

RISK ASSESSMENT FORM

UK Space Design Competitions

This risk assessment relates to UK Space Design Competitions. It applies to the mechanics of the competition only.

- Separate risk assessments have been made for competition venues
- Separate risk assessments have been made for the hotel (if required)

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

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	<ul style="list-style-type: none"> - Fire evacuation procedures will be read to students upon arrival at competition venues - On-site security will be available throughout the hours of the competition at competition venues
Stress and Exhaustion	Student team members	<ul style="list-style-type: none"> - Students will receive a briefing on stress management at the start of the competition and staff members will be observant for the early indicators of problems - A room will be made available for the students to relax in away from the rest of their company
Child Protection (Media)	Student team members	<ul style="list-style-type: none"> - Only persons registered with the UKSDC, one of our competition teams or the press will be permitted to take photographs during the event. Press coverage will be arranged in advance
Child Protection (Adult Interactions)	Student team members	<ul style="list-style-type: none"> - Students will not be left unsupervised at any point during their time at competition venues - On-site security will be available throughout the hours of the competition at competition venues
Child Protection (Interactions with other Children & Unacceptable Student Behaviour)	Student team members	<ul style="list-style-type: none"> - All reported instances of bullying will be notified to relevant student supervisors (teachers and accompanying adults) - Zero tolerance policy to alcohol and drugs - Students will receive a behavioural policy briefing at the start of their time at the competition and in competition materials - Student supervisors (teachers and accompanying adults) and competition staff will remain vigilant for poor behaviour
Accidents	All	<ul style="list-style-type: none"> - First-aid trained staff and medical kits will be available throughout the hours of the competition at competition venues - On-site security will be available throughout the hours of the competition at competition venues - Students will receive a safety briefing at the start of their time at the competition - The nearest hospital with accident and emergency facilities to each competition venue will be notified to student supervisors (teachers and accompanying adults) and competition staff in advance of the competition and included on the venue's risk assessment - A temporary record of all medical conditions and emergency contact numbers for students, student supervisors (teachers and accompanying adults) and competition staff is held for the duration of the competition event and destroyed in line with our data protection policy
Unforeseen Emergency Situations	All	<ul style="list-style-type: none"> - Evacuation procedures will be read to students upon arrival at competition venues - On-site security will be available throughout the hours of the competition at competition venues - First-aid trained staff and medical kits will be available throughout the hours of the competition at competition venues - The nearest hospital with accident and emergency facilities to each competition venue will be notified to student supervisors (teachers and accompanying adults) and competition staff in advance of the competition and included on the venue's risk assessment - A temporary record of all medical conditions and emergency contact numbers for students, student supervisors (teachers and accompanying adults) and competition staff is held for the duration of the competition event and destroyed in line with our data protection policy

Approved by: Dr D Went

Reviewed on: 14 March 2015