

# Risk Assessment Form

Name of Assessor: Oli Walker

Date: 29/04/25

Work area: Classrooms, Lounge & Common Areas

Time: 1100

Brief Description of work activity being assessed: GM Higher Summer School 2025

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing control measures	Risk Rating			Additional Controls	New Risk Rating			Action/monitored by whom?	Action/monitored by when?
				L	C	R		L	C	R		
Stress	Event Staff.	Stress related illness due to factors such as bullying, lack of job control etc.	<ul style="list-style-type: none"> <li>Staff understand their roles and responsibilities.</li> <li>Anti-Bullying policy in place.</li> <li>Line managers and Event Organiser available for 1 to 1 chats with staff.</li> </ul>	1	4	4	N/A	1	4	4	Event Staff	Event Date
Verbal abuse & Threatening behaviour	Reception Staff, Event staff, Participants	People may suffer abuse & threats from members of the public or guests.	<ul style="list-style-type: none"> <li>Staff trained to provide polite and non-confrontational service.</li> <li>Staff report all incidents of abuse to line manager/event manager.</li> <li>Extra staff on hand during events to offer assistance and help with difficult situations.</li> </ul>	2	3	6	N/A	2	3	6	Facility Manager /Event Organiser	Event Date

Working with Young people, Minors.	Young Participants (Minors)	Abuse towards minor	<ul style="list-style-type: none"> <li>Event staff have DBS Check in place where applicable.</li> <li>Event organisers have DBS checks in place.</li> </ul>	2	4	8	N/A	2	4	8	Facility Manager /Event Organiser	Event Date
Visitors unfamiliar with Facility	Event Staff, participants	Evacuation, first aid and other procedures are not known to volunteers and guest staff. Volunteers and guest staff may panic and/or follow improper procedure leading to injury/death.	N/A	3	5	15	<ul style="list-style-type: none"> <li>Facilities staff will perform Safety and Procedures induction for all event staff before the event.</li> <li>Event organisers briefed on emergency procedures.</li> <li>First aiders &amp; fire wardens made aware of event.</li> </ul>	1	4	8	Facility Manager/Event Organiser	Event Date
Food	Event Staff, participants	Allergies, Choking	<ul style="list-style-type: none"> <li>Visitors asked for dietary requirements prior to event.</li> <li>First aiders on-site and informed of event and specific allergies.</li> </ul>	2	4	8	N/A	2	4	8	Facility Manager /Event Organiser	Event Date
Hot Water (Refreshments)	Event Staff, participants	Burns	<ul style="list-style-type: none"> <li>Hot water signs placed next to urns.</li> <li>First aiders and burns kits on site.</li> </ul>	2	4	8	N/A	2	4	8	Facility Manager /Event Organiser	Event Date
Slips and trips	Event Staff, participants	Injuries resulting from slips, trips and falls.	<ul style="list-style-type: none"> <li>General good housekeeping.</li> <li>All areas well lit.</li> <li>Temporary cables managed with cable mat or other suitable measure</li> <li>Walkways and</li> </ul>	3	2	6		3	2	6		

			working areas kept clear and tidy.									
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**Risk Matrix**

↑ INCREASING CONSEQUENCE	5	5	10	15	20	25
4	4	8	12	16	20	25
3	3	6	9	12	15	20
2	2	4	6	8	10	15
1	1	2	3	4	5	10
	1	2	3	4	5	
	INCREASING LIKELIHOOD →					

#### Calculating risk

When calculating the 'Risk Rating' use the provided risk matrix.

#### How to control risk

1. Eliminate - Completely remove the hazard.
2. Reduce - Reduce the hazard. e.g. Carry less weight by reducing the load.
3. Prevent Contact - Stop people coming into contact with the hazard. e.g. Safety barrier.
4. Safe System of Work - Implement and follow safe procedures and practices.
5. Personal Protective Equipment (PPE) - Use the appropriate protective equipment.

#### Further information

For further information and guidance please contact the Facility Manager or a Health and Safety representative. Email: [healthandsafety@futureworks.ac.uk](mailto:healthandsafety@futureworks.ac.uk) or Call 0161 214 4600.

Review Date: N/A

Signature: *[Signature]*