

## FIRST® Tech Challenge UK Risk Assessment

Persons at Risk: Staff ( X ) Volunteers ( X ) Students ( X ) Public ( )			Event Leader: FIRST Tech Challenge UK						
Event/Activity Title: Southern Regional Championship			Date and Location of Event: 13/03/2019 – KingsGate Conference Centre, 2 Staplee Way, Peterborough, PE1 4YT						
What is Hazard?	What is risk?	Who is affected?	S	L	RFR	What control measures have been applied	S	L	RR
			(1-5)	(1-5)	(1-25)		(1-5)	(1-5)	(1-25)
			Before Control Measures				After Control Measures		
Example:- leaving too much water on the floor	Example:- staff member could slip on floor & fall	Staff, students, visitors, members of the public	5	4	20	Minimum water used, staff instructed to clean water up immediately, barriers are used to warn others, building cleaned when closed, staff are trained.	5	2	10
Fire	Staff/visitors/volunteers injured through burns and smoke inhalation	ALL	5	3	15	Fire alarms, fire exits and fire extinguishers available. Visitors will be advised at the start of the event what to do in the event of emergency and will be escorted to a safe meeting place should the fire alarm be activated	5	2	10
Electrical	Injury due to electric shock/burns from using faulty electrical units	ALL	5	4	20	All power supplies will be visually checked for faults prior to use. All equipment will be new (<24 months old) or will have undergone PAT testing to ensure safety.	5	1	5
Accidents moving around the venue	Slips/trips/falls	ALL	4	3	12	Prior to teams arriving the hall will be checked for trailing cables and trip hazards and those will be removed or secured. Event staff will monitor teams moving around the venue to ensure they are careful and will continue to monitor for trip hazards and remedy if and when they appear.	4	1	4
Unsupervised children	Getting lost, injuring themselves or others	Students	4	4	16	The venue will be staffed at all times by the FIRST team and children will not be left unsupervised in the venue.	4	1	4
Heavy lifting	Back injury, falls, crush injury	ALL	4	3	12	Robots are limited to no more than 42lbs and event staff will encourage teams to ensure that 2 people work together to lift robots to prevent injuries.	4	2	8
First aid situation	Injury requiring first aid intervention	ALL	5	3	15	Venue will have first aid kits and procedures in place. Lead member of the FIRST team is first aid trained. St Johns First Aiders will be in attendance	5	2	10

						for the duration of the event and can be reached via radio by members of the FIRST UK Team. Any serious injury call 999 for ambulance.			
Safeguarding	Child protection situation	Students	/	/	/	Lead members of the <i>FIRST</i> team are DBS checked, at no point should event staff or volunteers be in a 1:1 situation with a student. Students will be accompanied at the venue by school staff. Other venue hires will be separated from the main event spaces. All authorised staff, volunteers, mentors and students will be required to wear lanyard identification at all times, if other individuals without lanyards enter the event areas volunteers will be briefed to ask them to leave or report to a member of the FIRST UK team. Any safeguarding concerns should be directed to FIRST UK's safeguarding lead Ed Cervantes-Watson.	/	/	/
Students being lost in the building	Getting lost or injured	Students	3	3	9	Event staff will meet teams and direct them to the event rooms. Signage will be in place and event staff will direct students around the venue where required. Directions to key destinations (toilets, water fountains, etc) will be explained at the start of the event.	3	1	3
Robot construction	Pinches, cuts	Students	2	4	8	Students will be advised to be careful when working on their robots and will be asked to file edges or put tape on sharp edges or components.	2	2	4
Students using tools	Cuts, various injuries	Students	5	4	20	Only hand tools will be used, in a situation where power tools are required, they will only be used in a designated area away from other students and will be supervised at all times by a member of staff.	5	2	10
Live robots on field	Various injuries due to interaction with a moving robot (pinches, cuts, broken bones)	ALL	3	3	9	Field contained, students are required to stand 2' away from the field and the field is contained by a 12" tall barrier wall. Robots running dangerously can be remotely disabled by phone. All robots are also required to have an easily accessible power switch and in the event of remote cut off not functioning will be disabled by authorised field personal only.	3	1	3
Robot interaction	Fire risk due to battery damage in play	ALL	5	2	10	Batteries used are NiCad and will not explode./ cause fire risk if damaged. If batteries are damaged during play, authorised field personal will inspect the battery and safely clean/dispose of damaged batteries.	5	1	5
Eye injury	Eye injury due to moving parts or flying objects	ALL	4	2	8	Any persons within the designated zone near the fields are required to wear suitable eye protection. Any persons using tools in their pit areas will also be required to wear eye protection when working on their robots.	4	1	4
Allergy	Allergy to provided food/drinks	ALL	5	5	25	Students will be asked to provide their own packed lunch and snacks for the event. Where any snacks are provided clear allergens will be listed and catering staff will be available to answer questions where required	5	2	10

**Comments:**

**Additional References, Tasks etc**

Public/Product Liability insurance is in place and is covered for £5,000,000 via Access Insurance (proof of policy available on request)


St Johns First Aiders will be present for the duration of the event and can be accessed by radio via any of the FIRST UK team or selected volunteers

Safeguarding concerns should be reported to Ed Cervantes-Watson (safeguarding lead) or Muktar Ali (deputy). Either individual can be contacted via radio on the event. Concerns prior to or after the event should be directed to [safeguarding@thefirsttechchallengeuk.org](mailto:safeguarding@thefirsttechchallengeuk.org) and will be dealt with accordingly.

**Risk Assessment Undertaken By:**

**Name:** Michael Goudreault (on behalf of *FIRST*® Tech Challenge UK)

**Risk Project Holder Signature:**



**Date:** 29/01/2019

**Revision Date:**

**None**

RISK FACTOR MATRIX		Severity (What could the impact be?) → → → →				
		1	2	3	4	5
		Trivial Injury	Minor Injury	Potential Major Injury	Major Injury	Fatality
<b>Likelihood</b> (How likely is it to occur) ↓ ↓ ↓ ↓		A trivial injury, not requiring hospital treatment, could occur	A minor injury could occur which may require minor hospital treatment	A major injury (e.g. a fractured bone) could occur resulting in an over seven day absence from work	A major injury will occur unless risk controls are put in place	A fatality will occur unless robust risk controls are put in place
1	<b>Improbable occurrence</b> It is very unlikely to occur	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
2	<b>Occasional occurrence</b> It is unlikely to occur but it is possible	2 LOW	4 LOW	6 MEDIUM	8 MEDIUM	10 MEDIUM
3	<b>Likely occurrence</b> It could occur but not on a regular basis	3 LOW	6 MEDIUM	9 MEDIUM	12 HIGH	15 HIGH
4	<b>Frequent occurrence</b> It could occur on a regular basis	4 LOW	8 MEDIUM	12 HIGH	16 HIGH	20 HIGH
5	<b>Certain</b> It will almost certainly occur	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH
<b>RISK ACTION</b>						
Severity (S) X Likelihood (L) = RISK FACTOR RATING (RFR) before risk controls.						
After risk controls are applied = RESIDUAL RISK RATING (RRR)						
1 - 5		Indicates a <b>LOW</b> risk			Proceed with caution as there could still be risks present	
6 - 10		Indicates a <b>MEDIUM</b> risk			Proceed with caution as there are Medium risks still present. Improve control measures at next annual review	
12 - 25		Indicates a <b>HIGH</b> risk			<b>DO NOT PROCEED.</b> Further control measures need to be applied to reduce the risk to a Medium or Low risk	