

RISK ASSESSMENT FORM: Safety in Action Week 2024

Date: June 2024 Assessed by: Martin Preisig Location/ Scenario: Highlands Campus + Workshop Locations

No	Activity/Plant/ Materials	Hazard	Persons in Danger	Existing Controls	Severity 1 2 3 4 5	Likelihood 1 2 3 4 5	Initial Rating	Additional Control measures	Final Rating	Review Date
1	Car Park Entrance	Vehicles	All	Warning signs 'Police Slow' Barriers and cones Zebra Crossing	4	2	8	Additional warning signs and cones Directional signs to drop off point Coach drop off point opposite entrance to carpark (see site map) Zebra Crossing (designated crossing point)	4	End of day Review July 2024
2	Car Park Exit Drop off / Pick up Point	Vehicles	Students Teachers	No controls at present	4	2	8	Create drop off and collection point for coaches Signs and crossing point Assembly point for schools at exit to car park Direct traffic, escort groups across road	2	End of day Review July 2024
3	Car Park	Vehicles Slips/trips/falls	All	Cones and Barriers Warning Signs High visibility PPE	3	2	6	Co-ordinators and helpers to direct students, teachers and any parent helpers to designated areas H&S brief to whole group Point out Fire assembly point First Aid kit at Control Point and in Technology and Nash Buildings Building Accident log - book at Control Point	2	End of day Review July 2024
4	Moving Groups Control Point to Fire Safety, First Aid (Brunel Building) Home Safety, Road Safety (Technology Building) Play Safety, Water Safety (Nash Building)	Vehicles Slips/trips/falls Doors - Finger entrapment	Students Teachers Helpers	Cones and Barriers Warning signs Helpers stopping traffic entering the car park when necessary	4	2	8	All groups to be accompanied from Control Point to Home and Road Safety (Technology Centre) Water & Play Safety Scenarios (Nash Building) Group to be taken across centre of carpark. Scenario leaders to be aware of traffic movement through carpark. Route to be clear, no obstructions Scenario leaders to meet group at entrance of scenario location All fire doors to be held open when students pass through	1	End of day Review July 2024

5	Moving Groups Control Point to Fire scenario(Brunel Building first floor)	Slips/trips/falls	Students Teachers Helpers	Co-ordinators and helpers to direct group to instructors from Fire scenario	1	2	2	Group accompanied, scenario leaders to meet group at entrance to scenario location- Bottom staircase of Brunel Building. Group to be led by Fire Officer single file keeping to the right going up the staircase. Second Fire officer/teacher to follow at the end of the group .	1	End of day Review July 2024
6	Moving Groups Control Point to First Aid scenario (Brunel Building – Metalwork Workshop)	Slips/trips/falls	Students Teachers Helpers	Co-ordinators and helpers to direct group to instructors from First Aid scenario	1	2	2	Group accompanied to scenario location, Scenario leaders to meet group (Middle of Car park) In Metalwork Workshop (Brunel Building) if wet weather.	1	End of day Review July 2024
7	Moving Groups Home to Road, Road to Home (Technology Building)	Slips/trips/falls Doors – Finger entrapment	Students Teachers Helpers	Co-ordinators and helpers to direct group to instructors From Home to Road	1	2	2	Group accompanied to scenario location wait at entrance, (Technology Centre) Scenario leaders to meet groups	1	End of day Review July 2024
8	Moving Groups From Home and Road (Technology Building) to Play and Water (Nash Building)	Slips/trips/falls Doors – Finger entrapment	Students Teachers Helpers	Co-ordinators and helpers to direct group to instructors From Home and Road	1	2	2	Group accompanied to scenario location, wait at entrance Scenario leaders to meet group	1	End of day Review July 2024
9	Moving Groups Play and Water (Nash Building) to First Aid and Fire (Brunel Building)	Slips/trips/falls Doors – Finger entrapment	Students Teachers Helpers	Co-ordinators and helpers to direct group to instructors From Fire to Play and Water	1	2	2	Group accompanied to scenario location, wait at entrance. Scenario leaders to meet group Curb ramps placed at entrances to walk ways to Nash Building.	1	End of day Review July 2024
10	Moving Groups Nash Building, and Technology Building back to Brunel Building	Cars Slips/trips/falls Doors - Finger entrapment	Students Teachers Helpers	Cones and Barriers Warning signs Helpers stopping traffic entering Car park	4	2	8	All groups to be accompanied from Nash Building and Technology Centre back to the Brunel Building Groups from the Nash Building to be escorted down centre of car park. Staff escorting students to be aware of traffic movement in the carpark. Route to be clear, no obstructions. Scenario leaders to meet group at entrance of scenario location. Groups from the Technology building to exit from the main entrance of the building, turn left on exit and walk along the path back to the Brunel Building, crossing the entrance road to the carpark using the zebra crossing.	1	End of day Review July 2024

								All fire doors to be held open when students pass through		
11	At the end of School visit all groups to leave the event	Cars Slips/trips/falls	Students Teachers Helpers	Cones and Barriers Warning signs Directional signs Helpers stopping traffic as groups cross road.	4	2	8	All groups to be escorted to the coach pick up point, or directed from event	1	End of day Review July 2024

Risk Rating Formula: Severity x Likelihood

Severity: 5 = Fatality

4 = Major Injury or illness

3 = "3 day" injury/illness

2 = Minor injury/illness

1 = First Aid injury/illness

Likelihood: 5 = Almost Certain

4 = Very Likely

3 = Likely

2 = Unlikely

1 = Very unlikely