

## Risk Assessment Case

<b>Case Id:</b>	63102578	<b>User:</b>	STEPHEN MAGOWAN
<b>Case Status:</b>	<b>Closed</b>	<b>Email:</b>	s.magowan@shu.ac.uk
<b>Date Opened:</b>	26/05/2022	<b>Phone:</b>	+441142256208
<b>Date Closed:</b>	26/05/2022 15:43:00	<b>Open Items:</b>	0

### Activity Details

#### Risk Assessment Title:

IMA Festival of Mathematics (4th/5th July)

#### Location / Area:

Charles Street

#### Activity / Task Being Undertaken:

The Department of Engineering and Mathematics is hosting a two-day Festival of Mathematics and its Applications. This is open to the general public. It is expected that around 500-1000 visitors will attend on each day, mainly school students years 7-13. Parties of school students will be accompanied by teachers. A range of talks, workshops and hands-on activities is provided and attendees are being asked to book in advance of the event. The 2 day festival is sponsored and promoted by the Institute of Mathematics and its Applications and other various other organisations. The events on offer as currently planned are: Talks by experienced maths communicators, a range of "hands-on" mathematical exhibits. These are all exhibits used at open days and similar outreach events. Many of them are provided by the Institute of Mathematics and its Applications as part of a "Large Outreach Kit" designed for school students at exactly this kind of event. Each activity will be overseen by a member of staff throughout the event. All persons involved in the delivery of talks and activities or deliver training for others to deliver activities will be required to confirm that their workshops or talks are fully covered by this risk assessment and, if not, a separate risk assessment will be required.

#### Date of Assessment:

09/05/2022

#### Assessor Name:

STEPHEN MAGOWAN

#### Assessment Review Date:

09/05/2023

## How will this risk assessment be communicated to those affected by its activities?:

- Written instruction
- Team brief

## Supporting Documentation:

*(Left empty)*

### Fire

Risk Level: 1 (Low)

Updated On: 26/05/2022

Date	Added By	Severity	Likelihood	Assigned To	Closed Date	Status
No records to display.						

### Who might be harmed? (Tick all that apply)

- Staff
- Students
- Public / Visitors

### How could they be harmed?

Smoke inhalation or burns if fire breaks out.

### What are you already doing?

- Students, staff and stakeholders are provided with relevant and comprehensible information, instructions, and training as appropriate, to ensure they are familiar with the emergency arrangements and those with specified fire safety roles are competent to carry out their roles and responsibilities.
- Fire doors are kept closed at all times (unless they are doors which automatically close when the alarm is sounded).
- Corridors, stairways, landings and escape routes are kept clear at all times of anything that is likely to cause a fire or to impede evacuation in an emergency.
- Refuges for use by wheelchair users must never be used to store materials, equipment or furniture.
- Hazardous materials must be stored, used and disposed of in accordance with all legal requirements and safe working practices.
- All firefighting equipment is kept free from obstruction and be readily available for use in an emergency.
- Fire alarm call points must be kept free from obstruction and not be covered or obscured from view.
- Smoke and fire detectors not be impeded in their operation.
- Formal inspections and informal management 'walkabouts' monitor housekeeping arrangements and standards.
- Periodic checks by Fire Marshals also include monitoring housekeeping standards.
- Electrical sockets not overloaded.
- Equipment checked prior to use for faults.
- All electrical faults reported to designated person.
- Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use.

Any additional controls required?

(Left empty)

Please provide details of all controls

Staff and student ambassadors are trained to follow University guidelines in the event of an emergency evacuation or on the sounding of an evacuation alarm. Visitors are informed of the fire evacuation procedures at registration. Staff and Student Ambassadors are responsible for being aware of the evacuation meeting points for each of the venues visited and to lead the group to the evacuation assembly points. This information is included in ambassador and staff briefings at the start of an event. University staff in conjunction with school staff (if applicable) complete a head count / role call after evacuation. If all visitors are not accounted for, a staff member or student ambassador will inform the nearest fire marshal / security. All equipment is accessed prior to event. Routes to exits remain clear in case evacuation required. Ambassadors and SHU staff will direct visitors to the nearest fire exits in the event of an alarm.

Additional risks for special groups? (Tick all that apply)

- Young Persons (Under age 18)

What are the additional risks?

Children require greater supervision and assistance

What are you already doing?

Request School/college risk assessments in place for their trip and correct ratios etc are in place for supervision, any special requirements from these RA's raised with SHU in advance.

Any additional controls required?

