## **Risk Assessment Form**



Name of Assessor: Oli Walker	Date: 29/04/25
Work area: Classrooms, Lounge & Common Areas	Time: 1100

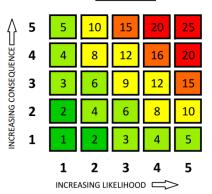
Brief Description of work activity being assessed: GM Higher Summer School 2025

What is the hazard? Who might b harmed?	Who might be	How might people be harmed?	Existing control measures	Risk Rating			Additional Controls	New Risk Rating			Action/ monitored by	Action/ monitored by
	narmed?			L	С	R		L	С	R	whom?	when?
Stress		Stress related illness due to factors such as bullying, lack of job control etc.		1	4	4	N/A	1	4	4	Event Staff	Event Date
	, ,	People may suffer abuse & threats from members of the public or guests.	<ul> <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	

Working with Young people, Minors.	Young Participants (Minors)	Abuse towards minor	<ul> <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	
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> <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> <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> <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> <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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## 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 or Call 0161 214 4600.

Review Date: N/A

Signature: