VEX Risk Assessment: All Educational Visits

Name of Trip: Robotics Competition - Host school - St Andrews High School

Date of Trip: February 5th 2022

Trip Leader: Rob Parker, Sam Lournel, Holly Sheppard,

Instructions for filling out the risk assessment form:

- **Please fill in the name of the trip, the date of the trip and your name in the space provided above.**
- For each heading listed you need to consider what the specific risks/hazards are for the trip/visit and add these under each heading (as a bullet pointed list). **To help you please use the Guidance Notes column which shows you what you need to be considering for that particular section.**
- You also need to consider if there are any additional risk/hazards that are specific to the trip and add these to the Additional Risk/Hazards section at the end of the document.
- You must then decide on the level of risk **before** any control measures are implemented and fill in the 'Level of Risk before Control Measures' columns.
- You should then fill in the 'Control Measures (Actions taken to control the risk)' column. This should describe the steps and procedures you are following and the specific actions you will take to reduce the specific risks listed (the main control measures and procedures are in the Educational Visits Procedure Doc).
- An electronic copy of this Risk Assessment Form must be emailed to your Head of Phase for checking **at least two weeks before the date of your Educational Visit**. This allows time for you to make any changes required by your Head of Phase.

Risk Levels:

L = Likelihood **I** = Impact **R** = Risk Score **Level** = Level

Decide what the Likelihood and Impact numbers are and place these in the appropriate columns.
Multiply Likelihood by Impact to give a Risk Score (L x I = R) and place this in the R column.
Place the relevant Level (Low, Medium, High) in the Level column.

Likelihood	1 = Very Unlikely	2 = Unlikely	3 = Likely	4 = Very Likely	5 = Certain
Impact	1 = No Injury	2 = Minor Injury	3 = Reportable Injury	4 = Major Injury	5 = Single/multiple Death
Risk Score and Level	1 - 9 = Low (Level) (generic procedures likely to cover eventualities)	10 - 14 = Medium (Level) (specific procedures required to reduce the risk, monitor effectiveness)	15- 25 = High (Level) (immediate action required, procedures and considerable resources required to reduce the risk. If this is not possible activity must cease)		

Risk/Hazards ***Please read the instructions on the previous page before filling in this form.*** ***Please add a bullet pointed list of specific risks under each heading.***	**Level of risk before control measures**				**Control Measures (Actions taken to control the risk)** ***(Please list the control measures for each risk)***	**Guidance Notes** *Listed are examples of things to consider for each section to help you identify if you have specific risks.*
Heading/Specific Risks	**L**	**I**	**R**	**Level**		
Organisation and pre-planning Specific Risks: New circuit designed and built by Technology teachers and technology	2	3	6	Low	Testing will be carried out and areas of perceived danger and concern will be sectioned off. Areas where any perceived dangers of falling robots will have a soft mat underneath them. There is a strong 7cm wall around all elevated positions on circuit to stop robots from falling off.	**Are all staff suitably experienced? Has a pre-visit been done?** **Have all staff read the STA Educational Visits Procedure document.** **Will a pre-trip meeting be held to discuss the trip and risk assessment?** **Is an external company being used? Have they been used before? Have you met with them? Have they provided a risk assessment?**
Accidents and Emergencies Specific Risks: Tripping over trailing cables Students burning themselves on hot water or cups	2	3	6	Low	Estates will make sure that cables are taped to the floor ahead of the event. Any hot food and water will have sign, catering managed by epicure	**What is your emergency procedure?** **Does the trip leader have a mobile phone?** **Has the trip leader created a hard copy document of all the emergency contact numbers as detailed in the procedure?** **Are there specific activities that are a risk?** **Have arrangements been made for safety checks for residential accommodation inc checking rooms and fire evacuation procedure. Does the external company have an emergency procedure?**
Medical issues Specific Risks:	1	3	3	Low	Nurse should be onsite STA to email participating schools and Holly to update in regards to STA students.	**Does a member of staff have the required level of first aid? Has the first aid kit has been ordered from the nurse.** **For Residentials – have all medical forms been collected. Have all the medical insurance cards been collected from the nurse.** **Does the external company have qualified first aiders?** **Are there students with specific medical issues?**
COVID 19	2	3	6	Low	Masks will be mandatory, and students asked to frequently use hand sanitizer Any items regularly touched by students will be routinely sprayed down with alcohol ATK - tests prior to the event- Everyone will need to provide a negative photo of ATK after 6pm Friday to take part in the event. - email will be sent to participants requesting this.	**How has the trip been adjusted to reflect our current in-school COVD 19 precautions?**

