

RISK ASSESSMENT (RA1)

Ref No:
RASFRS382

Initial Risk Assessment		Review	✓	Please place a ✓ in the relevant box		
Venue/Premises		Off Site Venue/Premises	✓	Activity	✓	COSHH
Fire		Equipment		Manual Handling		DSE
Vibration		Noise		PPE		Other

Safe Drive Stay Alive Presentation

Nominated Fire Service:



Issue Date:	13Aug2018	Review date:	13Aug2019	Issue No:	2
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2 Task	3 Hazard and Outcome	4 Risk Groups	5 Control Measures in place	6 Level of risk			7 Control measures required	8 Level of risk			9 AHIS required
				L	S	R		L	S	R	
Students arriving at venue	Injury when embarking / dismounting coach and when coach is travelling Slight or minor injury	D	<ol style="list-style-type: none"> All coaches fitted with seat-belts, as per contract conditions. Students supervised by teachers (escorts), with suitable advised minimum ratio (1:30) Carpark cordoned off to allow allocated areas for coaches and safe drop off of students Coaches stop at recognised and safe areas for drop off Traffic management by Surrey Police including special constables 	2	2	4	Monitor				
Congestion at carpark	Injury to other road users Slight or minor injury or damage to vehicles	D	<ol style="list-style-type: none"> Carpark cordoned off to allow safe drop off / collection of students Coach company aware of congestion issues Coaches are held at other locations once students dropped off Traffic management by Surrey Police including special constables 	2	2	4	Monitor				

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				L	S	R		L	S	R	
			5. Mole Valley DC erect notices in advance warning road users								
Students make their way to the theatre	Slips, trips, falls Muscular/skeletal injuries	D	1. Teachers (escorts) to supervise 2. Only via 3 possible routes (internal route through the swimming pool area; external route on pavements around the leisure centre to the entrance of Dorking Halls; coach lay-by at front of Dorking Halls, with pedestrian access to entrance)	2	2	4	Monitor				
Students entering the auditorium	Physical injury / verbal abuse from other schools and colleges etc Damage to reputation of SFRS and college concerned	A, C, D, E	1. Teachers (escorts) to supervise their particular group (duty of care) 2. SFRS to provide supervision in entrance and areas where students may gather prior to entering auditorium 3. Teachers (escorts) to accompany their groups of students into the auditorium 4. Ushers show students and teachers (escorts) to their seats 5. Students with special needs / requirements (e.g. wheelchair user, hearing or visual impairment) are provided for so long as SFRS have been previously informed. Where possible this will be accommodated for if not previously informed during the booking process 6. Schools are informed of the requirement for teachers (escorts) to supervise their students while at Dorking Halls 7. Students, with their teachers, with behavioural needs are given option of sitting separate from others, with easy access exits, normally in balcony seats.	3	2	6	Monitor				
Students gathering outside Dorking Halls prior to entering the auditorium during inclement weather	Slips, trips, falls, unrest amongst students, risk of illness due to weather conditions	A, C, D, E	1. Remove students from uncovered areas as soon as possible 2. Where possible move students into available areas of Dorking Halls i.e. Martineau Hall, upstairs bar area 3. Ensure schools are made aware, during the booking process, of the	2	2	4	Monitor				

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				L	S	R		L	S	R	
	Muscular/skeletal injuries, hypothermia, abuse		possibility of bad weather and for the need for students to dress appropriately								
Students watching SDSA in the auditorium feeling unwell	Students feeling unwell due to illness or being affected by the SDSA performance Feeling unwell, sickness, fainting, being removed	D	<ol style="list-style-type: none"> 1. Inform the schools, during the booking process, of the content of SDSA, how it may affect students 2. Schools advised to consider not bringing students that have experienced a recent bereavement of family member or close friend. 3. Schools advised of their duty of care, making sure enough staff are available to offer emotional support to their students. A minimum of 1:30 is advised, with staff both in the auditorium and available in the café area. 4. Ushers and personnel working in the auditorium or Dorking Halls are observing the students during the performances and assist in removing students who feel unwell 5. Paramedics, first aid qualified personnel and other emergency services personnel (in uniform or SDSA polo shirts) are available on site to assist or comfort students who feel unwell or are upset. 6. Oxygen available on site 7. 3 areas (2 downstairs and 1 upstairs) by doors to auditorium used as first aid posts with first aid kits and oxygen available, with a minimum of two medically qualified personnel downstairs (paramedics/technicians or IECR qualified) and 1 upstairs, supported by a 'runner' 	3	2	6	Monitor				
Students leaving the auditorium on completion of the event	Students feeling unwell due to illness or being affected by the SDSA performance Sickness, fainting	D	<ol style="list-style-type: none"> 1. Students supervised by teachers (escorts), 2. Ushers and personnel working within the auditorium are observing student behaviour and assisting students to leave 	3	2	6	Monitor				

