

RISK ASSESSMENT FORM

Risk Assessment For
Service / School: External Relations
Location of Activity: Schools and other off-campus venues
Activity: Off campus – Pillars of Growth Box (Energy and Low Carbon)
REF:

Assessment Undertaken By
Name/s: Jessica Richmond and Emma Deeks
Date: 02/11/21
Signed by Dean, Director or equivalent:
Date:

Assessment Reviewed
Name: Theo Blackburn
Date: 02/11/2021

Significant hazards:	Groups at risk:	Existing controls, or refer to safety procedures etc.	Risks, which are not adequately controlled - action needed.	Action by who?	Action by when?	Status? Complete / outstanding	Remaining level of risk
<p>Overview: The Pillars of Growth Boxes have been developed by the Future U Team for use in schools and colleges around Lancashire. The boxes can be delivered by school staff as well as by the Future U delivery team.</p> <p>The following risk assessment is for Future U staff to observe while delivering the session.</p>							
COVID-19	Future U staff, school staff and learners.	Due to the reusable nature of the resources in the box, it is best practice to sanitise all equipment in between uses.		Future U staff	Ongoing		M
Activity being delivered	Future U staff, school staff and learners.	Ahead of delivering the activity, Future U staff should familiarise themselves with the activity and resources involved. Where possible, they should ensure that the session takes place in a		Future U staff and school staff	Ahead of delivery		L

		suitable environment to mitigate risks (as outlined below). This must be considered in conjunction with the school.					
Water near electrical sockets	Future U staff, school staff and learners.	The activity involves using water to power the hydrocars. Future U and school staff should ensure that water is away from electric sockets.		Future U staff and school staff	Ahead of and during session		L
Use of resources	Future U staff, school staff and learners.	The activity involves using plastic beakers. Future U and school staff should report any breakages to minimise the risk of injury. Staff should ensure there is adequate room and a flat surface for the Hydrocar to move. As the car moves automatically there is a risk of it falling from tables. Staff should warn learners to be mindful of this before starting the activity.		Future U staff and school staff	During the session		L
Manual Handling	Future U staff	The activity boxes are bulky and so appropriate manual handling procedures should be adhered to as per UCLan policy (outlined in detail in Off Campus RA).		Future U staff	Ongoing		L
General, slip, trips, falls & personal injury	Future U staff, school staff and learners.	All non-essential cables/equipment to be removed. All other cables to be taped down/covered. Socket covers kept closed. The activity includes the use of water, spillages should be reported to prevent accident/injury.		Future U staff and school staff	Ongoing		L
Accident/Incident/Near Miss	Future U staff, school staff and learners.	Future U and school staff should report any work-related accident, incident, or near miss in accordance		Future U staff and school staff	Ongoing		L

		with the school's procedures.					
Dissemination of the risk assessment	Future U staff, school staff and learners.	Risk assessment disseminated to all key staff. All required to read prior to delivering the session. This is outlined in the schools Agreement of Use with Future U.		Future U staff	Ongoing		L
Data Protection	Future U staff, school staff and learners.	As outlined in the Agreement of Use document, schools will send Future U data on students who have taken part in the session. Any documents containing personal details must be sent in a secure, GDPR compliant way.		Future U and school staff	Ongoing		L