

**Risk Assessment: Winners' Event April 22<sup>nd</sup> and 23<sup>rd</sup> 2017 The British Library, London**

**General Safety Measures :**

- All Poetry By Heart team members are DBS checked
- Poetry By Heart emergency contact is Director Julie Blake 07961 938 356.

**During the day on Saturday and Sunday all students and chaperones will be on the British Library site.**

- The British Library Conference Centre reception is staffed all day 0207 412 3790. Reception staff can be used to contact senior Poetry By Heart team members immediately.
- British Library staff can assist in an emergency and with first aid. The British Library provides first aid cover at all times.
- The British Library has fire and evacuation procedures in place, appropriate fire protection and a number of fire officers. Notices are displayed around the venue, and location of meeting points will be explained to students on arrival.

**Overnight on Saturday night students and chaperones will be at LSE Passfield Hall.**

- The reception at Passfield Hall is staffed 24 hours. 020 7107 5925
- Security of main buildings and grounds provided through regular patrols by the LSE Passfield Hall staff and CCTV camera surveillance.

#	Risk/hazard	Who might be harmed and how	Evaluation of risk High-Medium-Low	Precautions
1	Travelling to London	It is possible that a student might be injured while travelling.	Low risk.	Students will travel to the competition with teacher/chaperone.
2	Allergies and health conditions of individual participants	Delegates with allergies or acute medical conditions may experience an episode during the finals weekend.	Low-medium but the eventuality is covered by the documentation provided by delegates, by the facilities of service providers and the proximity to London hospitals.	Students and chaperones have been asked about their specific dietary and health needs and this information has been logged in the Event Management folder. These details will be checked with students when they register and group leaders will be made aware

				of any medical conditions.
3	Students going out late at night or during the day off-programme		Low, given the requirement to attend with a teacher/chaperone with both aware of the requirement to follow the programme and its terms and conditions.	The programme offers few opportunities for this and students have signed up to follow the programme as a condition of their participation in the weekend and on the code of conduct they agree not to leave the venue unsupervised.
4	Losing a young person	It is possible a young person may leave the programme in an unauthorised way and be lost to the group.	Low	The requirement to be accompanied by a teacher/chaperone mitigates this risk. All students will have a telephone number for 24/7 emergency contact provided to all chaperones and students when arriving on site - Julie Blake Poetry By Heart Director- 07961 938 356.
5	Alcohol and drugs consumption	A young person may be intoxicated by drink or substance misuse.	Low	Measures taken to mitigate this risk include the signed terms and conditions requiring the student to abstain from alcohol or use of drugs.
6	Overnight accommodation at LSE Passfield Hall	Students staying in each other's rooms. Intruders or emergencies.	Low	Students in single rooms. Students roomed next door to their teacher/chaperone. LSE Passfield Hall staff on call throughout the night. Security of main buildings and grounds provided through regular patrols by the LSE Passfield Hall staff and CCTV camera surveillance.
7	Risks associated with activities programme away from British Library	Possible hazards with traffic and getting lost.	Low	Teacher/chaperones to accompany students during any activities outside of the venue.