

RISK ASSESSMENT FORM

UK Space Design Competitions at Imperial College London

This risk assessment relates to the UK Space Design Competition's use of Imperial College London premises. It applies to the environment in which the competition is held only.

- Separate risk assessments have been made for other competition venues
- Separate risk assessments have been sourced from the hotel (if required)
- Separate risk assessment has been made for the mechanics of the competition

It is the responsibility of student supervisors (teachers and accompanying adults) to c

Assessment by: Space Science & Engineering Foundation		Date: March 2015
Significant Hazards and Associated Risks Those hazards which may result in serious harm or affect several people	Those who might be harmed Persons at risk from the significant hazards identified	Control Measures (CM's): Controls, including relevant sources of guidance (e.g. Generic Risk Assessment, CSF Offsite Visits Manual, Guidance from Provider, etc.). Specific CM's not included in the generic RA (e.g. briefings, actions by leaders/ participants, qualifications/experience of supervisors)
Fire	All	Covered in UK Space Design Competitions risk assessment
Getting lost	All	<ul style="list-style-type: none"> - Maps will be circulated to student supervisors (teachers and accompanying adults) in advance of competition days. - Student supervisors (teachers and accompanying adults) will be asked to distribute maps to all students attending in advance of the competition day. - Maps will be included in briefing materials given to all attendees at event registration.
University equipment	All	<ul style="list-style-type: none"> - All areas for use by the UK Space Design Competition will be lecture theatres and seminar rooms that do not house potentially dangerous equipment. - There will be no access to laboratories for participants during the competition. - Student supervisors (teachers and accompanying adults) will be advised in advance of the competition that access to internet services will be at a level appropriate to use by university students on campus.
Food and drink	All	Catering will be provided by Imperial College London services and well-established takeaway restaurants who are appropriately certified to provide food and drink.
Security	Students	<ul style="list-style-type: none"> - All student supervisors (teachers and accompanying adults) will be confirmed by the competition organisers in advance of the competition. - Expectations of student supervision (by teachers and accompanying adults) will be stipulated by the competition organisers in advance of the competition. - Access to Imperial College London buildings will be by security pass only during the competition. - On site security provided by Imperial College London will be present throughout the competition.
Building works on site	All	<ul style="list-style-type: none"> - Responsibility for building works on site, and relevant signage, is the responsibility of Imperial College London. - All competition attendees will be advised that areas in which building work is taking place are strictly out of bounds.

consider the risks associated with transportation between home, school, competition venues and hotels. An individual risk assessment is recommended, taking into account transportation methods and arrangements. Student supervisors (teachers and accompanying adults) are responsible for the safety and well-being of students whilst staying in overnight accommodation at hotels.

Nearest Accident & Emergency Department: Chelsea & Westminster Hospital, 369 Fulham Road, London SW10 9NH

Approved by: Dr D Went

Reviewed on: 14 March 2015