All About STEM – Mini Big Bang Event

Venue:	City of Liverpool College, Clarence Street, Liverpool, L3 5TP
Number of persons involved:	up to 100 (school pupils, accompanying staff and presenters)
Dates:	9th November, 2016

Persons at risk: 100

This event is arranged by All About STEM, funded by MNCO and supported by STEM Ambassadors.

RISK ASSESSMENT FOR All About STEM Mini Big Bang Events (2016)

MANDATORY REQUIREMENTS	Events / Circumstances that could increase risk	Other appropriate risk assessments and items to consider
1. Visitors to sign in 2. Pupils to be escorted at all times by staff accompanying 3. Any learners with additional needs or medical needs identified prior to attendance	1. Fire evacuation 2. Actions of others 3. Spills of food and or drinks	All About STEM Staff & STEM Ambassadors hold an Enhanced CRB

Hazard observed	Who may be harmed?	Risk rating before controls	Control Measures	Risk rating after controls Consequence x Likelihood=	Control measures by: Initial
Risk of slips, trips and falls entering school from car park	Pupils and School staff	Medium	Staff accompany pupils from bus/coach/transport to venue foyer Staff to inform All About STEM parking requirements prior to event	Low	School Staff
Risk of slips, trips and falls entering front of house area	Pupils and School staff	Medium	Groups arrive in an orderly fashion as directed by their teachers	Low	School Staff

Safety briefing	Pupils and School staff	High	Member of All About STEM / venue Staff to conduct welcome and safety briefing including evacuation procedures, fire alarm and assembly points. Member of All About STEM / venue Staff to conduct briefing on toilet facility location, first aid needs etc. to ensure pupils and staff have all required information regarding facilities	Low	All About STEM venue Staff
Fire	All those attending	Medium	In the event of the fire alarm being activated attendees will be guided to the fire exits by college No fired drill planned for the day so any evacuation will be treated as an actual fire	Low	All About STEM venue Staff
Activities	Pupils	Medium	If PPE is required it will be provided Everything will be supervised Full explanations /instructions will be given for activities Tools will be demonstrated prior to use Behaviour to be monitored by accompanying staff to minimise disruption	Low	All About STEM / Presenters

Break	Pupils and School staff	Medium	Pupils will only have minimal movement around venue. Teas & coffees for staff only, served away from students. Staff will be available to supervise the pupils going to and from toilets. Spills to be cleaned up as soon as possible.	Low	All About STEM venue Staff
~~Lunch~~		~~Medium~~	~~Lunch is in the main meeting area~~ ~~Any waste to be disposed of in bins provided.~~ ~~Spills notified to staff for cleaning~~ ~~Seats available for pupils – bags to be stowed under seats.~~	~~Low~~	~~All About STEM venue Staff~~
Leaving school Risk of slips, trips and falls entering school from car park	Pupils and School staff	Medium	Buses/transport located in designated area School staff to direct to transport in safety Staff to ensure all pupils present before transport leaves site.	Low	All About STEM venue Staff