

<b>Task/Activity/Environment:</b> From Page to Stage Summer School		<b>Location:</b> Peel Park campus, New Adelphi Building	<b>Date of Assessment:</b> 28/03/25
<b>Identify Hazards which could cause harm:</b>		<b>Identify risks = what could go wrong if hazards cause harm:</b>	
<b>No.</b>	<b>Hazard</b>	<b>No.</b>	<b>Risk</b>
1	Participating in classroom/workshop based activities	1	Contact or misuse of the equipment in the area, or being involved in demonstrations and physical activities.
2	Moving around building.	2	Possibility of trips, slips and falls while moving around the building.
3	Feeling unwell or having an accident and needing assistance	3	Becoming ill or injured during the visit and not knowing how to summon assistance, could result in delayed response and worsening of condition, etc.
4	Stairs	4	Falling on stairs
5	Fire in a building	5	Fire occurring in a building and visitors not knowing action to take or how to escape, resulting in becoming trapped
6	Pupils getting lost, separated from their group or encountering strangers whilst walking around campus	6	Pupils could be hurt, injured or distressed
7	Equipment in lecture room/workshops/specialist spaces	7	Tripping over trailing wires, tables and chairs; injury by mishandling equipment and equipment in the studios.
8	Food allergies and special dietary requirements	8	Allergic reactions, distress, serious illness
9	Confrontations between pupils and/or UoS staff	9	Verbal and/or physical abuse resulting in injury to person(s) or damage to room, equipment etc or personal distress
10	Young people's lack of awareness/inexperience	10	Students may not know how to use equipment or be aware of the potential dangers of an activity or action.
11	Mental and physical maturity of Y10 pupils	11	Pupils could be hurt, injured or distressed through their own actions or the actions of other students. This could be through a keenness to impress or desire to show off resulting in attempting tasks beyond their mental or physical capability.
<b>List groups of people who could be affected:</b> Visitors – pupils and GM Higher Staff UoS Student Ambassadors x 8			<b>What numbers of people are involved?</b> Maximum visitors 30 students (year 10) and 3 staff visiting the campus.
<b>What risk controls are in place to reduce risks?</b>			<b>Risk level with risk controls</b>
<b>No.</b>	<b>Risk Control</b>		
1	For workshop sessions in rehearsal rooms or studios, a briefing and any local instructions will be provided to the visitors by the academic in charge.  University qualified first aid staff will be on site to provide first aid if necessary. All staff know how to contact first aiders, student ambassadors have been briefed.		<b>Acceptable -4</b>

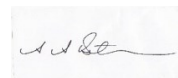
2	<p>Routes around building are well maintained in good condition and visitors will be escorted by an academic or student helper/ambassador.</p> <p>University qualified first aid staff will be on site to provide first aid if necessary. All staff know how to contact first aiders, student ambassadors have been briefed.</p>	<b>Acceptable - 4</b>
3	<p>Visitors will be informed to alert the academic member of staff if they require assistance or feel unwell.</p> <p>Abby Bentham is the first point of contact should further assistance be required.</p> <p>University qualified first aid staff will be on site to provide first aid if necessary.</p>	<b>Acceptable -4</b>
4	Preference will be given to the group using the lifts where possible and available, except in the event of an emergency.	<b>Acceptable - 4</b>
5	<p>Fire evacuation plans are in place in all buildings. The student ambassadors and staff will be fully briefed on the procedures and will be on hand to assist an evacuation.</p> <p>The academic in charge of any demonstrations or activities will also know the evacuation procedure and take charge of the group (as detailed in the Emergency Management COP).</p>	<b>Adequate -6</b>
6	Pupils to be accompanied at all times and staff/ambassadors introduced at the start of the day/session.	<b>Acceptable -4</b>
7	Wires and obstacles to be kept out of the main workshop areas. Students working directly with equipment will be trained in proper use and supervised by staff. All activities in keeping with existing rooms RA.	<b>Adequate - 6</b>
8	Schools to disclose food allergies and dietary requirements in advance. Catering Services informed of any food allergies and dietary requirements. Food to be purchased via Catering Services unless otherwise stated	<b>Acceptable - 4</b>
9	A mix of UoS staff (academics, ambassadors, and Widening Participation team) and representatives of GM Higher will be present in all activities. Staff briefed on how to de-escalate difficult situations. Quiet spaces can be used if anybody needs a place to compose themselves.	<b>Adequate - 8</b>
10	<p>Pupils are to be given an introduction to any activities that are undertaken, this includes setting expectations, listing the potential risk of activities, and details of how to report an accident or hazard. Pupils should be made aware of the "no blame culture" in respect to accident reporting at the university.</p> <p>If subject activity involves experiments or use of equipment, host subject area to provide additional risk assessment for the activity</p>	<b>Adequate - 8</b>
11	Expectations around behaviour should be set during the induction. Students should be supervised during activities to minimise the risk of pupils misbehaving.	<b>Adequate - 8</b>
<b>What additional actions are required to ensure risk controls are implemented/effective or to reduce the risk further?</b>		<b>Risk level with additional risk controls</b>
<b>No.</b>		
1	<p>Student helpers to point out fire evacuation exits.</p> <p>UoS staff to contact Abby if additional assistance is required during workshops or the situation or risks change on the day.</p> <p>A briefing of activities will be given to visitors before workshops and students will be encouraged to advise UoS staff of any reasons which might prevent them from taking part.</p>	<b>Acceptable -4</b>

<b>Is health surveillance required?</b>  <b>NO</b>	<b>If YES, please detail:</b>	
<b>Who will be responsible for implementing risk controls:</b> Event organisers.		<b>By When:</b> 30/06/25 – 02/07/25

Completed by:

Dr Abby Bentham



Signed:



Record of annual review:

28/03/25

## Risk Rating:

Increasing Consequence 	5	10	15	20	25	<b>17-25 Unacceptable</b> – Stop activity and make immediate improvements/seek further advice
	4	8	12	16	20	<b>10-16 Tolerable</b> – look to improve within specified timescale
	3	6	9	12	15	<b>5-9 Adequate</b> – Look to improve at next review
	2	4	6	8	10	
	1	2	3	4	5	<b>1-4 Acceptable</b> - No further action, but ensure controls are maintained
Increasing Likelihood 						

## Guide to using the risk rating table:

Consequences	Likelihood
<b>1 Insignificant</b> – no injury	<b>1 Very unlikely</b> – 1 in a million chance of it happening
<b>2 Minor</b> – minor injuries	<b>2 Unlikely</b> – 1 in 100,000 chance of it happening
<b>3 Moderate</b> – up to three days absence	<b>3 Fairly likely</b> – 1 in 10,000 chance of it happening
<b>4 Major</b> – more than three days absence	<b>4 Likely</b> – 1 in 1,000 chance of it happening
<b>5 Catastrophic</b> – death or disabling	<b>5 Very likely</b> – 1 in 100 chance of it happening