

WorldSkills London 2011
Education Experience



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Planning your visit: Risk Assessment Guide

A guide to completing risk assessments prior to
WorldSkills London 2011

For teaching/training staff and those supervising
children and young people



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Purpose

This guide has been written to support you in planning and preparing for the visit of your school or college to WorldSkills London 2011. It contains an overview of the risks assessments which should be carried out by schools prior to bringing groups to the event.

For detailed information on carrying out risk assessments visit the Health and Safety Executive website at www.hse.gov.uk

For more information about the WorldSkills London 2011 and our Education Experience visit our website at www.worldskillslondon2011.com/education

About WorldSkills London 2011

WorldSkills London 2011 takes place from 5th to 8th October 2011 at ExCeL London bringing together 1,000 young people from 50 countries/regions to compete in 46 skills ranging from creative arts and fashion to transportation and logistics. The Competition is being hosted by the UK for the first time in 20 years, providing a rare opportunity to leave a lasting and positive legacy for education and skills training.





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‘Have a Go’ activities at WorldSkills London 2011

The list below provides details of the ‘Have a Go’ activities that visitors can take part in at the event. Details of the activities can be used by schools as part of their risk assessment and for information purposes when requesting parental/guardian consent for the visit to WorldSkills London 2011.

Sectors	Examples of ‘Have a Go’ Activities:
Engineering & Manufacturing- Manufacturing Technologies	<p>Visitors will be able to</p> <ul style="list-style-type: none"> • make badges and design electrical circuits using computer software • thread leather binding through the leather cover of a steering wheel to complete the finished look of a Bentley steering wheel and make wheel spokes from clay to make a full Bentley car wheel • take part in the production, vacuum forming, colouring and trimming of a plastic toy car mould (this will be under the instruction and supervision of a technician). • carry out simulated welding activities using ‘virtual’ welding technology. [Note : ‘Physical’ welding equipment will NOT be used] • develop welding techniques using chocolate • operate a pre-built mini robot by remote control around a racing track • operate an alignment jig under the instruction and supervision of an automobile technician • test their speed of “wheel changing” involving car wheels fixed to a stand and bolted to the floor for stability. The activity will involve tightening the bolts using an electric hand tool and testing the torque of the bolts with a hand held torque wrench. • [Note : this activity WILL require the wearing of gloves and goggles which will be provided] • design a kettle using computer software
Arts Media & Publishing	<p>Visitors will be able to</p> <ul style="list-style-type: none"> • use art software on an iPad and/or other tablet computers to produce drawings and sketches
Agriculture, Horticulture and Animal Care	<p>Visitors will be able to</p> <ul style="list-style-type: none"> • make flower arrangements for button holes • take part in landscape gardening design activities
Retail and Commercial Enterprise	<p>Visitors will be able to take part in</p> <ul style="list-style-type: none"> • fashion drawing and design sessions • producing cuttings from given cloth and/or garments • [this activity WILL involve the use of scissors and/or cutting devices under instruction and supervision] • producing a ‘WorldSkills London 2011’ motif [This activity WILL involve instruction in the use of a sewing machine under continuous supervision] • take part in fashion styling and fashion photography sessions
Information & Communications Technology	<p>Visitors will be able to</p> <ul style="list-style-type: none"> • produce network cables and network computers [Note : Visitors will NOT be cutting cables] • take part in an IT Business solutions challenge
Construction, Planning & the Built Environment	<p>Visitors will be able to</p> <ul style="list-style-type: none"> • take part in a challenge of connecting copper pipes with plastic ‘push fit’ connections in a way that the connections do not leak; the pipes will be filled with water to check for any leaks. • produce a wooden artefact from given drawings • paint and decorate the interior sections of a room • lay a wall/floor tile, all of which will make a picture e.g. the union jack. [Note : Visitors will NOT be cutting tiles]
Health and Public Services	<p>Visitors will be to</p> <ul style="list-style-type: none"> • take part in essential life saving skills sessions • take part in a ‘keep fit’ disco.



