

Degree Show Format – Risk Assessment

Name of Programme(s)	
Please describe the desired degree show format	

		Please Tick
Have any risks been identified in relation to	Working at height	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Manual Handling <i>(Lifting heavy or awkward objects)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Use of hand tools	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Use of power tools	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Fire	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Electricity Supply	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Adequacy of Lighting	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Adequacy of ventilation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Access <i>(for example, can individuals move freely around the Degree Show exhibit)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	General Housekeeping <i>(for example, disposal of waste, old packaging, general state of cleanliness)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Materials being used	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Other	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	If Other, please describe	

What risks have been identified and how will the risks be minimised?
<i>The minimising of risks may require a revision to the degree show format</i>

How will students be supported to safely install and de-install their exhibitions?

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Degree Show Format 2018

This section is to be completed by the Programme Leader post

- *Identification of risks*
- *Consideration of how these risks will be minimised*
- *Consideration of how students will be supported to safely install and de-install their exhibitions*

This space will be used by the Programme Leader to detail the final degree show format, will highlight any health and safety matters that need to be brought to the attention of the students, and will make specific requests for adherence by the students

Proforma B and/or Proforma C will be updated to include this Degree Show Format.

Head of Department/Programme Leader Signature

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Date

Head of School Signature

Date