(Left empty)

Likelihood (The possibility that something could happen)

Remote

Consequence (The probable outcome of the potential incident)

Minor

Risk Level

Probability	Likelihood	Rating	Consequence/Severity				
			Minor	Moderate	Serious	Major	Critical/Fatal
0.8 - 1	Almost Certain	5	1	2	3	4	5
0.6 - 0.8	Very Likely	4	5	10	15	20	25
0.4 - 0.6	Likely	3	4	8	12	16	20
0.2 - 0.4	Occasional	2	3	6	9	12	15
0 - 0.2	Remote	1	1	2	4	6	8
				2	3	4	5

Item Review Date

09/05/2023

Supporting Documentation

(Left empty)

## Slips, Trips and Falls

Risk Level: 2 (Low)

Updated On: 26/05/2022

Date	Added By	Severity	Likelihood	Assigned To	Closed Date	Status
No records to display.						

Who might be harmed? (Tick all that apply)

- Staff
- Students
- Public / Visitors

How could they be harmed?

Unevenness of floor or items left on floor may lead to trips.

What are you already doing?

- Areas are identified where levels change, e.g. slopes, ramps, steps/stairs, unexpected holes, bumps etc.
- No trailing cables/hoses.
- Where warning signs are used these are removed when no longer required.
- Spills dealt with immediately.
- Equipment is stored tidily.
- Floors and access routes are kept free from obstruction.
- Mats used to stop rainwater being walked into workplace.
- Steps and stairways are adequately lit and clearly marked/highlighted.
- All steps have handrails.

Any additional controls required?

*(Left empty)*

Please provide details of all controls

Floor space is kept clear of trip hazards. Uneven floor area will not be in use. Guests will be advised prior to start of event to store clothes and bags in area away from event activities and not to be left on floor in walkways. Prior to tours commencing, guests are advised that the event will include moving between rooms and varying levels using stairs and they should remain alert to their surroundings. Guests and school groups are asked to inform the tour guide of any mobility issues or concerns. Schools/colleges or visiting staff are asked to inform us of any mobility issues at the point of booking/visit request to enable appropriate route planning and visit orientation. University staff and student ambassadors are provided with contact details of security for first aid support and are asked to be alert to and report any potential hazards on their route. When working with younger visitors, staff and student ambassadors will reiterate the importance of moving safely around the campus and implement appropriate techniques to manage this. e.g. implementing a buddy system or emphasising not running in or between university buildings. Any injuries and hazards will be recorded and reported and recording using standard SHU reporting processes. Any activity resources used will be stored safely and any spillages reported and cleaned immediately

Additional risks for special groups? (Tick all that apply)

- Young Persons (Under age 18)

What are the additional risks?

Young people need greater supervision.

What are you already doing?

Correct staff/pupil ratios are in place. School are responsible for the children at all times. School have own risk assessments and any specific concerns or requirements are raised with SHU prior to event.

Any additional controls required?

(Left empty)

Likelihood (The possibility that something could happen)

Occasional

Consequence (The probable outcome of the potential incident)

Minor

Risk Level

Probability	Likelihood	Rating	Consequence/Severity				
			Minor	Moderate	Serious	Major	Critical/Fatal
			1	2	3	4	5
0.8 - 1	Almost Certain	5	5	10	15	20	25
0.6 - 0.8	Very Likely	4	4	8	12	16	20
0.4 - 0.6	Likely	3	3	6	9	12	15
0.2 - 0.4	Occasional	2	2	4	6	8	10
0 - 0.2	Remote	1	1	2	3	4	5

Item Review Date

09/05/2023

## Risk of guest/young person becoming lost or disorientated

Risk Level: 2 (Low)

Updated On: 26/05/2022

Date	Added By	Severity	Likelihood	Assigned To	Closed Date	Status
No records to display.						

Who might be harmed? (Tick all that apply)

- Staff
- Students
- Public / Visitors

How could they be harmed?

There is the potential for a visitor to become lost, disorientated and feel vulnerable during a visit to the event. Many young people will not be familiar with the campus environment.

What are you already doing?

Where possible, young people are accompanied throughout by adult representatives from their schools, SHU staff or student ambassadors. Ensure the visit adheres to the required standard supervision ratios of staff-to-pupil (1:20 for school years 7 onwards) Responsibility for supervision of young people is supported by school or college staff

responsibility for supervision of young people is supported by school or college staff, who will receive additional information if there is any increased risk of becoming lost (for example, moving between campus buildings)

Any additional controls required?

(Left empty)

Additional risks for special groups? (Tick all that apply)

Young Persons (Under age 18)

What are the additional risks?

(Left empty)

What are you already doing?

Student ambassadors and staff briefed to look out for unaccompanied minors and re-introduce to their school group.

Any additional controls required?

