

Risk Assessment

<u>Establishment:</u>	<u>Event Date:</u>	<u>Assessor(s):</u>
Address for venue in confirmation email	Date confirmed in email	Erika Smallridge
<p><u>Task Being Assessed:</u> Tomorrow's Engineers EEP Robotics Challenge 2017-18.</p> <p><u>Brief Description:</u></p> <ul style="list-style-type: none"> • Event staged by the above establishment and EngineeringUK for school children aged 10-14 years old. • Teams work with small battery-powered computer programmed LEGO robots and present technical and project solutions to judges. • Teams are accompanied by adults/teachers/coaches. • Staff from the above establishment and EngineeringUK will be running the event. • Invited personnel and media personnel will also be present. 		

PART A – Identified Hazards

Hazards identified:	Risk Rating (without controls in place)		
	LOW	MEDIUM	HIGH
1. Accidents while arriving, moving around and departing the venue.		✓	
2. Injury from furniture such as competition, practice and team base area tables, and spectator seating.		✓	
3. Fire or other emergency requiring evacuation of the building		✓	
4. Tripping hazards caused by trailing leads from equipment and computers within competition, practice, team and judging areas.		✓	
5. Electrical shock/ burns from mains equipment PA and lap top computers.		✓	

6. Accident/ injury/ illness		✓	
7. Hygiene when eating lunch		✓	
8. Unsupervised children		✓	
9. Back injuries due to lifting items		✓	
10. Audio-visual/stage lighting equipment malfunctions		✓	

PART B - Those at Risk

Employees	✓	Pupils	✓	Visitors/Public	✓
Contractors		Others (specify)		Teachers and classroom assistants	✓

PART C - Control Measures Required to Manage Health and Safety

1.	Refer to venue risk assessment for protocol and access arrangements. Small numbers of team member pupils (max 20) coming from each school together with supervising member(s) of staff and/or parents and spectators. Groups to follow marked pathways when entering the site and stay within authorised areas to avoid risk of injury.
2.	Fittings/ tables assembled and tested before teams arrive by staff following recognised good practice. The activity is unlikely to result in anything hitting lighting or equipment that might result in breakage. Event tables and spectator seating assembled before teams arrive by trained personnel. Pupils, teachers and accompanying adults will be briefed on health and safety as part of the welcome and introduction.
3.	Refer to venue fire and evacuation policy. A simple procedure will be outlined as part of the welcome. Teachers, pupils and other adults will be required to fill out an attendance sheet on arrival.

4.	Gaffer tape will be used to shield cables to the competition, practice and team area tables. Pupils, teachers and accompanying adults will be reminded to take care as a part of the welcome. Wherever possible, leads will be run close to skirting boards and table layout close to sockets. Each team will have its own workspace.
5.	Event equipment has been electrically tested to PAT Standards. Leads will be visually examined before use. Drinks/refreshments will not be allowed into the competition and practice areas to reduce the risk of electrical shock. Teachers and accompanying adults must supervise children and their use of electrical equipment in team area.
6.	Refer to venue first aid policy. Trained First Aiders will be in attendance at the event and via the school personnel. Teachers and accompanying adults to be responsible for informing First Aiders or attending medical staff of any known medical conditions affecting the health of team members taken ill at the event.
7.	Hand basins available in toilet areas. Schools asked to bring own packed lunches. Refreshments available on site and provided by the venue.
8.	Teachers and accompanying adults must supervise children at all times. Teachers and accompanying adults to be responsible for team members moving between all judging rooms/areas.
9.	All manual handling of equipment will be undertaken by event personnel, except electrical equipment and LEGO robots brought by the schoolchildren.
10.	Equipment uses appropriate safety restraints, fail-safes and provision of emergency stop cut-outs in view of equipment operator. Equipment operated by an experienced person.

PART D - Additional Considerations

Photography

Photographs and video may be taken by staff and the media. Schools are responsible for informing team members and their parents or guardians that photographs will be taken at the event and may be used for broadcast or promotional purposes. Team members are advised **not** to have their full name on clothing.

Theft

All participants are responsible for the safe-keeping of their possessions and equipment. Participants are advised to bring only essential items and to guard them carefully at all times.

PART E – Risk Rating with Controls Measures in Place

Risk rating with controls in place (tick):		Are any control measures in Part C not implemented? (tick):		If yes, state below:	To be actioned by:
HIGH		YES			

MEDIUM		NO	✓		
LOW	✓				

PART F – Risk Assessment Frequency

With each event	6 Months	12 Months	24 Months
✓			

PART G – Confirmation of Assessment

1.	Erika Smallridge	EngineeringUK	
2.			