

ASTON UNIVERSITY RISK ISSUES CHECKLIST

Residential events on Campus organised by Student Recruitment and Outreach (SRO)

TITLE OF EVENT: Aimhigher STEM UniFest

DATE OF VISIT: Monday 10th July – Wednesday 12th July 2017 (overnight residential)

Action Point	Action to be taken	Tick if YES Cross if NO
1	SRO have checked that Aston University has appropriate insurance (Public/Employer Liability).	✓
2	SRO have put in place emergency procedures in the event of a fire or other emergency, and will brief staff and students accordingly.	✓
3	First Aid will be available if required, throughout the duration of the event.	✓
4	All student ambassadors have been selected and trained by SRO and have signed a Code of Conduct agreeing to adhere to the guidelines of the SRO Child Protection Policy.	✓
5	SRO staff are all DBS checked and academic staff participating in activities have read and are adhering to the guidelines of the SRO Safeguarding Policy.	✓
6	SRO have checked that appropriate lecturer/pupil ratios for all activities will be maintained.	✓
7	SRO have checked that appropriate safety measures for all activities will be implemented.	✓
8	SRO have checked that appropriate protective clothing/equipment for activities will be available if required.	✓
9	SRO have checked that staff are suitably qualified or competent for the activities that they are responsible for.	✓
10	SRO have checked that appropriate arrangements have been made for pupils with special needs.	✓
11	SRO have put in place procedures to ensure the safety and security of pupils' personal possessions.	✓
12	On arrival SRO Staff contact and emergency details will be given to the accompanying school staff in case of an emergency during the event.	✓

I confirm the above checks have been undertaken and that the above actions will be in place.



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