



Section 1

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| Event Name | Pop Maths Quiz 2020 | Event organiser | Name: Ruth Holland Faculty: Educational Engagement Tel: 32289 Email: r.m.holland@leeds.ac.uk |
| Date (period) and time of Event | 14 th March 2020 11:00-13:00 | Location/site/premises | Refectory, University of Leeds, Central Campus |
| Description of Event | Quiz: Maths Quiz for year 7 and 8 students in teams of 6. Maximum of 150 students participating, with teachers and families spectating. | | |

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| <i>Doc control no: PRSG4.10</i> WELLBEING, SAFETY AND HEALTH MANAGEMENT SYSTEM | | | | | | | |
| Author: | EM | Approved by: | GT | Version number: | 1 | Issue Date: | November 2010 |



Major or Standard Events - Risk Assessment Form

Section 2

| Activity no. | Hazard type | How might the hazard cause harm? | Who may be harmed? | Control measures already in place | Is residual risk now acceptable? (Yes/No) | If not acceptable, list additional control measures | Risk Rating (L x S)* | Action by whom |
|--------------|-----------------------|--|---------------------------------------|---|---|---|----------------------|----------------|
| 1 | Evacuation procedures | Visitors becoming lost, or staying inside building. Evacuating recklessly | Young people and visiting supervisors | Staff and Student hosts trained to evacuate buildings with young people via nearest exit. Young people not left unsupervised. Young people advised to follow staff's advice during evacuation and leave by the nearest exit. | Yes | | | |
| 2 | Vehicles/ busy roads | Visitors being struck by vehicles moving around campus or on adjacent public highways. | Young people and visiting supervisors | Routes confined to footpaths and designated crossing points. Avoid busy areas Visits undertaken in daylight hours. Coaches informed to drop off at lay-by entrance, not on main road. Responsible adult accompanying teams. | Yes | | | |
| 3 | High Hazard Areas | Unauthorised entry into high hazard areas (e.g. construction sites, | Young people and visiting supervisors | High hazard areas are all signed. Young people not left | Yes | | | |



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| | | laboratories) | | unsupervised and advised to stay with group at all times. | | | | |
| 4 | Steps and Staircases | Falling whilst negotiating steps and staircases | Young people and visiting supervisors | Steps and staircases have handrails and adequate lighting in buildings. Young people advised to be careful on staircases when moving around the campus particularly in the wet. | Yes | | | |
| 5 | Accident or illness | Individuals may become ill or have an accident | Young people, supervisors and staff | First Aiders displayed in every department. Health & safety briefing given at start of session where appropriate. | Yes | | | |
| 6 | Allergic reaction | Individuals may become ill | Young people, supervisors and staff | If snacks are available in a session they will be clearly labelled. Students at risk should have access to medication held by themselves or a responsible adult accompanying the team. | Yes | | | |
| 7 | Unfamiliar surroundings | Lost pupil(s) | Young people | Pupils will be accompanied by a responsible adult, staff | Yes | | | |



Major or Standard Events - Risk Assessment Form

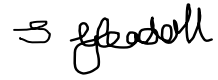
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| | | | | and/ or student supervisors at all times. | | | | |
| 8 | Building works | Blocked pathways/ equipment causing injury | Young people, supervisors and staff | Pupils will be accompanied by a responsible adult, staff and/ or student supervisors at all times. Routes will be checked prior to starting the event and high risk areas avoided. | Yes | | | |
| 9 | Uncontrolled or unsupervised behaviour of young people, including access to unsafe areas or equipment. | Injury from reckless behaviour | Young people | Teachers (or visiting supervisors) to be responsible for maintaining control over pupil behaviour. Groups will be supervised by teachers (or visiting supervisors/responsible adult), staff, or student supervisors at all times. | Yes | | | |
| 10 | One to one contact | Transgression of personal boundaries | Young people, supervisors and staff | No one-to-one contact between pupils and staff/student demonstrators. The responsible adult accompanying the team will be responsible for | Yes | | | |



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|--------------|-------------|----------------------------------|--------------------|---|---|---|----------------------|----------------|
| | | | | taking individual pupils to toilets, where necessary. | | | | |



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| Section 3 | | | |
| Event Organiser | Name: Ruth Holland | Approver of Risk Assessment <i>(refer to process map for level of approval required)</i> | Name: Steven Gleadall |
| | Signature: | | Signature:  |
| | Position: STEM Coordinator | | Position: SES Manager |
| | Date: 10 th January 2020 | | Date: 10/01/2020 |

*Refer to following tables for clarification.

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Risk Matrix

| Severity \ Likelihood | Insignificant (1) | Minor (2) | Moderate (3) | Serious (4) | Critical (5) |
|-----------------------|----------------------|---------------------|---------------------|---------------------|---------------------|
| Almost Certain (5) | Moderate (5) | Substantial (10) | Substantial (15) | Intolerable (20) | Intolerable (25) |
| Likely (4) | Tolerable (4) | Moderate (8) | Substantial (12) | Intolerable (16) | Intolerable (20) |
| Possible (3) | Tolerable (3) | Moderate (6) | Moderate (9) | Substantial (12) | Substantial (15) |
| Unlikely (2) | Tolerable (2) | Tolerable (4) | Moderate (6) | Moderate (8) | Substantial (10) |
| Rare (1) | Tolerable (1) | Tolerable (2) | Tolerable (3) | Tolerable (4) | Moderate (5) |

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| Risk Rating | The level of risk for an activity is obtained by matching the likelihood of an accident occurring against the severity of the outcome if that accident occurred (i.e. likelihood multiplied by severity). |
| | General Risk Rating |
| Tolerable (1 to 4) | No additional controls are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that controls are maintained. |
| Moderate 5 to 9 | Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures. |
| Substantial 10 to 15 | Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken. <u>Fire Risk Rating</u> If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied then urgent action should be taken. |
| Intolerable 16 to 25 | Work must not be started or continued until the risk has been reduced. If it is not possible to reduce the risk even with unlimited resources, work has to remain prohibited. <u>Fire Risk Rating</u> Building (or relevant area) should not be occupied until the risk is reduced. |