



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

**Auditor: Sarah Power 31/05/16**

Review 31/05/17

**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:

The Norwich Gaming Festival 2017 Risk Assessment  
Inc Laboratory Media Education Risk Assessment  
Primary & 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
<b>Visits- General risks</b>					
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&amp;S delivered by Forum Staff /Freelancer member</p>	3	1	3	<p><b>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.</b></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	Use of Forum IT/digital equipment –All items in the Get Gallery and The Hub. Likewise any connection of schools own equipment must be advised in advance	3	1	3	All equipment is PAT tested and installed by trained Forum staff. Forum H&S talk should include not touching or using any electrical equipment, wiring, sockets or switches without specific authorisation.

**General Risk Assessment  
Laboratory Media Education  
Assessment Details  
Hazards, Risk & Controls**

*Hazards & Risks associated with the activities & Equipment and Facilities.*

Ref	HAZARDS Potential for harm	CONTROLS Already in place	ADDITIONAL CONTROLS Required to reduce risk to residual level
	Cabling	Ipads charges with no heavy use for cabling	tuck all leads and cables away carefully.
	Speakers	Check speakers are at a suitable level before switching on.	ensure cabling is taped down or out of public way.
	Ipads/headphones	ensure to warn about excessive volume use. wifi switched off.	