Emotional well-being and Safeguarding Specific Risks:					Will be checked closer to the event	**Has the list of students been checked with School Counsellors?** **Are any specific measures necessary for any students identified as a cause for concern?**
Misbehaviour (General) Specific Risks: Students getting overexcited and running round the halls	2	2	4	Low	There will be many chaperone teachers and also our own staff with ratios of less than 1:10 for STA students.	**Is staffing supervision as per STA ratios. Have students who are cause for concern been considered.** **Have students been briefed on all required details of the trip, the rules and required behaviour?** **Are there any specific students with behavioural issues?**
Lost Group Members Specific Risks: students wandering around campus	1	1	1	Low	security will be helping direct any lost students to the sports hall During induction chaperones and students from other schools will be told areas where they are permitted to go.	**Have you put procedures in place for grouping students on the buses, headcounts, buddy systems and supervising students throughout the trip?** **Have students been briefed on what to do if separated from the group (where to meet, how to contact staff member).** **Are there any activities where there is more risk of separation?**
Special needs Specific Risks: n/a					Will be checked closer to the event - Holly to check STA requirement . Participating schools will be requested to provide relevant information - STA to email participating schools	**Are there students with special needs. Have you consulted with the SEN team?** **Have you made adequate arrangements for these students? Have activities been adjusted accordingly.** **Have you informed the external company of the students needs?**
Periods of indirect supervision Specific Risks: n/a					Students will be supervised throughout- event will run in sports hall -.	**Are there any periods of indirect supervision e.g. in hotel rooms, unsupervised group activities.** **Have parents been informed and consent given.** **Will the trip leader assess the location/activity and put appropriate safety measures in place (meeting times and places, how to contact staff in case of emergency, expected behaviour)**
Abduction/ Attack by stranger Specific Risks: Strangers entering school premises	1	1	1	Low	Gated security system and security officers taking ID of adults	**Is there opportunity for students to be approached by strangers?** **For residentials is there security at the accommodation or location. Is the location closed to external people?** **Have students been briefed on what to do if approached by a stranger and how to contact staff or accommodation (if applicable).**

Weather and adverse effects Specific Risks:N/A -	1	1	1	Low	Events are indoors and food is provided in same location as competition	**Are activities outside? What risks relate to the weather and activities being carried out?** **Will weather conditions be monitored and activities adjusted accordingly.** **Have students been informed of required clothing and equipment.**
Journey/Transport/Travel Specific Risks: Students being involved in accident entering and leaving the school	1	1	1	Low	Drop off point is at gate 3 of the High School campus.	**Are you using school buses or large rental buses? Will all safety checks be carried out?** **Will checks be made that all students wear seat belts. Is there adequate supervision on the buses?** **Are you using local transport that could be deemed a risk e.g. BTS, Songtaews, boats?** **Have students been briefed on hazards.** **Are there any stops on route, have the risks been assessed.**
Misbehaviour on transport Specific Risks: N/A for STA students	1	1	1	Low	Schools that are attending robotics events are responsible for their own transport, therefore the responsibility of misbehaviour on transport is low and risk mitigated by participating schools.	**Have you included in your briefing to students the expected behaviour on transport.** **Are there any specific students known to misbehave on buses.**
Traffic accidents and breakdowns Specific Risks: N/A for STA students	1	1	1	Low	See comments above	**What is your procedure for Traffic accident and break down. Has this been discussed in the pre-trip meeting.**
Trip returns after school hours Specific Risks: Students left unsupervised on campus whilst waiting for transport	1	1	1	Low	Event is due to finish at 15.30 depending on the number of participants, transport will be informed of which schools. List will be provided to transport and estate ahead of the event. If the event overruns, event leaders will advise attending schools so they can delay departure time. Minivans will be able to wait in the main car park as the event is on a weekend. If the event finishes earlier than planned, students will need to be supervised whilst waiting for transport.	**Is there a risk of the trip returning after school hours?** **Do you know the procedure for late arrival** **Have all parents been informed of pick up times and location.** **For older students, do you have permission from parents for students to make their own way home?** **Have you made arrangements for students whose parents fail to collect them?**
Support supervisors/ parent volunteers Specific Risks:	1	1	1	Low	External teachers/educational professionals will be judges on the day of the event and will be briefed in the morning. External parents and observers have been invited to the event including press teams, namelist to be provided to estates. All these participants will have signed the policy document for safeguarding.	**Are non-teaching staff e.g. parents attending the trip and being used for supervision.** **Have they been fully briefed regarding their role and the extent of their responsibilities (they may only act in a leadership capacity under guidance)** **Have parents read and signed the Code of Conduct for School Trips?**

