

Event Risk Assessment

Date of Assessment	17/12/2024		Date by when assessment must be reviewed		17/12/2025	Assessment completed by	Paul McKnight			
Nature of event	Robotics Competition/Robotics Workshop for students (under 18)				Category of people at risk	Visitors/Public, Venue Staff, Organisers, Contractors, Own Staff				
Hazard (What is the hazard, how might it cause harm?)	Who is at risk	L	S	LxS	Control Measures (what is required to reduce risks to as low as is reasonably practicable?)	L	S	LxS	Risk Acceptable (Y/N)	
Trips	Visitors/Public, Venue Staff, Organisers, Own Staff	3	1	3	- All game fields to be manned by an adult - Liaise with venue staff to ensure all walkways are well lit - All cables taped down and placed avoiding walkways - Cables/objects near walking routes to be highlighted with tape - Robots and game elements only allowed on specified fields with an adult - First aider available onsite	1	1	1	Y	
Electric shocks caused by faulty or misused equipment	Visitors, Own Staff	1	2	2	- Equipment to be visually inspected prior to use - All students to be supervised by an adult when using electrical equipment to ensure proper use - Equipment not to be covered with conductive materials or carpets - First aider available onsite	1	2	2	Y	
Choking	Visitors	1	3	3	- All students to be facilitated by an adult when using equipment - Ensure there is an acceptable number of adults to under 18s for activity - First aider available onsite	1	2	1	Y	
Crush injury through evacuation	Visitors/Public, Venue Staff, Organisers Own Staff,	1	3	3	- Hold an Event Briefing at start of event to run through evacuation procedures - Ensure that event set up/layout does not obstruct any fire exits - Ensure event set up/layout does not obstruct any walkways - Liaise with venue staff to ensure all walkways are well lit - First aider available onsite	1	3	3	Y	
Injury whilst competing on field/working on robot	Visitors	2	2	4	- Students supervised by an adult - All game fields are manned by an adult - Supervising adults informed of any safety advice e.g wear eye protection, closed toe shoes - All robot maintenance to take place in dedicated ‘Pit Area’ - First aider available onsite	1	1	1	Y	

You must ensure all actions are prioritised according to the level of risk. The higher the level of risk the higher priority the action/s should be given. Prioritisation should be reflected in the assigned time scale for completion. The table below provides further guidance.

Assessment Values		Clarification of risk rating (L x S = score)	
Likelihood (L)	Severity (S)	Score	Risk Rating
unlikely - 1	Marginal - 1 (slight injury, minor first aid)	1	Trivial
		2	Tolerable
likely - 2 (to occur at some time)	Dangerous - 2 (serious injury or damage)	3-4	Moderate
		6	Substantial
very likely - 3	Very dangerous - 3 (could cause death or widespread injuries)	9	Intolerable