



Forum Risk Assessment:
Young Person's
Groups & School Sessions

Auditor: Sarah Power 30/09/17

Review 30/09/17

Severity of Injury

- 1 Minor or no injury
- 2 Injury requiring medical treatment
- 3 Major injury or death
- 3 Regular exposure to hazard

Probability of injury

- 1 Very rare
- 2 Occasional exposure to hazard
- 3 Regular exposure to hazard

Includes: Brick Wonders Exhibition

FE, Secondary, Primary and Infant Visits. Home Education and Youth Groups

Description and location of Hazard	Existing Control Measures	A. Likely severity of injury	B Likely Occurrence	Risk Rating A x B	Comments / Actions
Visits- General risks					
Accidents of any sort	<p>Trained first-aider on site at all times. Volunteers are trained in health and safety and know the location of first-aid kits.</p> <p>All activities are supervised by Forum staff, Freelancers and volunteers at all times.</p>	1	1	1	<p>Daily inspections to check displays and building fabric</p> <p>Learning and Events Manager (LEM) or designated responsible member of Forum Staff will carry a radio linked to Building Services in order to contact them in case of accident or incident.</p>
Fire	<p>Fire escapes are present throughout the building and refuge points for wheelchair users. All learning volunteers, freelancers and staff trained in fire drills.</p> <p>On arrival H&S delivered by Forum Staff /Freelancer member</p>	3	1	3	<p>Please arrange a dedicated member of staff/leader/parent to accompany and stay with any disabled student to the refuge points in the event of a fire drill.</p>
Traffic danger whilst dropping off and collection by coach from Theatre Street	<p>Dropping off/ Arrival: Coaches stop on Theatre Street. Walk down Theatre Street towards The Forum</p>	3	1	3	<p>Member of Forum staff to be present to greet and direct to specified assembly area.</p> <p>Appropriate number of staff/leaders/parents to accompany any young people walking to The Forum</p>

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Risks inside The Forum					
Falling down the stairs	Designated Forum staff collects group at the head of stair and danger is explained. Staff goes down first. Group goes down one-by-one and is followed by a teacher. Group collect in designated area on each floor whilst Forum staff monitors from base of stairs. Exit: Led by Forum staff.	2	1	2	Member of Forum staff to be present to explain risk and accompany the group.
Slips/Trips Uneven floors, steps and sharp turns	Induction talk will include highlighting any appropriate hazards at the time of their visit. Students will be particularly advised not to run.	2	1	2	Initial H&S safety to whole group by trained Forum Staff will indicate the hazards
Strangers/Public	The school/group/home educated visit person in charge will be advised that in certain sessions the young people will come into contact with the general public /visitors to The Forum. Young People will be placed in identified groups with teachers/leaders/parents in every session including those visits which are in public access areas.	1	1	1	Designated Child Protection Officer on duty during the visit
Electrical equipment	Any use of Forum equipment etc should be arranged with Forum staff in advance. Likewise any connection of schools own equipment must be advised in advance	3	1	3	Forum H&S talk should include not touching or using any electrical equipment, wiring, sockets or switches without specific authorisation.

Sessions including Building bricks such as Lego	Existing Control Measures	A. Likely severity of injury	B Likely Occurrence	Risk Rating A x B	Comments / Actions
Handling and building with small bricks	Risk of choking/ stepping on bricks Age appropriate warnings given verbally for under 5's using small bricks. Shoes to worn in the area the bricks will be played with Adult supervision whilst young learners are using the bricks	3	1	3	Initial H&S briefing by FT Staff/ Freelancer