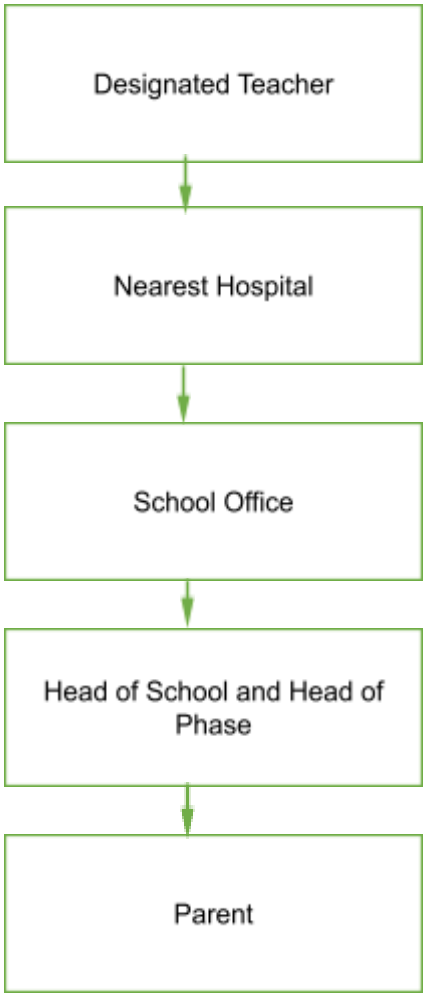
Allergies to animals, insects, poisonous plants etc Specific Risks:	1	1	1	Low	Event is in the sports hall. Food provided by Epicure that adheres to the **no nuts policy.** External participants will be briefed that St Andrew's is a no nuts school. Dietary reqs of visiting students/teachers- please contact STA with requirements.STA to email participating schools	**Does the trip involve coming into contact with any poisonous plants or insects.** **Are there any students that need to take extra care e.g. those will bee allergy if you are going somewhere with a risk of bees.**
Activities in, on or near water Specific Risks:	1	1	1	Low	N/A - Event is in sports hall	**Are there any activities on or near water?** **Have these been carefully pre-planned and appropriate supervision put in place (e.g. staff trained in CPR, life jackets)** **Is the STA procedure for water based activities being followed?** **Have students been briefed and assessed for swimming ability.**

Additional Risks/Hazards

Additional Risk/Hazards	Level of risk before control measures				Control Measures (Actions taken to control the risk)
	L	I	R	Level	

It is agreed that the levels of risk detailed in this document can be managed and are accepted.				
Name & Date of trip:	Signature of Trip Leader:	Checked by Office Trip Coordinator:	Signature of Head of Phase:	Date:

Emergency Contact Tree



If out of school hours call Head of School/Head of Phase directly. If they cannot be reached call Parent directly

Value of Risk Tables

Risk Probability Ratings

Likelihood (Probability)	
1	Very unlikely
2	Unlikely
3	Likely
4	Very Likely
5	Certain

Risk Severity Ratings

Impact (Severity)	
1	No injury
2	Minor injury
3	Reportable injury
4	Major injury
5	Single/multiple death

Risk Score/Probability Matrix

Actions and Timescales

Risk Level	Actions and Timescales
Trivial	No action required
Tolerable	No additional controls are required. Consideration may be given to a more cost effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained. Limited action required.
Moderate	Efforts should be made to reduce the risk, but the cost of prevention should be carefully measured. Monitoring is required to ensure that the controls are sustained. Reasonable action required.
Substantial	Considerable resources may have to be allocated to reduce the risk. Urgent action should be taken.
Intolerable	Immediate Action to be taken. Level or risk unacceptable. If it is not possible to reduce the risk even with unlimited resources, Activity must cease.

	Impact (Severity)				
	5	**4**	**3**	**2**	**1**

Likelihood (Probability)	5	25	20	15	10	5
	4	20	16	12	8	4
	3	15	12	9	6	3
	2	10	8	6	4	2
	1	5	4	3	2	1

High – 15 to 25
Medium – 10 to 14
Low – 1 to 9