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Specific Risk Assessment Form

Establishment:

Activity: WorldSkills London 2011

Objectives: Skills Competitions, Have a Go, Information Advice and Guidance

Assessment carried out by:

Assessment date:

Signed:

Reviewed & approved by:

Date:

Hazards High/Med/Low risk? (H/M/L)	Who might be harmed?	Is the risk adequately controlled?	Outcome H/M/L risk
Slips and trips in Have a Go and/or Competition areas	H	<ul style="list-style-type: none"> All areas will be kept clear of obstructions. Any spillages will be cleaned up immediately. All areas will be well lit and appropriately signposted Any hazards such as torn carpets, trailing cables, defects to floor coverings, faulty lighting etc. will be reported immediately to the Operational Service Centre 	L
Electrical equipment (electric shocks or burns from using faulty electrical equipment) in Have a Go area	M	Pupils/Staff <ul style="list-style-type: none"> All portable electrical equipment will be tested for electrical safety at correct intervals and labelled with the date of the test. Electrical cables and plugs will be regularly visually inspected by the user for damage. Any defective equipment will be reported immediately to the onsite Technical and H&S Managers, then suitably labelled and taken out of use until the repair has been effected. Electrical equipment will always be operated in accordance with manufacturers' instructions. 	L
Lifting/Manual handling of heavy/bulky objects (back injuries) in Have a Go area	M	Pupils/Staff <ul style="list-style-type: none"> Leader/supervisory staff will ensure that students/pupils do not lift heavy/bulky objects The lifting/removal of heavy objects by non-authorised personnel will not be permitted 	L
Fire resulting from faulty equipment in Have a Go and/or Competition areas	L	Pupils/Staff <ul style="list-style-type: none"> The storage of empty cardboard boxes/flammable material will be kept to an absolute minimum. Equipment will be switched off when not in use for long periods. All portable electrical equipment will be tested for electrical safety at appropriate intervals. All fire alarm systems will be maintained and regularly tested. Group leaders will be acquainted with the Fire Routine Procedure for the venue and will ensure that their supervisory staff and pupils are made aware of procedures. 	L
Undertaking activities unsupervised in the Have a Go / exhibition areas	H	Pupils <ul style="list-style-type: none"> Leaders/supervisory staff to ensure that pupils/students do not undertake activities unsupervised and/or alone as this is NOT permitted 	L



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Specific Risk Assessment Form

Staff name (continue list overleaf if required)	Job Title	Signature	Date
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Generic Risk Assessment Form

It is the responsibility of the school, college or training establishment to ensure the safety and wellbeing of all those visiting the event. The following risk assessment is designed to support preparation for the visit.

Establishment:

Activity: WorldSkills London 2011

Objectives: Skills Competitions, Have a Go, Information Advice and Guidance

Assessment carried out by:

Assessment date:

Signed:

Reviewed & approved by:

Date:

Hazards High/Med/Low risk? (H/M/L)	Who might be harmed?	Is the risk adequately controlled?	What further actions are needed to control the risk?	Tick if in place	Outcome H/M/L risk
Inadequate planning and organisation: accidents/ injuries.	H/M	<ul style="list-style-type: none"> All staff will be appropriately trained, experienced and qualified to competently fulfil their leadership roles and responsibilities All leaders will meet prior to departure to discuss and share risk assessments and implement management plans All leaders will be made aware of their roles and responsibilities prior to the event Leaders will brief pupils/students/young people regarding hazards and involve them in the risk assessment and management process Parents will be informed of arrangements prior to visits and written consent given 			
Traffic accident /coach	H/M	Pupils/Staff	<ul style="list-style-type: none"> Coach/transport used meets LEA guidelines and are hired from accredited coach company Coaches have seat belts which staff ensure are used Supervision complies with LEA guidelines as a minimum Suitable embarkation points used (e.g. coach park, onto wide pavement) at ExCeL London Close supervision and head counts during any breaks in journey and getting on and off coach 		
Travelling to and from location of interest/ activity by foot or public transport	M	Pupils/Staff	<ul style="list-style-type: none"> Obtain weather forecast and ensure everyone on trip has appropriate clothing Use recognised footpaths If required to walk on road, walk facing onward traffic in a single file Use appropriate road crossings points Wear appropriate footwear Ensure effective supervision 	<ul style="list-style-type: none"> Plan the route and public transport timetables before commencing visit 	
Crowded places	M	Pupils/Staff	<ul style="list-style-type: none"> Supervise students and encourage them not to leave the group Wear school uniform and ID badges for identification purposes All students to have a mobile contact number of group leader 		



