

Risk Assessment



Activity	General Activity Risk Assessment (inc. Covid-19)	Reference/Version	V2.0
		Assessed By	AAB
Location	<p>All activity delivery locations. Including movement between car/van/trailer and delivery location. Location-specific risk assessments to be devised when appropriate. Risk assessments and emergency procedures to be followed, dependent on specific location.</p> <p style="text-align: center;">This risk assessment covers set up and set down of all activities</p>	Issue Date	04/2022
		Revision Date	02/2024

Risk Assessment



Hazard	Persons Affected	Existing Control Measures (where appropriate)	Severity	Likelihood	Total Risk	Additional Control Measures (where appropriate)	Severity	Likelihood	Total Risk
General Health & Safety	All	<ul style="list-style-type: none"> • All staff to be possess DBS Enhanced check with barring list • A camp leader will be on site each day (SW) to supervise all activities • At least one first aider will be on site at all times during activity camps • Any known safeguarding concerns to be shared prior to activity, through Google forms booking form • Adult : child ratios to be sufficient for the age group of children (no greater than 1:15) • First aid boxes to be stored appropriately and sufficiently stocked at all times • No photography/videography to be undertaken by any parents/carers • Children without photography/videography consent to be highlighted and passed to Camp Manager each day. Parents to sign online, confirming consent • Usual location emergency procedures to be followed • Group registers taken outside at emergency assembly point, as necessary • Site security policy to be followed • Adult attendees to sign in/sign out and remain with their own child at all times. • Sufficient shade provided for outdoor activities, as far as possible. • Children to be reminded to bring sun cream, as required 	1	1	1		1	1	1

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Covid-19 transmission through inhalation, introduction, membranes and access	All	<ul style="list-style-type: none"> All areas of 'heavy use' to be cleaned effectively at the beginning and end of each day Parents/carers requested to wear face coverings upon entry and drop off/collection National guidance re hygiene to be followed at all times All participants in summer activities to sanitise hands regularly and frequently use washroom facilities No sharing of materials used for foods (disposable cutlery, plates and napkins) Students to be organised into 'coronavirus bubbles' during activities. No bubble mixing Frequent sanitisation of equipment, including hard surfaces, between use Regular reminders regarding sharing and cleaning of equipment As may activities as possible to be carried out outdoors Only staff who have been fully vaccinated, or outside of vulnerable groups, to engage in activities Staff to undertake frequent lateral flow testing, at least twice weekly, informing managers immediately if they test positive. Staff who test positive to self-isolate for a period of 10 days, informing of all close contacts 	3	3	9	<ul style="list-style-type: none"> Where a 2m distance cannot be maintained, all staff required to wear a suitable face covering 	3	3	9

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Slips, trips and falls	All	<ul style="list-style-type: none"> All equipment to be set up in line with Health and Safety regulations Any spillages to be cleared up immediately, in line with local requirements. Staff not to wear tight fitting clothing, or open-toed shoes. No trailing electrical cables; all charging of equipment to be done in specified area away from student work areas, as appropriate. No items to be stored in corridors or in gangways within activity location. At least two first aiders to be present at all times during STEM camps. Small pieces of robotics equipment cleared up immediately if they fall on the floor. Robotics equipment to be kept neat and tidy on work area. 	3	2	6	<ul style="list-style-type: none"> Activity leader to regularly check areas for hazards; cleared up when required. 	3	1	3

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Unloading of trailer	Any	<ul style="list-style-type: none"> Never park trailer in a way that obstructs emergency vehicles or emergency exits. General staff vigilance All staff to wear comfortable, loose fitting clothing. Staff to not wear open-toed shoes or shoes with smooth grip. Trolley to be used to carry heavy items Multiple trips to be undertaken, reducing the risk of 'overloading' and causing injury. Carry out unloading/loading away from passing traffic, pedestrians and those not involved in unloading/loading. Ensure material anchors are loosened appropriately, prior to removing items. Unloading area to always be on flat, firm ground which is free from potholes. Trailer door to open in area away from pedestrians and traffic Parking brake and stability legs to be engaged prior to rear trailer door being opened Trailer to never be loaded/unloaded while still hitched to vehicle 	3	3	9	<ul style="list-style-type: none"> Wipe down trailer ramp in the event of undertaking unloading during wet weather. Seek help if carrying heavy items, where appropriate. Staff to only carry items that they feel comfortable with. 	3	3	9