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				L	S	R		L	S	R	
	Injury due to slips, trips and falls. Slight or minor injury Unrest due to queuing to leave. Rowdy behaviour, antagonising other groups Verbal abuse, threats, unrest										
Students leaving the Venue	Injury when finding their way back to their coach and when coach is travelling Slight or minor injury	D	<ol style="list-style-type: none"> 1. All coaches fitted with seat-belts, as per contract conditions. 2. Students supervised by teachers (escorts), with suitable advised minimum ratio (1:30) 3. Carpark cordoned off to allow allocated areas for coaches and safe embarking of students 4. Coaches stop at recognised and safe areas for pick up 5. Traffic management by Surrey Police including special constables 	2	2	4	.Monitor				

A=Wholetime B=Retained C=Other Services D=Public E=Non uniformed

10. Technical References	11. Associated GRA's
Not applicable	Not applicable

12.	Name	Signature	Date	Review Date
Lead Officer	Mark Taylor	Electronic	09Aug2018	13Aug2019
Health and Safety Manager	Michael Collins	Electronic	13Aug2018	
Accredited Safety Rep	Not required			
Regional Risk Assessment Coordinator	Not applicable			

Document Control					
Document1					
Version	Date	Author	Role	Status	Changes
V0.1	9Aug18	MT	Lead	Review	New format
V0.2					
V0.3					
V0.4					
V0.5					
V0.6					
V0.7					
V.08					

RISK CALCULATOR

Risk is the chance that harm will be caused by a hazard. It is measured in terms of severity, likelihood & population affected.

A simple approach to quantifying risk is to define measures of likelihood and severity such as the descriptors given below. This allows the construction of a risk matrix which can be used as the basis of identifying acceptable and unacceptable risk.

$$\text{Likelihood} \times \text{Severity} = \text{Risk}$$

MEASURES OF LIKELIHOOD (PROBABILITY)

LEVEL	DESCRIPTOR	DESCRIPTION
1	Very unlikely	The event may occur only in exceptional circumstances.
2	Unlikely	The event could occur at some time.
3	Moderate	The event will occur at some time.
4	Likely	The event could occur in most circumstances.
5	Very likely	The event will occur in most circumstances.

MEASURES OF SEVERITY (CONSEQUENCE)

LEVEL	DESCRIPTOR	DESCRIPTION
1	Negligible	Minor local first aid treatment (e.g. minor cuts/abrasions) causing minimal work interruption
2	Minor	Injury requiring first aider treatment causing inability to continue with current work activity for 3 days or less. Minimal financial loss or damage.
3	Serious	Medical treatment required. RIDDOR over 3 day lost-time injuries. Moderate environmental implications. Moderate financial loss or damage. Moderate loss of reputation. Moderate business interruption.
4	Major	Permanent or life changing injuries. RIDDOR major injuries. High environmental implications. Major financial loss or damage. Major loss of reputation. Major business interruption.
5	Fatalities	Single or multiple deaths.

RISK ASSESSMENT MATRIX - LEVEL OF RISK

Fatalities	5	10	15	20	25
Major	4	8	12	16	20
Serious	3	6	9	12	15
Minor	2	4	6	8	10
Negligible	1	2	3	4	5
SEVERITY	Very Unlikely	Unlikely	Moderate	Likely	Very Likely
	LIKELIHOOD				

Low Risk	Acceptable - Monitor
Moderate Risk	Acceptable - subject to guidance.
High Risk	Unacceptable. Activity must not proceed.