3</b></p>	<p><b>Low</b></p>	<ul style="list-style-type: none"> <li>• Staff to pupil ratio 1:6, recommend additional adult helpers to assist with groups of over 6</li> <li>• Room leaders and Routes helpers will supervise movement to sessions, throughout Homerton College booked rooms</li> </ul>	<p><b>1</b></p>	<p><b>1</b></p>	<p><b>Low</b></p>
<p><b>6. ROOMS</b> Size/over-crowding Location</p>	<p><b>University Staff Pupils Student ambassadors Teachers Parents</b></p>	<p><b>3</b></p>	<p><b>3</b></p>	<p><b>Low</b></p>	<ul style="list-style-type: none"> <li>• Rooms should be checked prior to running competition heats</li> <li>• Event Leader to check that all rooms to be used are within occupancy capacity .</li> <li>• Leader also has responsibility to ensure that this number is not exceeded on the day of the event.</li> </ul>	<p><b>1</b></p>	<p><b>1</b></p>	<p><b>Low</b></p>
<p><b>7. RESIDENTIAL EVENTS</b></p>	<p><b>N/A</b></p>				<p><b>N/A</b></p>			
<p><b>8. OTHER</b> (To be completed by Session Leaders. Must include additional risks not listed above that relate to a specific session eg those involving fieldwork or practical work).</p>	<p><b>N/A</b></p>				<p><b>N/A</b></p>			

To be completed by the person undertaking the risk assessment			
Name:	<b>Heather McGuinness</b>	Job Title:	<b>Programme Manager</b>
Signature:		Date:	<b>08/04/11</b>
To be completed by venue			
Name:		Job Title:	
Signature:		Date:	
Distributed to :			
Review Date:			
<b>Please file completed form in the venue folder and ensure venue has their own copy</b>			

Risk Management Priority Rating Matrix							
		Severity					
		Multi- fatal (10)	Single fatal (8)	Major injury (6)	Lost time injury (4)	Minor injury (2)	Delay only (1)
Likelihood	Certain (10)	100	80	60	40	20	10
	V. likely (8)	80	64	48	32	16	8
	Likely (6)	60	48	36	24	12	6
	May occur (4)	40	32	24	16	8	4
	Unlikely (2)	20	16	12	8	4	2
	Remote (1)	10	8	6	4	2	1

<b>High Priority</b>	<b>Medium Priority</b>	<b>Low Priority</b>
<b>(H)</b>	<b>(M)</b>	<b>(L)</b>
<b>&gt;48 %</b>	<b>20% - 40%</b>	<b>&lt;16%</b>