

Leeds University Union

Risk Assessment

Name of Group	LUUMS Education Project – Schools placements, workshops and visits		Date of Assessment	11/10/11				
	Hazards?	Who might be harmed and how?		What are you doing already?	What further action is necessary?	Action required	By whom	When
Accidents / getting lost whilst getting to / back from the placement	Volunteers	Letting volunteers know how to get to their placements, encouraging responsible travel and taking responsibility for their own transport.	Raising awareness of this	Elly Jones	Volunteer Briefing			
Inappropriate behaviour by volunteer	Children in school	Emphasising importance of professional, appropriate behaviour at all times. Will continue to emphasise and make boundaries clear in volunteer briefing	Continue to enforce guidelines for behaviour	Access Academy (ACE) or Elly Jones	ACE training or Volunteer Briefing			
Child safety	Children in school	No physical contact with children. Project manager is attending Action child protection training.	Alert volunteers to issues and rules.	Access Academy (ACE) or Elly Jones	ACE training or Volunteer Briefing			

Carried out by

ELLY JONES

E. Jones

Review Date

Tripping / falling	Volunteers and children	Encouraging safety and walking instead of running, being sensible in manual handling so as to decrease risk. Schools have a first aider on site.	Make volunteers aware of this	Elly Jones	Volunteer Briefing	
Manual handling – injury to self or others, dropping things.	Volunteers	Giving volunteers adequate training/briefing on these matters, only carrying 1-2 chairs at a time, stacking in small piles, carrying safely.	Make volunteers aware of this	Elly Jones	Volunteer Briefing	
Blocking fire exits	Volunteers and children	Ensuring volunteers know the rules and regulations of fire safety and do not leave bags or cases blocking fire exits or tables.	Make volunteers aware of this	Elly Jones	Volunteer Briefing	

Leeds University Union Risk Assessment

Name of Group	LUUMS Education Project – Artforms Placement		Date of Assessment	11/10/11		
	Who might be harmed and how?	What are you doing already?		What further action is necessary?		
Hazards?			Action required	By whom	when	Done
Accidents / getting lost whilst getting to / back from the placement	Volunteers	Letting volunteers know how to get to their placements, encouraging responsible travel and taking responsibility for their own transport.	Raising awareness of this	Elly Jones	Volunteer Briefing	
Inappropriate behaviour by volunteer	Children in ensembles	Emphasising importance of professional, appropriate behaviour at all times. Will continue to emphasise and make boundaries clear in volunteer briefing	Continue to enforce guidelines for behaviour	Elly Jones	Volunteer Briefing	
Child safety	Children in ensembles	No physical contact with children. Project manager is attending Action child protection training.	Alert volunteers to issues and rules.	Elly Jones	Volunteer Briefing	

Carried out by

ELLY JONES

E. Jones

Review Date

Leeds University Union

Risk Assessment

Name of Group		LUUMS Education Project – TeachFirst workshops		Date of Assessment		11/10/11	
Hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?				
			Action required	By whom	When	Done	
Tripping / falling	Participants and leaders	Encouraging safety and walking instead of running, being sensible in manual handling (moving tables etc) so as to decrease risk. If someone requires first aid treatment, the leader will contact the Helpdesk	Make participants aware of this Make leader aware of how to call for first aid assistance	Elly Jones	Start of the session		
Manual handling – injury to self or others, dropping things.	Participants and leader	Advising sensible manual handling – 2 people move a table, carry no more than one chair at a time etc.	Make participants aware of this	Elly Jones	Start of the session		
Electrocution from projector	Leader	Ensure water is kept away from the power sockets and projector	Make leader aware of this and help set up.	Elly Jones	Start of the session		
Fire	Participants and leader	Ensuring people don't block exits/aisles and fire exits. Make participants aware of the location of fire escapes should there be a fire alarm.	Make participants aware of this	Elly Jones	Start of the session		

Carried out by

ELLY JONES
E. Jones

Review Date

1

Tripping / falling	Volunteers and children	Encouraging safety and walking instead of running, being sensible in manual handling so as to decrease risk. There will be a first aider on site.	Make volunteers aware of this	Elly Jones	Volunteer Briefing	
Manual handling – injury to self or others, dropping things.	Volunteers	Giving volunteers adequate training/briefing on these matters, only carrying 1-2 chairs at a time, stacking in small piles, carrying safely.	Make volunteers aware of this	Elly Jones	Volunteer Briefing	
Blocking fire exits	Volunteers and children	Ensuring volunteers know the rules and regulations of fire safety and do not leave bags or cases blocking fire exits or tables.	Make volunteers aware of this	Elly Jones	Volunteer Briefing	