

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 (Tourism, Culture and Place)
REF:

Assessment Undertaken By
Name/s: Oliver Norris
Date: 11/10/22
Signed by Dean, Director or equivalent:
Date:

Assessment Reviewed
Name: Theodore Robinson
Date: 14/10/22

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.					
Use of resources	Future U staff, school staff and learners.	The box may include cleaning spray for whiteboards – staff should check if there are any allergies generally advise students to avoid spillages.		Future U staff and 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	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.		Future U staff and school staff	Ongoing		L
Delivery and Collection of Box	Future U Staff	Colleagues to consult specific travel risk assessment before travelling. Future U staff will adhere to Covid-19 guidance when delivering and collecting resources to schools.		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 with the school's procedures.		Future U staff and school staff	Ongoing		L
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,	As outlined in the Agreement of Use		Future U and	Ongoing		L

	school staff and learners.	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			
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