

Risk Assessment

Risk Assessment for the activity of	Cantell School Horizons Fair Outreach Workshops		Date	27/09/2024
Unit/Faculty/Directorate	SUSU Spaceflight Society	Assessor		
Line Manager/Supervisor	<i>President</i>	Signed off		

PART A										
(1) Risk identification			(2) Risk assessment					(3) Risk management		
Hazard	Potential Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Safeguarding working with children	Safeguarding risk presented by members of society. Potential disclosures made by students. Concerns raised through interactions with other members, students, or staff.	Members, students, school staff.	3	4	12	<ul style="list-style-type: none"> - Ensure all members present at event are familiar with Cantell School safeguarding policy. (Child protection policy link available at: https://www.cantell.co.uk/wp-content/uploads/2022/04/Child-Protection-and-Safeguarding-Policy-APPROVED-by-WGB-20.9.23.pdf [updated 06/09/24]) - Ensure member of staff present at all times when members are interacting with students. - Ensure members are familiar with standard safeguarding procedures and appropriate response to concerns such as the link teacher for the event, and school safeguarding leads. 	1	4	4	<ul style="list-style-type: none"> - Seek support from school staff if a situation arises. - Report back to relevant member(s) of staff at end of workshops to confirm if any issues need to be reported.

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Injury through activity	Students sustain injury through hands on activity. Students, staff, or members sustain injury moving within the event.	Members, students, staff	1	2	2	<ul style="list-style-type: none"> - Supervise students undertaking hands on activity ie cutting paper or cardboard with scissors. - Minimise length of time in which people are exposed to potential risks. - Keep movement of students during workshops to a minimum. 	1	1	1	
Medical emergency	Risk of medical emergency for students, members, or staff present at event.	Members, students, school staff.	1	5	5	<ul style="list-style-type: none"> - Ensure knowledge of the relevant school based first aid contact is held by all members present at any given time. 	1	4	4	<ul style="list-style-type: none"> - Seek medical attention if problem arises. - Seek support from school medical staff.

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Insufficient fire safety awareness	Lack of knowledge of fire safety procedures and responsibility in case of emergency.	Members, students, staff.	1	5	5	<ul style="list-style-type: none"> - Ensure all members are aware of response in case of emergency. - Keep accurate note of which students are present in the session, in consultation with present member of staff. - Locate relevant fire exits and assembly points before delivery of the sessions. 	1	4	4	<ul style="list-style-type: none"> - Follow appropriate fire safety procedure in case of emergency.
Travel to / from location	Injury whilst travelling to the school for the event.	Members.	1	3	3	<ul style="list-style-type: none"> - Maintain caution and awareness when travelling via main roads to the event. 	1	2	2	

PART B - Action Plan

Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Members to review Cantell School Child Protection Policy before attendance at the event.	All members present at event.	25/09	27/09	
2	Day of safeguarding and fire safety information to be obtained from link teacher on day of event.	All members present at event.	27/09	27/09	
Responsible manager's signature: <i>Zoe Costigan</i>				Responsible manager's signature: <i>Nicholas Hall</i>	
Print name: ZOE COSTIGAN			Date: 19/09/24	Print name: NICHOLAS HALL	
				Date: 19/09/24	

Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. Admin controls	Examples: training, supervision, signage		
5. Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual	

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		IMPACT				

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

Impact		Health & Safety
1	Trivial - insignificant	Very minor injuries e.g. slight bruising
2	Minor	Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.
3	Moderate	Injuries or illness e.g. strain or sprain requiring first aid or medical support.
4	Major	Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks.
5	Severe - extremely significant	Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.

Likelihood	
1	Rare e.g. 1 in 100,000 chance or higher
2	Unlikely e.g. 1 in 10,000 chance or higher
3	Possible e.g. 1 in 1,000 chance or higher
4	Likely e.g. 1 in 100 chance or higher
5	Very Likely e.g. 1 in 10 chance or higher