

03RA SCHOOLS AND COLLEGE VISITING RISK ASSESSMENT

DESCRIPTION

This Risk Assessment applies to all schools and college's visiting the Vertu Motors Arena

To identify hazards and risks the assessor reviewed the HSE's guidance on events, The Green Guide and has walked around the venue (numerous times), attended events (including load in and load out). The assessor has also talked to staff to learn from their knowledge and experience. The assessor noted what was already being done to control the risks and recorded any further actions required.

Having put in place the actions the risk assessment identified, the manager discussed the findings with staff, and issued this risk assessment to all staff this affects. It is also kept on the company server and dropbox.

The assessor will review the risk assessment whenever there are significant changes such as new work equipment, work activities or workers and following any major accident or incident.

*Unless any changes in law/guidance/policy etc

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Assessor:	Kate Roxburgh		Issue Date: 11.09.25	*Review Date: 10.09.26		
WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED?	CURRENT CONTROL MEASURES	ADDITIONAL CONTROLS	WHO NEEDS TO CARRY OUT THE ACTION?	WHEN IS THE ACTION NEEDED BY?	DONE
Access time for college and schools – unknown and uncontrolled persons on site and accountability	Vertu Motors Arena staff (VMA), contractors, Teachers, children, college persons, young persons	- Valid Insurance certificates sent to the arena prior to the visit. - Any specific risk assessments issued to VMA prior to the visit. - Access times have been communicated to school/college. - No access is permitted to the venue outside of agreed hours. - Teacher/s responsible for roll call of students. - Teachers/college/school to ensure sufficient supervision. - College to communicate number of students present to VMA. - VMA reception always manned by a member of staff.	Teachers or schools/colleges to provide supervision for all persons in their group	Teacher/responsible person	On going	
Unsafe Access/Egress – vehicles and pedestrians –	Vertu Motors Arena staff (VMA), contractors, Client	Access/egress points are visually checked regularly including the conditions of the doors, floors, handrails by VMA staff and event	NFC – no further controls			

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crush or impact injuries, serious injury	Event staff, Spectators, visitors/members of public	staff, any issues will be reported to the VMA management, a sign will be displayed if any issues and until it is fixed/replaced. Barrier on car park and all event attendees will be charged for parking as per signage at the venue.				
Pupil/member of group requires medical attention – illness, injury	Vertu Motors Arena staff (VMA), contractors, Client Event staff, Spectators, visitors/members of public	- First Aid Facilities available at the arena, complete with full first aid kits and trained first aiders on site. - Additional medical resources to be confirmed prior to the event/visit and arranged as required.	NFC – no further controls			
Pupil/member of group becomes separated from the rest of the group – injury/illness	Vertu Motors Arena staff (VMA), contractors, Client Event staff, Spectators, visitors/members of public	- VMA staff are easily identifiable vis their uniform. - Briefing takes place to all pupils if separated from the group. - Any pupils/young person/visitor found are accompanied to reception area of the arena until reunited with their group. - VMA staff use radio communication at all times. - School/college to brief all students on itinerary and arrangements. - Emergency contacts arranged by college/school.	Teachers of schools/colleges to provide supervision for all persons in their group	Teacher/responsible person	Ongoing	
Loss of personal belongings	Vertu Motors Arena staff (VMA), contractors, Client Event staff, Spectators, visitors/members of public	- All lost property will be taken to reception/control room. - CCTV in operation at all times. - VMA are unable to take responsibility for any lost items	Teachers of schools/colleges to provide supervision for all persons in their group	Teacher/responsible person	Ongoing	
Alcohol and Drug/Substance abuse, intoxicated persons, impaired reactions, property damage.	Vertu Motors Arena staff (VMA), contractors, Client Event staff, Spectators, visitors/members of public	- Strictly no alcohol for all children/young persons - No drug policy at the venue. - All teachers must be aware of any illness of children present on site e.g. epilepsy, diabetes and any prescription drugs. - VMA are responsible for checking their staff, anyone intoxicated will be required to leave site immediately. - Challenge 25 for alcohol purchases - Anyone found in possession of illegal drugs depending on the amount will be detained and the Police contacted. - Costs will incur for any damage/s by college/school to the building.	NFC – no further controls			

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		Any damage/s and VMA must be notified immediately.				
Slips, Trips and falls – poor housekeeping, rubbish on floors, slippery or uneven work surfaces, trailing cables across the floor causing bruising, sprains, strains, fractures, broken bones.	Vertu Motors Arena staff (VMA), contractors, Client Event staff, Spectators, visitors/members of public	- Access/Egress routes all always kept clear. - Good housekeeping at all times throughout the venue. - No trailing cables are a cable cover used. - Spillages cleaned up immediately with appropriate spill kit. - No obstructions, materials or waste left around the event. - Any uneven or damaged/uneven surfaces will be appropriately highlighted by a barrier or hazard tape to warn others of risk. - Waste put into appropriate segregated bin/skip. - Clean as you go is promoted. - Regular monitoring by VMA staff.	NFC – no further controls			
Disabled Visitors – poor access, poor emergency details	Vertu Motors Arena staff (VMA), contractors, Client Event staff, Spectators, visitors/members of public	- Access/egress routes continually monitored and kept clear. - Lifts available for use when not an emergency. - Evacuations chair available for any emergencies. - Measures have been taken by the Vertu Motors Arena to accommodate all levels of disability in line with the Equality Act.	NFC – no further controls			
Injury caused by malicious or terrorist activity , serious injury, mass injury	Vertu Motors Arena staff (VMA), contractors, Client Event staff, Spectators, visitors/members of public	- Review conducted to reflect current advice and status. - CCTV coverage monitored throughout the event. - VMA issues emergency action plan to event organiser prior to the event. - VMA emergency action plan followed for any emergency.	NFC – no further controls			
Children and young persons e.g. young person taking unnecessary risks resulting in injury and lost children	Vertu Motors Arena staff (VMA), contractors, Client Event staff, Spectators, visitors/members of public	- Any young person working at the venue or event will have a specific young persons risk assessment completed. - All staff and teachers from college/school made aware of the Lost Child policy in the VMA Emergency action plan. - All children accompanied by adults/teachers	NFC – no further controls			
Fire Safety – uncontrolled fire, spread of fire, burns, serious injury	Vertu Motors Arena staff (VMA), contractors, Client Event staff, Spectators,	- FRA completed for venue and adhered too. - Emergency Action Plan will be followed in the event of an emergency, - All fire routes/exits checked before the event starts. - Trained fire marshals always in the venue. - Fixed wire test completed.	NFC – no further controls			

