

# Risk Assessment

HAZARD RATING (Potential to cause harm without control measures)		
Rating	Description	Potential Outcome
High	Major	Major Injury, permanent disability or Ill Health
Medium	Severe	Injury requiring medical treatment
Low	Minor	First aid treatment required

RISK RATING (Possibility of harm after application of control measures)		
Rating	Description	Probable Outcome
High	Probable	Occurs repeatedly, is an event that is to be expected, or could affect a large number of people.
Medium	Possible	Could occur sometime or could affect a few people.
Low	Remote	Unlikely to occur, though conceivable, or not many people likely to be affected.

**Activity / task:**  
**Using VEX IQ Robotics to compete in a regional competition at Discovery Museum Newcastle on Thursday 13<sup>th</sup> February 2025.**

**Persons affected:** CAD2CODE staff, Discovery Museum Staff, Pupils and Teachers

Hazards	Hazard rating H/M/L	Existing Control Measures	Risk rating H/M/L	Recommendations	Revised risk rating H/M/L	Action by	Date complete
Entrance to Discovery Museum from collection/drop off zone.	L	School staff responsible for all adults and children at all time.	L				
Conduct inside Museum	L	School staff responsible for all adults and children at all time.	L				
Toilet Arrangements	L	Toilets are outside Great Hall.	L	No separate Toilets for Adults. All adults DBS Enhanced.			
CAD2CODE (C2C) & Museum Staff Safeguarding	L	All C2C staff have DBS Enhanced Disclosure on update service.	L	All C2C to be signed in and location visitor pass to be presented and to be always warn. Public place, onsite safeguarding measures will be in place.			
Trip hazard from cables and floor tiles for robot route.	L	All cables will tape down or cable tied. Adults and children made aware of trip hazard.	L				

Issues with poorly behaved children or Adults leading to volatile situations.	L	Group rules to inform parents/Guardians that their children are their responsibility during family learning session.	L	C2C staff to obtain information form event organisations for potential issues.			
Laptop cables (if used) for staff, students and visitors	L	Charging cables to be correctly installed and secure, hazard tape on floor, if required.	L	Hazzard tape to be used if needed. Local advice needed from school site manager.			
Electrical appliances and installations There will be 2 charging points to be used by staff only to plug in their robot batteries using extension cables if needed.	L	Student helpers will be shown this area and safety will be discussed when they arrive on the stand. All cables are PAT Tested, as required.	L				
Storage of packaging, material and equipment.	L	This will be kept safely and securely away from students to minimise any hazards.	L				
Building/Running of VEX IQ Robots: Low voltage battery power source, application of assembling components and with possible figure snagging and traps.	L	Demonstration and supervision of students during build activity. From school staff in building stage, First aid available if required (see above).	L	Teacher/ Team Coach to monitor and react where necessary.			
Fire precautions for staff and visitors	L	Briefing in morning for systems already on place by school.	L	C2C staff to be made aware of fire drill and emergency procedures during drivers briefing.			
Lone working	L	None	L				
Students using the robotic controllers to operate the Robots.	L	Monitored by adults.	L				
Persons/Students with Special Needs	L	Monitored by staff and they should be accompanied by TA if needed as per school procedures.	L				
Handling of Robots and Competition Field.	L	Trolley and sack barrow brought into workshop locations in manageable plastic containers.	L	Low risk for students/adults to carry small box back to transportation.			

First Aid requirements	L	First Aider on site Any medical issues from adults/children to be reported to Discovery Museum staff.	L	First aider to be provided event staff.			
Projector Screen	L	Secured to best available fixing points.	L				
<b><u>Comments</u></b>							

Date of Assessment 18<sup>th</sup> December 2024 Assessed By Michael Nelson CAD2CODE CIC