(Left empty)

Likelihood (The possibility that something could happen)

Occasional

Consequence (The probable outcome of the potential incident)

Minor

Risk Level

Probability	Likelihood	Rating	Consequence/Severity				
			Minor	Moderate	Serious	Major	Critical/Fatal
			1	2	3	4	5
0.8 - 1	Almost Certain	5	5	10	15	20	25
0.6 - 0.8	Very Likely	4	4	8	12	16	20
0.4 - 0.6	Likely	3	3	6	9	12	15
0.2 - 0.4	Occasional	2	2	4	6	8	10
0 - 0.2	Remote	1	1	2	3	4	5

Item Review Date

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### Illness whilst on visit

Risk Level: 2 (Low)

Updated On: 26/05/2022

Date	Added By	Severity	Likelihood	Assigned To	Closed Date	Status
No records to display.						

Who might be harmed? (Tick all that apply)

Staff

Students

Public / Visitors

How could they be harmed?

Visitors or staff may become unwell whilst attending/supporting the event. During visits participants may be following a schedule and in locations different to their usual daily routine. They may be unprepared for the demands of the environment or the activities that they participate in.

**What are you already doing?**

Staff and student ambassadors are made aware of emergency procedures via induction, training and briefing sessions. School and college staff are requested to notify SHU of any medical conditions that may impact on a young person's experience of a visit. Additional assessment of risks is made where there are any pre-existing conditions. Where a staff member or student ambassador leading an event becomes ill, sufficient alternative staff cover within SHU will provide support and decide on appropriate management of the event. Where events are out of hours, sufficient consideration is given to allocating enough staff to cover such scenarios. Schools/colleges or visiting staff are asked to inform us of any medical conditions that may affect a visitors' participation in or enjoyment of an activity or visit. Appropriate modifications are made to adapt to different needs. All activities are individually assessed for risks to health and appropriate measures taken to manage these. Common issues for young people (changes in temperature, access to food and water, any physical activity demands) are considered when designing a visit schedule. Where there are specific demands, such as task appropriate clothing, these will be communicated to schools and colleges in advance of the activity. Where there are additional risk factors, such as high temperatures or staff/students observing fasting, additional measures to manage these, including adapting activity or communicating risks, are managed responsively by the lead staff member. University staff and student ambassadors are provided with contact details of security for first aid support.

**Any additional controls required?**

*(Left empty)*

**Additional risks for special groups? (Tick all that apply)**

*(Left empty)*

**What are the additional risks?**

*(Left empty)*

**What are you already doing?**

*(Left empty)*

**Any additional controls required?**

*(Left empty)*

**Likelihood (The possibility that something could happen)**

Occasional

**Consequence (The probable outcome of the potential incident)**

Minor

**Risk Level**

			Consequence/Severity				
			Minor	Moderate	Serious	Major	Critical/Fatal
Probability	Likelihood	Rating	<b>1</b>	2	3	4	5
0.8 - 1	Almost Certain	5	5	10	15	20	25
0.6 - 0.8	Very Likely	4	4	8	12	16	20
0.4 - 0.6	Likely	3	3	6	9	12	15
0.2 - 0.4	Occasional	<b>2</b>	<b>2</b>	4	6	8	10

0 - 0.2

Remote

1

1

2

3

4

5

Item Review Date

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**Unsuitable supervision (Safeguarding)**

Risk Level: 1 (Low)

Updated On: 26/05/2022



Date	Added By	Severity	Likelihood	Assigned To	Closed Date	Status
No records to display.						

Who might be harmed? (Tick all that apply)

Public / Visitors

How could they be harmed?

Many activity participants will be under 18. In some cases, Visiting speakers/activity leads, SHU staff or student ambassadors will be responsible for leading activities or a group of young people.

What are you already doing?

All school/college groups will have representatives from the school/college at all times. All staff and student ambassadors undergo safeguarding training at levels appropriate to their role. Student ambassadors and staff do not have any one-to-one contact with young people unless appropriate safeguarding checks have been undertaken. All activities/talks will have more than one adult (SHU staff/Student ambassador) present.

Any additional controls required?

*(Left empty)*

Additional risks for special groups? (Tick all that apply)

*(Left empty)*

What are the additional risks?

*(Left empty)*

What are you already doing?

*(Left empty)*

Any additional controls required?

