



## Bright Space Risk Assessment Young People Visiting Bright Space Offices

In addition to any risk assessment your school conducts, you need to consider health and safety aspects as well as risk assessment, when an external partner is working with your school.

Use the form below as a possible planning and checklist form. You can use it as a guide to integrate with processes your school has in place.

### Description of project activity or visit

Many young people visit Bright Space's offices for placements, project delivery, visits or as the young panel, for example.

### Location

Bright Space, Studio 22, The Custard Factory, Gibb Street, Birmingham B9 4AA

### Elements of the activity visit (travel, accommodation, personnel, types of activity)

Young People using office space on work experience placements, or in meeting room with practitioner and teachers delivering project work, or for youth panel meetings.

All require access to the office space.

| Identified hazards                              | Hazard level - severity of hazard (high, medium or low) | Effects of hazard                    |
|---|---|--------------------------------------|
| 1. Traffic accident when travelling to and from | high  | Severe injury / death of passenger/s |

|  |                      |                             |
|--|----------------------|-----------------------------|
| <b>schools for visits.</b>   |                      |                             |
| <b>2. Slips, trips and falls over electricity cables or due to lack of space between furniture.<br/>Use of electrical equipment in the office.</b>                           | <b>low</b>           | <b>Minor injury</b>         |
| <b>3. Purpose of Building outside of office hours is that of cultural and creative venues including pubs and bars resulting in possible unsociable behaviour/situations.</b> | <b>Medium</b>        | <b>Minor / major injury</b> |
| <b>4. Public space outside office, where individuals are unknown to Bright Space and may not have CRB checks</b>   | <b>low / medium</b>  | <b>Minor / major injury</b> |
| <b>5. Choking / allergic reaction / lunch provision</b>  | <b>low</b>           | <b>Minor injury</b>         |
| <b>6. No separate children's WC</b>  | <b>low</b>           | <b>Minor injury</b>         |
| <b>7. Medical condition</b>  | <b>medium</b>        | <b>Minor / major injury</b> |
| <b>8. Fire Safety</b>  | <b>Medium / high</b> | <b>Major/severe injury</b>  |

#### Action taken

| <b>Hazard number</b> | <b>Action taken to reduce risk</b>  | <b>Risk level - likelihood of hazard occurring (high, medium or low )</b> |
|----------------------|---|---|
| <b>1.</b>            | <ul style="list-style-type: none"> <li>• Travelling by fully licensed TOA Taxi.</li> <li>• Passengers to wear seatbelts provided.</li> <li>• Driver to hold full British Driving License</li> </ul> | <b>low</b>  |

|    |   |     |
|----|---|-----|
|    | <ul style="list-style-type: none"> <li>• Young people to be accompanied at all times by Bright Space Staff member</li> </ul>  |     |
| 2. | <ul style="list-style-type: none"> <li>• Electricity cables (from presentation equipment) to be secured to avoid tripping.</li> <li>• Arrange room appropriately for meetings to avoid hazards and ample space to move about</li> <li>• 2 x Bright Space members of staff are first aid trained</li> <li>• First aid kit available</li> <li>• All electrical equipment PAT tested within last 12 months and valid for 2 years.</li> </ul> | low |
| 3. | <ul style="list-style-type: none"> <li>• Bright Space office hours between 8am – 6pm which keeps exposure to these areas at a minimum.</li> <li>• Adults and young people to follow the Bright Space Child Protection Policy.</li> <li>• Adults and young people do not attend these venues whilst working with or at Bright Space</li> </ul>   | low |
| 4. | <ul style="list-style-type: none"> <li>• Adults and young people to follow the Bright Space Child Protection Policy.</li> <li>• Adults and young people do not attend these venues whilst working with or at Bright Space</li> </ul>  | low |
| 5. | <ul style="list-style-type: none"> <li>• Information gathered from parents / carers about dietary requirements and lunch will be organised in accordance with this information if required.</li> </ul>  | low |
| 6. | <ul style="list-style-type: none"> <li>• Young People are escorted to and from WC if necessary (dependent on age and ability).</li> </ul>   | low |
| 7. | <ul style="list-style-type: none"> <li>• Bright Space member of staff is first aid trained</li> <li>• First aid kit available</li> <li>• Bright Space has a health and safety policy that will be adhered to</li> </ul>   | low |
| 8. | <ul style="list-style-type: none"> <li>• Adults and young people will be briefed on the fire evacuation procedure by a member of staff on arrival</li> <li>• Bright Space has fire risk assessment and has seen those of the Custard Factory.</li> </ul>  |     |

#### Hazard level definitions

|                     |   |      |
|---------------------|---|------|
| Fatal               | Death of pupil, teacher or partner      | high |
| Major injury - life | eg loss of limb, major fracture, spinal | high |

|  |   |               |
|--|---|---------------|
| <b>threatening</b>                         | <b>injury, major disease, severe eye injury</b>   |               |
| <b>Major injury – non life threatening</b> | <b>Eg fractures, dislocations, muscle strains, cuts, burns and diseases needing medical attention</b> | <b>medium</b> |
| <b>Minor injury</b>                        | <b>Eg cuts, bruises, sprains, minor burns</b>   | <b>low</b>    |

**Risk level definitions**

|                          |  |               |
|--------------------------|--|---------------|
| <b>Likely / Frequent</b> | <b>Occurring frequently, very likely to happen</b>   | <b>high</b>   |
| <b>Probable (High)</b>   | <b>Anticipated, will occur several times</b>         | <b>high</b>   |
| <b>Possible (Medium)</b> | <b>Could occur some of the time</b>                  | <b>medium</b> |
| <b>Remote (Low)</b>      | <b>Unlikely but conceivable</b>                      | <b>low</b>    |
| <b>Improbable (Low)</b>  | <b>So unlikely that probability is close to zero</b> | <b>low</b>    |

You can now determine overall risk assessment by combining hazard level and risk level once action has been taken. Use the table below

|     |      |   |     |      |  |     |      |   |   |   |
|-----|------|---|-----|------|--|-----|------|---|---|---|
| Haz | Risk |   | Haz | Risk |  | Haz | Risk |   |   |   |
| H   | +    | H | =   | H    |  | L   | +    | H | = | M |
| H   | +    | M | =   | H    |  | L   | +    | M | = | M |
| H   | +    | L | =   | M    |  | L   | +    | L | = | L |
| M   | +    | H | =   | H    |  | M   | +    | M | = | M |
| M   | +    | M | =   | M    |  | M   | +    | L | = | M |

**Further action to be taken**

**Risk assessment to be reviewed annually.**

Signed  Position Sadie Newman

Org name Bright Space Date 22 June 2010

All people involved within project should be consulted before risk assessment is completed – e.g. if working with a sound and light technician, ensure he/she have been asked to complete a risk assessment around their work/equipment.