Queen Elizabeth's School Barnet

Date: 22/11/2021

Risk assessment for Vex event

	Identify the hazards	Who/ what may be harmed	Likelihood of occurrence	Severity of harm	Overall risk	Existing control measures	Recommendations/further action required
Fire Evacuation	The Fire itself and visitors may not know full details of the evacuation plan before attending	All attending	low	High	High	Clearly signposted fire exit doors and posters around the building. There is also a signpost at the gathering point.	Mention in the competition introduction where the fire exists are and the evacuation meeting point.
Congested areas	Covid Spread risk	All involved	low	Unpredictable	Low	All teams' areas are clearly labelled, and a clear timetable of event has been sent out in advance to improve organisation. Teams will not be able to watch their competitors compete.	Make sure only 1 person comes up to the organisation tables and try limit the amount of people in the toilets at one time.
Free movement between people	Crowding and danger of bumping into each other	All involved	Medium	Unpredictable	Medium	Clearly signposted areas and spread-out tables. No excess equipment/ furniture.	Volunteers circulate and get those not competing to remain seated and with their team.
High crowd density/ attendees	Crowding and confusion / disorganisation	All involved	LOW	Medium	LOW	Requested only 5 members per team and no spectators/ parents.	Monitor there is not extra visitors than expected and ask parents to drop and collect not wait in the car park.
Good hygiene, cleaning, and handwashing	Spreading of germs	All	Medium	Unpredictable	Medium	Sanitiser will be provided at the entrance. In addition, teams have been requested to bring fae masks and their own hand sanitiser.	Ask adults to remind their students to regularly wash hands and to wear masks when walking around.
COVID-19 cases	Risk of spreading between attendees	All	Medium	Unpredictable	Medium	People have been advised not to walk around and to stay with their teams to minimise spread risk.	Could recommend taking a lateral flow test before attending.

Transport and parking	Road and pedestrian incidents	All	Low	Low	Low	All attendees have been notified of relevant parking zones. The school has Zebra crossings for pedestrians to cross at.	Ask attendees to use public transport
Ventilation	Low ventilation would increase the risk of germs spreading	All	Low	Low	Low	We will aim to keep some windows and the entrance door open.	
Zoning	People mixing	All	Low	Low	Low	We have given each team an individual table and grouped the tables near their schools to limit mixing with other schools. We will also be using barriers/ fencing to limit where people can go/ que	Create a 1-way system.