



Section 1

Event Name	Leeds Festival of Science 2020	Event organiser	Name (print): Ruth Holland Faculty: Educational Engagement Tel: 32289 Email: r.m.holland@leeds.ac.uk
Date (period) and time of Event	6 th – 25 th March 2020	Location/site/premises	University of Leeds, Central Campus
Description of Event	Outreach events with a science, maths or engineering theme, for school pupils and teachers visiting the University central campus.		

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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.	Yes			
3	High Hazard Areas	Unauthorised entry into high hazard areas (e.g. construction sites, laboratories)	Young people and visiting supervisors	High hazard areas are all signed. Young people not left unsupervised and advised to stay with group at all times.	Yes			



Major or Standard Events - Risk Assessment Form

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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			
5a	Illness: infectious disease	Corona Virus: Individuals may come into contact with someone who may be infectious	All	University staff and students will follow the University's official and most up-to-date advice in relation to Novel coronavirus (COVID-19), as per the University's website: https://www.leeds.ac.uk/forstaff/news/article/7052/novel-coronavirus-covid-19	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	Yes			



Major or Standard Events - Risk Assessment Form

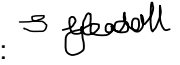
Activity no.	Hazard type	How might the hazard cause harm?	Who may be harmed?	Control measures already in place	Is residual risk now acceptable? (Yes/No)	If not acceptable, list additional control measures	Risk Rating (L x S)*	Action by whom
				access to medication held by themselves or the teacher.				
7	Unfamiliar surroundings	Lost pupil(s)	Young people	Pupils will be accompanied by staff and/ or student supervisors at all times.	Yes			
8	Building works	Blocked pathways/ equipment causing injury	Young people, supervisors and staff	Pupils will be accompanied by 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, staff, or student supervisors at all times.	Yes			
10	One to one contact	Transgression of personal	Young people, supervisors and	No one-to-one contact between pupils and	Yes			



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		boundaries	staff	staff/student demonstrators. Teachers will be responsible for taking individual pupils to toilets, where necessary.				



Section 3			
Event Organiser	Name: Ruth Holland	Approver of Risk Assessment <i>(refer to process map for level of approval required)</i>	Name: Steve Gleadall
	Signature:		Signature: 
	Position: STEM Coordinator		Position: SES Manager
	Date: 9 th March 2020		Date: 09/03/2020

*Refer to following tables for clarification.

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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)

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.