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| **Title:** | School Bootcamps |
| **Risk assessment undertaken by:** | Ben Ealey-Newman | **Reviewed by:** | Peter Handley | **Review frequency** | N/A |
| **Date undertaken:** | 05/11/2018 | **Date reviewed:** | 14/11/2018 |
| ***Risk assessment review log*** |
| **Reviewed by** | **Date of review** | **Reason for review** | **Summary of changes** |
| Ben Ealey-Newman | 03/10/2019 | Slight changes to event  | Updated to reflect this year’s event |
|  |  |  |  |
| **Risk assessment methodology** |
| All risk assessments are undertaken in line with generic risk assessment methodology. |
| ***Risk Rating*** |
| **Severity (S)** | **Likelihood (L)** | **Risk Rating (R)** |
| 1. | Discomfort, slight injury | 1. | Very unlikely | **Severity x Likelihood** |
| 2. | First aid injury | 2. | Unlikely | 1-5 | **Low** risk |
| 3. | Lost time injury | 3. | Possible | 6-9 | **Medium** risk |
| 4. | Major injury, broken bones | 4. | Likely | 10-16 | **High** risk |
| 5. | Life changing injury, death | 5. | Highly likely | 20-25 | **Severe** risk |
| **Scope** |
| On Tuesday 8th, 10th, 16th October and 19th November AWS are hosting a series of boot camps with school children. There will be between 160 – 175 guests on site each day of which most will be children between the ages of 12-13. There will be 4 workshops per day for the children which are all desk based including the use of pens, paper and whiteboards. The children will be supervised by teachers, CRB checked Amazonians and supervisors from the youth organization who are partnering the event. Catering is provided by Monster Foods. The event will take place in LHR16 in Shoreditch on the second floor where there will be manned guarding in place. Security officers are trained to help coordinate in an emergency situation. |

| **Significant hazards and location** | **Who might be harmed** | **Initial risk without controls** | **Current control measures** | **Residual risk with controls** | **Recommended additional control measures** |
| --- | --- | --- | --- | --- | --- |
| **S** | x | **L** | = | **R** | **S** | x | **L** | = | **R** |
| ***Fire and emergency situations*** | * ***Amazonians***
* ***Teachers***
* ***Young persons***
* ***Youth organization supervisors***
 | 4 | x | 3 | = | **12** | * Amazonians based in LHR16 fully aware of local emergency procedures
* Those supervising children will communicate emergency procedures
* Escape routes and final exit doors checked by Facilities team prior to the event to ensure that they are clear
* Fire and emergency procedures detailed in signage throughout the building
* Security on site to assist evacuating the building in the case of an emergency
* First aider and fire marshal provision in place through trained security team who will help coordinate in an emergency
* Fire safety systems and procedures are controlled, maintained and tested periodically
 | 4 | x | 1 | = | **4** | * Children are supervised at all times by teachers, Amazonians and youth organization supervisors.
 |
| **High** | **Low** |
| ***Unfamiliarity of environment*** | * ***Young persons***
* ***Teachers***
* ***Youth organization supervisors***
 | 4 | x | 3 | = | 12 | * Young persons supervised at all times
* Fire and emergency procedures detailed in signage throughout the building
* First aider(s) and fire marshals available in LHR16 through trained security team who will help coordinate in an emergency
* Location of toilets and welfare facilities communicated to visitors
* Any restricted access areas identified and restricted by access card
 | 4 | x | 1 | = | 4 | * No further action required
 |
| **High** | **Low** |
| ***Electric shock and burns*** | * ***Amazonians***
* ***Young persons***
* ***Youth organization supervisors***
* ***Teachers***
 | 4 | x | 3 | = | 12 | * Portable appliance testing undertaken
* Extension cables avoided where possible and not overloaded
* All equipment visually inspected before use
* Young persons supervised at all times
* Young persons are not permitted to use any electrical equipment
 | 3 | x | 1 | = | 3 | * All damaged/broken electrical equipment is reported to the facilities management/GREF team by trouble ticket
* Desk based activities so very limited exposure to electrical equipment.