*(Left empty)*

Likelihood (The possibility that something could happen)

Remote

Consequence (The probable outcome of the potential incident)

Minor

Risk Level

Probability	Likelihood	Rating	Consequence/Severity				
			Minor	Moderate	Serious	Major	Critical/Fatal
0.8 - 1	Almost Certain	5	1	2	3	4	5
0.6 - 0.8	Very Likely	4	4	8	12	16	20
0.4 - 0.6	Likely	3	3	6	9	12	15
0.2 - 0.4	Occasional	2	2	4	6	8	10
0 - 0.2	Remote	1	1	2	3	4	5

Item Review Date

09/05/2023

## Injury or stress related to the content of session delivered

Risk Level: 1 (Low)

Updated On: 26/05/2022

Date	Added By	Severity	Likelihood	Assigned To	Closed Date	Status
No records to display.						

Who might be harmed? (Tick all that apply)

Public / Visitors

How could they be harmed?

Some visits will involve subject-based activities that may have hazards associated with them. All activities are designed to minimise risk but will offer participants insight into mathematics and its applications.

What are you already doing?

All activities are designed to be age appropriate and details are provided to SHU staff organising the event, in advance so they can advise on suitability if needed. Where there are additional hazards (e.g. use of chemicals) that could lead to injury, these are assessed by the session lead and a separate risk assessment will be created. Where content of sessions could cause emotional distress but are deemed to be age and situationally appropriate by staff, participants are advised beforehand of any sensitive content and given the opportunity to withdraw from participation during the session.

Any additional controls required?

*(Left empty)*

Additional risks for special groups? (Tick all that apply)

Young Persons (Under age 18)

What are the additional risks?

Young persons may not feel confident to identify if suitable, therefore decision will be made by school/college representative.

What are you already doing?

All people delivering activities/talks will be briefed on identifying any content that may cause harm or injury and where necessary a separate risk assessment will be created.

Any additional controls required?

*(Left empty)*

Likelihood (The possibility that something could happen)

Remote

Consequence (The probable outcome of the potential incident)

Minor

Risk Level

Probability	Likelihood	Rating	Consequence/Severity				
			Minor	Moderate	Serious	Major	Critical/Fatal
0.8 - 1	Almost Certain	5	1	2	3	4	5
0.6 - 0.8	Very Likely	4	4	8	12	16	20

0.4 - 0.6	Likely	3	3	6	9	12	15
0.2 - 0.4	Occasional	2	2	4	6	8	10
0 - 0.2	Remote	<b>1</b>	<b>1</b>	2	3	4	5

Item Review Date

09/05/2023

**Covid**

Risk Level: 4 (Low)

Updated On: 26/05/2022

Date	Added By	Severity	Likelihood	Assigned To	Closed Date	Status
No records to display.						

Who might be harmed? (Tick all that apply)

- Staff
- Students
- Public / Visitors

How could they be harmed?

Transmission of Covid during the event.

What are you already doing?

Ensure that any university requirements are cascaded to attendees in advance of the event. Review any change in local/national situation and identify any actions that need to be undertaken in advance of the event.

Any additional controls required?

*(Left empty)*

Additional risks for special groups? (Tick all that apply)

*(Left empty)*

What are the additional risks?

Currently reduced availability for testing makes identification of covid more difficult.

What are you already doing?

Following university guidelines and monitoring the local and national situation.

Any additional controls required?

*(Left empty)*

Likelihood (The possibility that something could happen)

Occasional

Consequence (The probable outcome of the potential incident)

Moderate

Risk Level

Probability	Likelihood	Rating	Consequence/Severity				
			Minor	Moderate	Serious	Major	Critical/Fatal
0.8 - 1	Almost Certain	5	1	2	3	4	5
0.6 - 0.8	Very Likely	4	5	10	15	20	25
0.4 - 0.6	Likely	3	4	8	12	16	20
0.2 - 0.4	Occasional	2	3	6	9	12	15
0 - 0.2	Remote	1	2	4	6	8	10
			1	2	3	4	5

Item Review Date

09/05/2023

**PPE**

Risk Level: N/A

Updated On: 26/05/2022

Date	Added By	Severity	Likelihood	Assigned To	Closed Date	Status
No records to display.						

Personal Protective Equipment Required (Tick all that apply)

*(Left empty)***Approval****CLOSED**

Overall Risk Level: 4 (Low)

Updated On: 26/05/2022

Date	Added By	Severity	Likelihood	Assigned To	Closed Date	Status
26/05/2022 15:43	STEPHEN MAGOWAN	n/a	n/a	ANDREW RAWSTHORNE	26/05/2022	<span style="color: green;">●</span> Approved
Date	Noted By	Note				
26/05/2022 15:43	ANDREW RAWSTHORNE	Risk level signed off.				
26/05/2022 15:43	ANDREW RAWSTHORNE	All foreseeable risks have been considered and suitable measure put in place.				
26/05/2022 14:43	STEPHEN MAGOWAN	Sign-off required from All Staff				

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