



Major or Standard Events - Risk Assessment Form

Section 1

<b>Event Name</b>	My food is a rainbow	<b>Event organiser</b>	Name (print): Louise Crabtree Faculty/Service: Education Engagement Tel: 0113 343 6511 Email: l.crabtree@leeds.ac.uk
<b>Date (period) and time of Event</b>	March 2020	<b>Location/site/premises</b>	In schools
<b>Description of Event</b>	Food science workshop for key stage 2 children (age 7-11)		

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



Section 2

Hazard type	How might the hazard cause harm?	Who may be harmed?	Control measures already in place	Risk Rating after control measures (L x S)*	Action required
Glass beakers for chromatography experiment	Cuts if glassware is broken	Pupils	Glassware will be set up in advance by experienced presenters and cleared away by them at the end. Any breakages will be cleared away by them immediately.	2x2	Plastic beakers have been considered as a replacement but not suitable as they need to be see-through. No further action.
Food colouring and lemonade	Possible allergic reaction	Pupils	A list of food and drink that may be consumed during the experiments will be given to the school in advance. Very small quantities will be consumed. Anyone at risk of an allergic reaction will not take part in this experiment.	2x2	
Sweets for chromatography experiment	Possible choking hazard if eaten	Pupils	Pupils are old enough to take instruction not to eat the sweets, however this is an everyday activity that cannot be avoided. Trained first aiders will be available.	1x4	

\*Refer to following tables for clarification.



<b>Section 3</b>			
<b>Event Organiser</b>	Name: Louise Crabtree	<b>Approver of Risk Assessment</b> <i>(refer to process map for level of approval required)</i>	Name:
	Signature: <i>Louise Crabtree</i>		Signature:
	Position: Education Engagement Officer		Position:
	Date: 13 <sup>th</sup> January 2020		Date:

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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)

<b>Risk Rating</b>	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
<b>Tolerable (1 to 4)</b>	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.
<b>Moderate 5 to 9</b>	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.
<b>Substantial 10 to 15</b>	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.
<b>Intolerable 16 to 25</b>	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.