

RISK ASSESSMENT FORM

Risk Assessment For	Assessment Undertaken By	Assessment Reviewed
Service / School: External Relations	Name/s: Jessica Richmond and Emma Deeks	Name: Theo Blackburn
Location of Activity: Schools and other off-campus venues	Date: 02/11/21	Date: 02/11/2021
Activity: Off campus – Pillars of Growth Box (Advanced Manufacturing)	Signed by Dean, Director or equivalent:	
REF:	Date:	

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 come with the necessary instruction/lesson plans to enable school staff to deliver the session themselves to learners.</p> <p>The following risk assessment is good practice for school to observe while delivering the session. Future U accepts no responsibility for accident/injury when the activity is being delivered by school staff.</p>							
COVID-19	Schools staff and learners.	Schools should follow current government guidance regarding Covid-19. Due to the reusable nature of the resources in the box, it is best practice to sanitise all equipment in between uses.		School staff	Ongoing		M
Activity being delivered	Schools staff and learners.	Ahead of delivering the activity, school staff should familiarise		School staff	Ahead of delivery		L

		<p>themselves with the activity and resources involved.</p> <p>They should ensure that the session takes place in a suitable environment to mitigate risks (as outlined below).</p>					
Use of resources	Schools staff and learners.	The activity involves the use of scissors. This is done as part of a competitive challenge and so school staff should ensure that learners are still using scissors appropriately.		School staff	During the session		L
Manual Handling	School staff	The activity boxes are bulky and so appropriate manual handling procedures should be adhered to as per the school's policy.		School staff	Ongoing		L
General, slip, trips, falls & personal injury	School staff and learners.	<p>All non-essential cables/equipment to be removed. All other cables to be taped down/covered. Socket covers kept closed.</p> <p>The extension activity includes moving around the classroom and so care should be taken to ensure walkways are clear.</p> <p>The extension task also includes throwing the foam aeroplane and so care should be taken to ensure there is sufficient room for this to minimise the risk anyone being hit.</p>		School staff	Ongoing		L
Delivery and Collection of Box	Future U Staff	Colleagues to consult specific travel risk assessment before travelling.		Staff	Ongoing		L

		Future U staff will adhere to Covid-19 guidance when delivering and collecting resources to schools.					
Accident/Incident/Near Miss	Schools staff and learners.	Staff should report any work-related accident, incident, or near miss in accordance with the schools procedures.		School staff	Ongoing		L
Dissemination of the risk assessment	Schools 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.		School staff	Ongoing		L
Data Protection	Schools 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.		School staff	Ongoing		L