

Inspire Education Group

RISK ASSESSMENT

SECTION/DEPARTMENT/LOCATION: Peterborough and Stamford Campus

ASSESSMENT NO:

ACTIVITY:	Taster Week 21 st -25 th June 2021	DATE:	17.06.21
ASSESSOR(S):	Sarah Young, Wayne Granger and Jacqui Fleming	REVIEW DATE:	17.07.21

Description

Taster week scheduled designed to bring new students into college for a one-day experience. The day is planned to give an idea of college life, meet their tutors and undertake range of planned activities linked to their chosen course.

- Total number for the week at Stamford is 900 and 850 at Peterborough. Students will be accessing home to college transport where relevant
- Student numbers will be staggered over the week and split by area
- Students will remain in daily bubbles, this will include lunch and break times
- Upon arrival they will be met and guided towards subject arrival areas before being taken to their curriculum area and classroom to minimise large gatherings.
- Full supervision across the campus from arrival and throughout the day to ensure that students are adhering to the COVID control measures

No.	Activity/plant/materials, etc.	Associated Hazards	Persons at risk	Existing Controls	Probability (1-5)	Severity (1-5)	Risk Factor	Further Action Required
1	COVID	Transmission of virus	All	<ul style="list-style-type: none"> - Promotion of symptoms and COVID secure measures through induction at the start of the day - Full COVID risk assessment in place - refer to https://drive.google.com/file/d/1G5pgQLeO8x7rSoTVZdd7SWBZxLmSTIJz/view - Pre-taster information has been shared with students re COVID control measures - Face coverings must be worn 	3	3	9	

				<ul style="list-style-type: none"> - Promotion of regular hand cleaning - COVID tests available if required at main college reception upon arrival - Students will be issued a test kit on departure and asked to take and report in if positive 				
2	Transport	Covid transmission Accidents	Students	<ul style="list-style-type: none"> - College transport operates as normal and students have been advised they can access this service on their given day - Face coverings must be worn - Any concerns/grievances please contact the college through: safeguarding@stamford.ac.uk or safeguarding@peterborough.ac.uk 	2	3	6	
3	Arrival and Departure on College campus	Covid transmission, Accidents, anxiety	Students	<ul style="list-style-type: none"> - Students to be met outside in designated area by curriculum staff - Students will be broken down into curriculum areas and moved to arrival point where they will be taken to classroom in small groups - Students will remain in bubble groups throughout the day including breaks and lunch times - Student to remain in class until 4.20pm and not let out before, to minimise large gatherings in the bus lane. Students to be escorted down to Bus lane via the designated entrance points. Tutors to support the CEOs/security with onboarding for departure. 	2	3	6	
4	Accidents/ Illness	Injury and ill health	Students	<ul style="list-style-type: none"> - Advise students if they have an accident or feel unwell please report to their tutor or nearest staff member - Designated first aider onsite at all times 	1	3	3	
5	Fire	Heat, burns, smoke inhalation	All	<ul style="list-style-type: none"> - Fire instructions will be provided at the start of each day - All students and staff must adhere to the fire procedures for the college - If they smell smoke please raise the alarm or report to a member of staff immediately. 	1	5	5	
6	Lunch/Break times	Covid transmission Accidents, anxiety	All	<ul style="list-style-type: none"> - Students will be escorted down to designated area and students must remain in area until they are collected to go back to classroom - Students must not go off site during the Taster Day 	1	3	3	


7	Behaviour	Threatening behaviour / violence, damage to property	All	<ul style="list-style-type: none"> - Must wear red lanyard provided at all times - Students to adhere to positive behaviour guidelines - Students reminded of expectations at the start of the day - Behave in a way that does not offend others, is not discriminatory in any way. - Treat College staff, learners and visitors with care, consideration and respect at all times. - Mobile phones to be on silent in lessons and not visible (unless being used as a learning tool) - Taking responsibility for keeping the College clean, tidy and safe - respect the College facilities and environment (including College transport). - Communicate positively and use appropriate language at all times - Security/Campus Officers available to de-escalate situations - Duty Principal informed at college of any incident - Incident forms to be completed if incident occurs 	1	3	3	
8	Taster Activities within Curriculum areas	Injury and ill health	Students	<ul style="list-style-type: none"> - Individual area risk assessments have been completed and must be adhered to. These are available upon request - Students to be briefed on safe working practices and wearing of PPE in specialist workshops/space - Staff will demonstrate requirements for the task to be undertaken - Students must adhere to staff instructions at all times and must not touch equipment unless instructed to do so by the member of staff. 	1	3	3	

Please ensure after completing this form the guidelines are followed.

1. A copy of the risk assessment is sent to your line manager for checking and signing.
2. A signed copy of the risk assessment is sent to the Health and Safety Officer for filing and checking.

Print Name: Wayne Granger

Manager Name: Sarah Young

Signature: 

Manager's Signature: 

Date: 17/06/21

Date: 17/06/2021

HAZARD RATING: PROBABILITY OF HAZARD CAUSING HARM	
DEFINITION	RATING
Highly unlikely	1
Unlikely	2
Possible	3
Some Exposure Likely	4
Exposure Likely/Probable	5

EXPOSURE RATING: SEVERITY OF HARM CAUSED	
DEFINITION	RATING
Minor Injury	1
Over 3-day injury/ lost time	2
Major injury / Fracture	3
Permanent disability	4
Major injury to more than one / Fatality	5

Risk Assessment Matrix					
Exposure ↓					
Hazard →	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25