Generic Risk Assessment Form

Hazards High/Med/Low risk? (H/M/L)	Who might be harmed?	Is the risk adequately controlled?	What further actions are needed to control the risk?	Tick if in place	Outcome H/M/L risk	
Pupil lost or separated from group, inadequate supervision	H	Pupils	<ul style="list-style-type: none"> • Ensure all supervising staff are competent and understand their roles and responsibilities • Ratios comply with LEA guidance as a minimum • Plan and use suitable group control measures (e.g. buddy systems, large groups split into smaller groups each with named leaders, wearing uniform or common design etc not individually named badges/stickers) • Discuss fully the itinerary and arrangements with all pupils • Briefing to all on what to do if separated from group • Regular head counts by leaders especially at arrival departure points, and when separating and reforming groups 	<ul style="list-style-type: none"> • Plan supervision before visit and brief staff and pupils • Review if any changes to group occur 		
Illness or injury to any group member	H	Pupils/Staff	<ul style="list-style-type: none"> • At least 1 leader with each group first aid trained/ kit carried • Leaders know how to call emergency services • Pupils and parents are reminded to bring individual medication and this is securely kept • Additional adult to cater for unforeseen event/ emergencies • Mobile phones carried if available • Emergency contacts with school/head teacher and parents arranged 	<ul style="list-style-type: none"> • Check first aid certificate is current • Medication brought by pupils 		
Special needs of specific pupils – medical, behaviour, educational (AEN)	H/M	Pupils	<ul style="list-style-type: none"> • Obtain information from parents • Take advice from SENCO/AENCO if appropriate • Seek advice as appropriate 	Use recommended parental consent form		
Not knowing emergency procedure for the buildings visited	H	Pupils/Staff	<ul style="list-style-type: none"> • All members to be made aware of the fire procedure when entering the building (i.e. ExCel London) 	When booking a visit, ask for emergency procedures for building		
Student conduct	M	Pupils/Staff	<ul style="list-style-type: none"> • Brief all students on good behaviour and representing schools • Ensure staff supervise students during their visit • Encourage them to do activities/visit in groups not larger than 3 or 4 to avoid large gatherings of students 			
Leaders take their own children or other family members on visit: inadequate supervision /accident	H	Pupils	<ul style="list-style-type: none"> • If staff family members or volunteers accompany group, the supervision and care of young people will not be compromised • Staff ratios will be amended accordingly to take account of split responsibilities • The Deputy Leader will be fully briefed and competent to take over full leadership if required 			
Visit returns after school hours: accident /upset lost/abducted	M	Pupils/Staff	<ul style="list-style-type: none"> • Parents/guardians and young people will be fully informed regarding collection arrangements after a visit • Young people will not be left alone, and will be properly supervised after a visit until they have been safely collected or dropped-off • A clear pre-planned procedure will be agreed for young people who are not collected • A young person will not be left alone with just one member of staff 			



Generic Risk Assessment Form

Hazards High/Med/Low risk? (H/M/L)		Who might be harmed?	Is the risk adequately controlled?	What further actions are needed to control the risk?	Tick if in place	Outcome H/M/L risk
Emergencies Inadequate procedures: delayed help/support deterioration of condition	H/M	Pupils	<ul style="list-style-type: none"> The school/college has an emergency plan for dealing with an incident on a educational visit At least one leader will carry a mobile phone (with ready charged battery and call credits if "pay as you go") Staff will carry sufficient cash or cards for pay-phones (mobiles do not work in some areas due to weak signal) Leaders will have immediate access to a copy of Emergency Procedures, including all emergency contact numbers Leader and Head teacher/Emergency Home Contact will have instructions regarding what to do in an emergency Leaders will have an appropriate level of first aid training and at least one leader will have a current first aid qualification A complete first aid kit (and travel sickness equipment) will be checked and taken with the group The first aid kit will be easily accessed by all leaders Contact details of parents, group leader, school and, if appropriate, head teacher/school contact's after-hours number will be held by group leader and school contact Leaders will brief young people regarding emergency procedures Leaders will prepare a contingency plan in the event of an accident or breakdown (inc. safety of group, and planned means of onward travel or return home) 			
Periods of remote supervision accident / separation from group Abduction/ Attack by stranger Obtaining illegal substances	H	Pupils/Staff	<ul style="list-style-type: none"> Group members will be assessed as sensible and competent Parents/guardians will be informed of arrangements and give written consent Individuals for whom indirect supervision is not considered suitable will be more directly supervised. Group members will be briefed regarding conduct/behaviour required Group members will be briefed regarding response if approached inappropriately by a stranger Pupils/students/young people will remain in groups or buddy systems at all times, including visits to toilets Pupils/students/young people will be briefed what to do and how to contact staff if required in an emergency Pupils/students/young people will be briefed regarding procedure if lost/separated Pupils/students/young people will have ID cards with contact details of accommodation, school and leader mobile number All leaders and pupils/students/young people will be briefed clearly regarding rendezvous times and places Staff will understand that they are still responsible and be fully briefed with respect to supervisory responsibilities 			
Allergic reactions, Poisons, stings, bites trauma / illness	M	Pupils/Staff	<ul style="list-style-type: none"> Staff will be briefed regarding group members with known allergies, and will be trained to treat accordingly Staff will check that young people and/or leaders carry any necessary medication Known high risk situations will be avoided, and appropriate avoidance action taken if necessary 			



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