

## DELIVERY RISK ASSESSMENT

Ref: BoxED 31

<p><b>Describe the activity being assessed:</b>  <b>BoxED Name:</b> International Trade Game  <b>Activity Description:</b> Students working in groups of different sizes and with different levels of starting resources are asked to "manufacture" paper shapes for sale to a bank. Students are left to work out how best to do this and how to interact with other groups. The period of "manufacturing" creates an "experience" that students are then asked to reflect upon in a debriefing phase - facilitated by game leaders. This activity encourages debate and trading skills and give an insight on international economics in an interactive manner.  <b>Any COSHH:</b> N/A  <b>Minimum Staff:</b> 2</p>	<p><b>Assessed by:</b>           Academic originator/BoxED Team member          Ian Smith / 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;">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	

Risks due to activity: Sharp edges on cut materials and injury using scissors	UWE Staff to be briefed on possible risks and made aware of risk assessment. Warn all participants about risks in cutting/use of scissors and also move in the room handling scissors.	3	2	4	School staff present to ensure pupils use equipment as intended.				R&O Co-ordinators – training and booking procedures	
In the event of an accident/illness relating to the activity such as Allergic reaction, eye, respiratory tract and skin irritation.	<ul style="list-style-type: none"> <li>UWE Staff and school staff will introduce the activity and instruct the students as to 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.</li> <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. 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>	3	1	3				R&O Co-ordinators – briefing prior to event		

**RISK MATRIX: (To generate the risk level).**

Very likely <b>5</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>
Likely <b>4</b>	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>

Possible 3	3	6	9	12	15
Unlikely 2	2	4	6	8	10
Extremely unlikely 1	1	2	3	4	5
Likelihood (L) ↑ Severity (S) →	Minor injury – No first aid treatment required 1	Minor injury – Requires First Aid Treatment 2	Injury - requires GP treatment or Hospital attendance 3	Major Injury 4	Fatality 5

**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