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Hazard	Persons Affected	Existing Control Measures (where appropriate)	Severity	Likelihood	Total Risk	Additional Control Measures (where appropriate)	Severity	Likelihood	Total Risk
Loading trailer	Any	<ul style="list-style-type: none"> General staff vigilance All staff to wear comfortable, loose fitting clothing. Staff to not wear open-toed shoes or shoes with smooth grip. Trolley to be used to carry heavy items Multiple trips to be undertaken, reducing the risk of 'overloading' and causing injury. Ensure all loose/large items are appropriately tethered into trailer, using approved lashing straps. Must always be attached to lashing ring points within trailer. Loading area to always be on flat, firm ground which is free from potholes. Parking brake and stability legs to be engaged prior to rear trailer door being opened Trailer to never be loaded/unloaded while still hitched to vehicle 	3	3	9	<ul style="list-style-type: none"> Wipe down trailer ramp in the event of undertaking unloading during wet weather. Seek help if carrying heavy items, where appropriate. 	3	3	9
Moving equipment items	Any	<ul style="list-style-type: none"> All staff to follow Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 Ensure heavy items are transported using approved trolley (stored in trailer) Loads not to be lifted in a way that requires frequent manipulation of the load at a distance from the trunk. Loads to be lifted in such a way that there is not a requirement for repeated bending of the trunk Loads should be carried in the shortest distance possible 	3	2	6	<ul style="list-style-type: none"> Park trailer as close as possible to activity delivery entrance 	3	2	6

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Student arrival/departure	All	<ul style="list-style-type: none"> • Arrival desks to be placed in a central location, close to main entrance • Parents/carers reminded not to block roads towards main entrance of location • Staff to be posted outside of venue, signposting students to main entrance for registration 	3	2	6	•	3	2	6

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Risk Assessment Matrix and Explanatory Notes

Risk						
Severity	5	5 (Y)	10 (O)	15 (O)	20 (R)	25 (R)
	4	4 (G)	8 (Y)	12 (O)	16 (O)	20 (R)
	3	3 (G)	6 (Y)	9 (Y)	12 (O)	15 (O)
	2	2 (G)	4 (G)	6 (Y)	8 (Y)	10 (O)
	1	1 (G)	2 (G)	3 (G)	4 (G)	5 (Y)
G – Green Y – Yellow O – Orange R – Red		1	2	3	4	5
Likelihood						

Severity	
5	Fatality
4	Major injury – Reportable incident under RIDDOR (HSE, 2013)
3	First Aid administered – treatment required from first aider
2	Minor injury – cuts and abrasions
1	Negligible impact – No injury

Likelihood	
5	Almost certain
4	Probable – Likely to occur
3	Possible – Has potential to occur
2	Remote – Unlikely to occur
1	Improbably – Not foreseeable

The aim is to reduce the risk by prevention or control measures, so far as is reasonably practicable.

Explanatory Note			
<p style="text-align: center;"><u>Red</u></p> <ul style="list-style-type: none"> Very high risk. Stop the activity immediately and make improvements. 	<p style="text-align: center;"><u>Orange</u></p> <ul style="list-style-type: none"> High risk. Additional measures required. 	<p style="text-align: center;"><u>Yellow</u></p> <ul style="list-style-type: none"> Medium risk. Tolerable, subject to monitoring 	<p style="text-align: center;"><u>Green</u></p> <ul style="list-style-type: none"> Low risk. Acceptable with current risk assessment