

MATHEMATICS INSTITUTE, UNIVERSITY OF OXFORD

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RISK ASSESSMENT FORM

This risk assessment form is to assess the potential risks of holding an **event of lectures and workshops** as part of the **It All Adds Up** days in the Mathematics Institute during normal office hours. The attending students are in Year 9-12, with those under 16 accompanied by a teacher or guardian.

Document revised: 1 September 2019

To be reviewed by: 1 September 2020

Description and location of Hazard	Who might be harmed	What is the risk?	Comments/Actions	Action required by
Attendees may require first aid due to an accident	Any attendees	Their health if no-one is available to offer emergency first aid	Identify first aiders who may provide cover in case of emergency. (List is available at reception).	Event organiser
Food consumption – potential allergies	Any attendees	Attendees may be allergic to the content of lunch	Students to bring their own packed lunches. Trained first aider available.	Event organiser



Risk of injury or death from Fire	All attendees	The attendees may not observe fire incident rules or be aware of the potential causes of fires.	<p>Attendees should be briefed at the start of the event on the required action in the case of a fire as well as the potential risk.</p> <p>All visitors signed into building, so an accurate list is available in event of evacuation.</p> <p>All staff and students are provided with Health and Safety information but there may be guests who attend these events who may not be aware. It may also be beneficial to remind attendees that on hearing the alarm, everyone should vacate the building.</p> <p>The department should include clear instructions on building exits for actions during a fire.</p>	<p>Event organiser</p> <p>Administrator</p>
Travel between venues	All attendees	Traffic, risk of getting lost	Attendees to be accompanied by staff/existing student to colleges for tours that form part of the programme.	Event organiser
Not following safeguarding guidance e.g. student informs helper of issue which is not referred to child protection	Under 18s	Children's wellbeing	Under 16s will either be accompanied by a parent or teacher. At least one DBS-checked member of Oxford staff will be in each room at any time. All student ambassadors trained in safeguarding policies and procedures.	Event organiser and collaborators

Access issues	All attendees	Inability to access rooms in a safe way.	The booking form includes a section for attendees to advise us of any special requirements (e.g. access) that attendees might have so these can be looked at in advance. All lecture theatres are accessible by those requiring special mobility requirements.	Event organiser
Stairs	All attendees	Tripping or falling down stairs	Attendees advised to walk, not run, down stairs and to wear sensible clothing.	Event organiser