

## DELIVERY RISK ASSESSMENT

Ref: BoxED 27

<p><b>Describe the activity being assessed:</b>  <b>BoxED Name:</b> Street art Maths  <b>Activity Description:</b> This Activity has been split into three parts and can be booked to run concurrently or on separate days to achieve learning outcomes. The fast-paced activities focus on different skills and techniques to show how street artists rely on maths. Utilising Banksy and other street artist's students use enlargement to scale a mural giving pupils an insight into the applications of maths in graphic design and art. A follow on activity from this is 'the art of tessellation', how artists use regular and irregular tessellations to create their artwork.  <b>Any COSHH:</b> N/A  <b>Minimum Staff:</b> 2</p>	<p><b>Assessed by:</b>           Academic originator/BoxED          Team member          Catherine Hobbs /          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>How many exposed to risk:</b> <span style="border: 1px solid black; padding: 2px;">Up to 35</span></p>	<p><b>Date of Assessment:</b> 14.02.19</p>	<p><b>Review date(s):</b> 14.02.20</p>

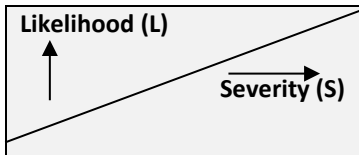
Hazards Identified (state the potential harm)	Existing Control Measures	S	L	Risk Level	Additional Control Measures	S	L	Risk Level	By whom and by when	Date completed
Accident when travelling to or from a non-UWE Bristol campus location	<ul style="list-style-type: none"> <li>• Staff and students aware 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 –	

activity such as Allergic reaction, eye, respiratory tract and skin irritation.	<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. 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>								briefing prior to event	
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**RISK MATRIX: (To generate the risk level).**

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

Likelihood (L) 	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