

All About STEM 'Make it Work' Robot Challenge Day Risk Assessment



Date: 27th November 2018

Venue: Hugh Baird College, L20 Building, Balliol Road Campus, Balliol Road, Bootle, Merseyside, L20 7EW.

Number of persons involved: up to 60 (school pupils and accompanying staff)

Persons at risk: 60

This event is arranged by All About STEM, sponsored by The LCR Metro Mayor & supported by STEM Ambassadors.

RISK ASSESSMENT FOR All About STEM 'Make it Work' Robot Challenge Day 27/11/18

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 DBS any volunteers without a DBS will be accompanied at all times.

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

Break	Pupils and School staff	Medium	<p>Soft drinks and tea/coffee (staff only) served in the designated area therefore pupils will only have minimal movement around College.</p> <p>Staff will be available to supervise the pupils going to and from toilets.</p> <p>Spills to be cleaned up as soon as possible – vinyl floor.</p>	Low	All About STEM / Host Staff
Lunch	Pupils and School staff	Medium	<p>Lunch is in the designated area</p> <p>Any waste to be disposed of in bins provided.</p> <p>Spills notified to staff for cleaning</p> <p>Seats available for pupils – bags to be stowed under seats.</p> <p>Packed lunches brought by pupils</p>	Low	All About STEM / School & Host Staff
Leaving venue Risk of slips, trips and falls entering venue from car park	Pupils and School staff	Medium	<p>Buses located in designated area</p> <p>School staff to direct to transport in safety</p> <p>Staff to ensure all pupils present before transport leaves site.</p>	Low	All About STEM / School Staff