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	visitors/members of public	• Fire checks/logs completed e.g. extinguishers checks, emergency lighting checks • No smoking policy enforced and signage on display. • Smoking only allowed outside at the designated area.				
Electricity – Shock, burns serious injury, death	Vertu Motors Arena staff (VMA), contractors, Client Event staff, Spectators, visitors/members of public	• All electrical equipment is well maintained and a good state or repair. • PAT testing certification available. • All equipment is visually inspected prior to use, any defective equipment will be removed off site. • Only a competent electrician to repair any faulty or damaged electrical equipment. • Run wires at height where possible. • Cable covers used for any trailing cables. • VMA has a fixed wire test report (within the last 5 years).	NFC – no further controls			
Security and Public Address announcements - poor communication leading to confusion, personal injury, property damage, fire, death	Vertu Motors Arena staff (VMA), contractors, Client Event staff, Spectators, visitors/members of public	• VMA staff all on radios to ensure effective communications at all times. • CCTV in operation at all times • CCTV monitored. • All VMA staff where branded clothing.	NFC – no further controls			
Cash Handling – risk of theft and personal injury due to handling cash in public areas	Vertu Motors Arena staff (VMA), contractors, Client Event staff, Spectators, visitors/members of public	• VMA operative a no cash policy at all times.	NFC – no further controls			
First Aid - lack of facilities and trained personnel, high number of casualties	Vertu Motors Arena staff (VMA), contractors, Client Event staff, Spectators, visitors/members of public	• Suitable first aid facilities provided. • Suitable number of first aid trained personnel available. • Event manager and event team will all have radios/mobile phones to communicate with each other. • VMA staff will coordinate any emergency services required on site. • First aid facilities sign posted at event. • Defibrillator on site	NFC – no further controls			

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		• Full yellow bins will be stored securely until collected by the relevant/responsible person.				
Hazardous waste – medical/hazardous waste, infection control, slips and trips	Vertu Motors Arena staff (VMA), contractors, Client Event staff, Spectators, visitors/members of public	• Arrangements in place to clear site of litter and refuse after event, including local council for the disposal of any waste classed as hazardous i.e., medical waste etc. • Sufficient waste disposal bags/containers available with arrangements for immediate collection or storage until refuse collection day. • Appropriate protective clothing and equipment provided for litter/ waste collection. • Good housekeeping standards maintained.	NFC – no further controls			
Cleaning During all periods	Vertu Motors Arena staff (VMA), contractors, Client Event staff, Spectators, visitors/members of public	• Contact cleaners and/or VMA staff remove normal waste materials. • All waste disposed of in accordance with the VMA requirements/national regulations. •	NFC – no further controls			
Noise – induced hearing loss, deafness, tinnitus.	Vertu Motors Arena staff (VMA), contractors, Client Event staff, Spectators, visitors/members of public	• Any unusual noise levels will be monitored to comply with local authority requirements. • Noise levels will be monitored throughout the load in, the event and the load out • Noise protection available.	NFC – no further controls			
Manual Handling – poor handling techniques leading to injury, musculoskeletal problems, hernias, back problems.	Vertu Motors Arena staff (VMA), contractors, Client Event staff, Spectators, visitors/members of public	• Manual handling is avoided where possible. • Loads around 20/25kg or over will be carried by two or more persons, team lifting is utilised where possible. • Individual capability taken into account at all times.	NFC – no further controls			
Environment – poor lighting leading to accidents/injury	Vertu Motors Arena staff (VMA), contractors, Client Event staff, Spectators,	• Good quality lighting provided throughout the venue • Daily checks to ensure the lighting is adequate. • All areas in and around the event kept clean with regular monitoring by supervisors.	NFC – no further controls			

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	visitors/members of public					
Poor welfare – lack of adequate facilities, food allergies	Vertu Motors Arena staff (VMA), contractors, Client Event staff, Spectators, visitors/members of public	• VMA have excellent welfare facilities, changing rooms and accessible welfare facilities, toilets. • Welfare facilities made available as per agreement on event. • Drinking water available for all persons in the main foyer. • Eating and resting areas available • Clear signage in place for toilets, changing rooms etc • Ensure food allergens are reported to arena prior to visiting.	NFC – no further controls			
Social Media Online Abuse – cyber bullying, bullying, reputational abuse	Vertu Motors Arena staff (VMA), contractors, Client Event staff, Spectators, visitors/members of public	• Safeguarding policy and procedures in place for responding to abuse and online abuse. • VMA continual monitor social media accounts. • VMA review their privacy setting on their accounts and keep all personal information to a minimum. • All devices are secured with a screen lock e.g. pin, password, biometric, privacy screens. • Software and apps up to date with the latest security patches. • VMA staff trained to report cyber incidents.	NFC – no further controls			