 |
| **High** | **Low** |
| ***Struck by or striking against objects*** | * ***Amazonians***
* ***Young persons***
* ***Teachers***
* ***Youth organization supervisors***
 | 4 | x | 2 | = | 8 | * Space is configured to allow ease of movement around the space and furniture
* All equipment is visually inspected before use
* Young persons supervised at all times
 | 3 | x | 1 | = | 3 | * All damaged/broken equipment is reported to the facilities management/GREF team by trouble ticket
* Shoes should be worn at all times
 |
| **Medium** | **Low** |
| ***Slips, trips and falls*** | * ***Amazonians***
* ***Young persons***
* ***Youth organization supervisors***
* ***Teachers***
 | 3 | x | 3 | = | 9 | * All cables routed safely as to not leave a trip hazard
* Good level of housekeeping observed and monitored throughout the space and surrounding areas
* Space configured to allow ease of movement around the space and furniture
* Lighting levels are suitable and sufficient
* Young persons are not permitted to be unassisted on site at any point
* Security to monitor space to identify spills
 | 2 | x | 2 | = | 4 | * FM to ensure floor boxes are kept in the closed position
 |
| **Medium** | **Low** |
| ***Temperature*** | * ***Amazonians***
* ***Young persons***
* ***Youth organization supervisors***
* ***Teachers***
 | 2 | x | 3 | = | 6 | * Building managed air conditioning (requests to adjust locally can be made through TT)
* Welfare facilities readily available
* First aid assistance readily available
* Welfare of young persons monitored by Teachers, Amazonians and Youth organization supervisors
 | 1 | x | 2 | = | 2 | * No further action required
 |
| **Medium** | **Low** |
| ***Food****(allergic reactions)* | * ***Amazonians***
* ***Young persons***
* ***Teachers***
* ***Youth organization supervisors***
 | 2 | x | 2 | = | 4 | * All food controlled by trained catering team to ensure correctly labelled and segregated
* Supervision of young persons at all times
* First aid trained security on site in the case of an emergency
* Allergen information is available and catering team can advise on allergen information
 | 2 | x | 1 | = | 2 | * No further action required
 |
| **Low** | **Low** |
| **Access/Egress** | * ***Amazonians***
* ***Young persons***
* ***Teachers***
* ***Youth organization supervisors***
 | 2 | x | 2 | = | 4 | * Lifts not to be operated by young persons
* Care taken when entering and exiting the lifts
* Young persons are able to use swing doors rather than revolving doors
 | 2 | x | 1 | = | 2 | * Security on site to monitor and assist access and egress
 |
| **Low** | **Low** |
| ***Workshop activities*** ***(use of pen, paper and whiteboards)*** | * ***Young persons***
 | 2 | x | 2 | = | 4 | * Security to monitor event
* Young persons to be supervised at all times by Teachers, Amazonians and Youth organization supervisors
* Provide young persons with adequate breaks to prevent the onset of fatigue
 | 3 | x | 1 | = | 3 | * No further action required
 |
| **Low** | **Low** |
| ***Use of sanitary conveniences*** | * ***Young persons***
 | 2 | x | 2 | = | 4 | * Teachers to supervise young persons at all times.
* Amazonians not permitted to be in a 1-2-1 situations with young persons or be responsible for toilet breaks
 | 2 | x | 1 | = | 2 | * No further action required
 |
| **Low** | **Low** |
| ***Use of kitchen facilities*** | * ***Young persons***
 | 2 | x | 2 | = | 4 | * Young persons are not permitted to use kitchen area
* Catering and refreshments arranged by the Social Bee
* Young persons to be supervised at all time by teachers, youth organization supervisors and Amazonians
 | 2 | x | 1 | = | 3 | * No further action required
 |
| **Low** | **Low** |