

## DELIVERY RISK ASSESSMENT

Ref: BoxED 32

<p><b>Describe the activity being assessed:</b>  <b>BoxED Name:</b> <i>The Coffee Shop (Accountancy)</i>  <b>Activity Description:</b> <i>Teams of 3 – 4 prepare a simple financial plan for the first week of trading of a new coffee shop, with a limited budget and limited product choices. They must make strategic decisions considering both financial and non-financial business factors and prepare simple income statements to identify profit projections. The game is made more complex by adding different product sales and hazard cards to disrupt their business and impact their profits. Students will apply skills in financial decision making, business strategy and making presentations.</i>  <b>Any COSHH:</b> <i>N/A</i>  <b>Minimum Staff:</b> <b>2</b></p>	<p><b>Assessed by:</b>           Academic originator/BoxED          Team member          Debbie Sturge /          Georgie Hooper</p>	<p><b>Endorsed by:</b>           Susan Brinkworth, R&amp;O          Manager</p>
<p><b>Who might be harmed</b></p> <ul style="list-style-type: none"> <li>Host students and teachers</li> <li>UWE student ambassadors</li> <li>BoxEd staff delivering the activity</li> <li>Any staff involved (UWE and host schools)</li> </ul>	<p><b>Date of Assessment:</b> 14.02.19</p>	<p><b>Review date(s):</b> 14.02.20</p>
<p><b>How many exposed to risk:</b> <span style="border: 1px solid black; padding: 2px 10px; display: inline-block;">Up to 35</span></p>		

Hazards Identified <i>(state the potential harm)</i>	Existing Control Measures	S	L	Risk Level	Additional Control Measures	S	L	Risk Level	By whom and by when	Date completed
Accident when travelling to or from a non-UWE Bristol campus location	<ul style="list-style-type: none"> <li>Staff and students aware that business insurance is required if driving to an event or to use alternative travel arrangements.</li> <li>Where possible transport is arranged using UWE approved transport providers</li> <li>Staff and student ambassadors are provided with an emergency contact number.</li> <li>Event specific information (including directions) given to student ambassadors in face to face briefing and/or email confirmation prior to the event</li> </ul>	2	2	4					R&O Co-ordinators – training and booking procedures	
Safeguarding	<ul style="list-style-type: none"> <li>Student Ambassadors/Facilitators will not necessarily be DBS checked but are informed of appropriate conduct whilst in school environment.</li> <li>Assistants are DBS checked.</li> </ul>	3	1	3					R&O Co-ordinators – training procedures	Annually

	<ul style="list-style-type: none"> <li>The activity is delivered by a minimum of two members of UWE staff in the presence of at least one school representative. Any changes to planned staffing for activity reported to BoxEd co-ordinator who will ensure minimum staffing is maintained.</li> <li>Minimum of 1 school representative per 30 children to be present at all times</li> <li>All UWE representatives attending the host schools follow policies and practices as advised by staff at host school on arrival.</li> </ul>							and prior to event	
Fire and / or emergency situation at the school at School, smoke inhalation, burns, significant fire resulting in fatality	<ul style="list-style-type: none"> <li>Staff/Student Ambassadors briefed on safety procedures in each individual school on arrival including what to do in the event of a fire and where to evacuate to.</li> <li>Schools are advised of the need to provide this information on arrival as part of the booking confirmation.</li> <li>Follow host site instructions in the event of an emergency</li> </ul>	3	1	3				R&O Co-ordinators – briefing prior to event	
Manual Handling – transporting activities	<ul style="list-style-type: none"> <li>Activities are transported using suitable equipment such as trolleys. Where necessary logistics are requested to move heavy items. Resources boxes kept small and light.</li> <li>Staff attend manual handling training annually.</li> <li>Staff delivering activity are trained by subject experts and engage with delivery notes and risk assessments prior to delivering the activity.</li> <li>All associated risk assessments and delivery notes are contained within the box being delivered. This is checked by BoxED co-ordinators prior to activity being sent out.</li> </ul>	2	2	4				R&O Co-ordinators – briefing/training prior to event	
In the event of an accident/illness relating to the	<ul style="list-style-type: none"> <li>UWE Staff and school staff will introduce the activity and instruct the students as to</li> </ul>	3	1	3				R&O Co-ordinators –	

<p>activity such as Allergic reaction, eye, respiratory tract and skin irritation.</p>	<p>how to use equipment/resources safely, including if appropriate the need for any personal safety equipment such as glasses, gloves, coats and safety practices such as washing hands.</p> <ul style="list-style-type: none"> <li>• Risk assessments are provided to schools with booking confirmation.</li> <li>• Workplace inspection conducted before the activity is undertaken in conjunction with school representative onsite.</li> <li>• Confirmation of suitable space is completed as part of booking process.</li> <li>• School have first aiders on site, to be called upon in the event of illness or accident.</li> <li>• Staff delivering activity are trained by subject experts and engage with delivery notes prior to delivering the activity.</li> <li>• All associated risk assessments and delivery notes are contained within the box being delivered. This is checked by BoxED co-ordinators prior to activity being sent out.</li> </ul>																																
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**RISK MATRIX: (To generate the risk level).**

<p>Very likely 5</p>	<p>5</p>	<p>10</p>	<p>15</p>	<p>20</p>	<p>25</p>
<p>Likely 4</p>	<p>4</p>	<p>8</p>	<p>12</p>	<p>16</p>	<p>20</p>
<p>Possible 3</p>	<p>3</p>	<p>6</p>	<p>9</p>	<p>12</p>	<p>15</p>
<p>Unlikely 2</p>	<p>2</p>	<p>4</p>	<p>6</p>	<p>8</p>	<p>10</p>
<p>Extremely unlikely 1</p>	<p>1</p>	<p>2</p>	<p>3</p>	<p>4</p>	<p>5</p>

Likelihood (L) ↑	Severity (S) →	Minor injury – No first aid treatment required <b>1</b>	Minor injury – Requires First Aid Treatment <b>2</b>	Injury - requires GP treatment or Hospital attendance <b>3</b>	Major Injury <b>4</b>	Fatality <b>5</b>
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**ACTION LEVEL: (To identify what action needs to be taken).**

POINTS:	RISK LEVEL:	ACTION:
1 – 2	NEGLIGIBLE	No further action is necessary.
3 – 5	TOLERABLE	Where possible, reduce the risk further
6 - 12	MODERATE	Additional control measures are required
15 – 16	HIGH	Immediate action is necessary
20 - 25	INTOLERABLE	Stop the activity/ do not start the activity