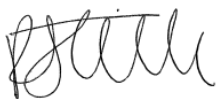


RA reference No. (Include revision number, e.g. 'B')	UniFest v1	Task and/or work activities covered by the assessment <ul style="list-style-type: none">This generic risk assessment is made under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, which requires the University to carry out a suitable and sufficient risk assessment of all foreseeable risks on University Campuses.Unless other appropriate arrangements are made the University has no responsibility for the transportation of pupils, teachers and visitors to or from the University campusAll pupils visiting the University should be accompanied by teachers or other appropriate staff.This includes general school/ college visits to UCB, have a go opportunities and NCOP events The University will: <ul style="list-style-type: none">Provide facilities appropriate for the sessionEnsure adequate materials and work equipment is available in accordance with the sessionEnsure appropriate fire precautions are in placeEnsure adequate first aid facilitiesEnsure adequate welfare facilities (toilets, washing facilities etc)Ensure adequate supervision by members of University staff in conjunction and agreement with other teachers/staff from the visiting school/college or other organisation.Instruct pupils in all issues associated with a safe visit to the University If the parents/school/organisation of any attendee has any specific requirements relating to health and safety they can contact their UCB contact or University College Birmingham Health and Safety on 0121 243 0023.
RA conducted by (List all involved in conducting the risk assessment)	Rebecca Kirk	
Signature of the person approving the assessment (incl. name and position)	 Rebecca Kirk Schools Liaison Officer	
Date RA conducted	18/05/2017	
Number of hazards	11	

Note: Refer to the 'COSHH Register' (UCB-304) for details of the products covered by this assessment.

Risk Matrix				Risk Category	Description
Probability of the event occurring (Pr)	Severity of the potential outcome (Se)			Trivial	An insignificant hazard and risk for which no further assessment is required as such risks, generally, do not require any specific workplace control measures.
	Minor, a non RIDDOR recordable injury	Serious, a RIDDOR >3-day recordable or >7-day reportable injury	Major, a RIDDOR specified injury (incl. a fatality)	Acceptable	Risks are, generally, seen as being acceptable with the existing control measures being appropriate to control/manage the risk. General workplace supervision is adequate to ensure the control measures, including the use of personal protective equipment (PPE), are being implemented.
	Low, it may happen	Trivial	Acceptable	Marginal	Risks are tolerable and, generally, work can commence or continue. However, a written action plan should be developed to further reduce, control or manage risks to an acceptable level, i.e. the existing controls are, generally, inadequate to control or manage the risk. Management supervision, such as audit, is required to ensure controls are continuously implemented.
	Medium, it could happen	Acceptable	Marginal	Moderate	Risks are unacceptable and work should not commence and, if in progress, should be suspended until action is taken to reduce or control the risks. Temporary control measures may suffice until a permanent solution is implemented. A written plan should be developed for additional risk reduction measures. Management controls include the use of 'permit-to-work' systems.
	High, it will happen	Marginal	Moderate	Unacceptable	Risks are unacceptable and work should not commence and, if in progress, must be immediately stopped until action is taken to reduce/control the risk to an acceptable level. Temporary controls, except in an emergency, do not justify work to commence or continue. Risk reduction plans must be documented and fully implemented before recommencing work.

Hazards present which create potential Health & Safety risks: (Tick all applicable)

Machinery and equipment

Lifting operations (incl. FLT)

Flammable gases/liquids

Electricity

Machinery and equipment

Workplaces

Slips, trips and falls

Fall from heights

Transport (incl. loading)

Workstations and seating

Occupational health

Noise exposure >80dB(A)_{LEP,d}

Hand-arm vibration

Hazardous substances

Musclo-skeletal diseases

Other hazards

Lone working

Display screen equipment

Manual handling of loads

Other hazards (Specify)

Part 01: Risk Assessment

Haz No.	Hazard	Hazard and activities giving rise to Health & Safety risks	Persons exposed to the hazard	Potential injury, ill-health, etc	Planned and/or existing control measures	Assessed risk with the planned and/or existing control measures in place			Are the controls adequate ¹ ?
						Probability	Severity	Risk Category	
1	Slips, Trips and Falls	Slips and trips whilst moving around the building	All staff/ students/ visitors	Muscle, injury, bruises, fractures, burns, cuts & grazes	<ul style="list-style-type: none"> Good housekeeping maintained throughout the premises and any issues reported to estates/Maltings hall staff Staff and students instructed not to use mobile phone Coats and bags to be kept in appropriate hangers/ lockers etc to keep work areas and walkways clear 	Medium	Minor	Acceptable	Yes
2	Illness and Injury	Accidents whilst moving around the building, pre-existing illness or injury (i.e. allergies), allergies to food	All staff/ students/ visitors	Various i.e. injury, anaphylaxes, seizure	<ul style="list-style-type: none"> First aid available on all university sites from security and hall managers At least 1 member of UniFest staff is first aid trained, including event leader and first aid kits are available in the flats Report all accidents/ incidents to Reception/ Security and complete accident form Medical forms to be completed by participants in advance and reviewed by event organisers so that appropriate arrangements can be made and appropriate staff informed (see Special Requirements document for details). Catering department and activity leaders of food based tasks notified of food allergies/dietary requirements in advance – students whose parents present a signed medical form on the first day and whose needs can not be met may not be allowed to participate in UniFest Student's medications to be kept on them unless otherwise stated. In the event of a student being taken to hospital/doctors the most senior member of staff other than the event lead will accompany them (with another member of staff/ambassador) until parents/guardians arrive or the student has returned to the event (if appropriate). UCB cars will be at the Maltings accommodation and near the main campus for use by authorised staff. All students will be provided with adequate food and drink and frequent breaks to avoid collapse Appliances and electrical equipment in the accommodation kitchen not to be used by students except the kettle which can only be used when staff are present (staff to remove kettle when they aren't in the kitchen). 	Low	Serious	Acceptable	Yes
3	Fire safety	Refer to the fire risk assessment	All staff/ students/ visitors	Burns, smoke inhalation, death	<ul style="list-style-type: none"> All students and staff notified of the evacuation procedure and assembly points for each campus in welcome briefing Register to be taken by event leader or designated person at the assembly point. Prior to UniFest parents asked whether any staff or students would require any specific assistance. Section 1 of PEEP should be completed by UCB staff and approved by parents in advance. Security staff, hall managers and fire marshals to assist in evacuation If the fire alarm sounds (loud bell) staff and student ambassadors to inform visitors to leave the building by the nearest fire exits Inform reception/security/Maltings hall managers of where the group are and give them a copy of the programme Evacuation procedures of external venues (e.g. cinema, climbing centre) to be followed. All UCB property, including accommodation, is non-smoking, smokers to use designated smoking areas. 	Low	Major	Marginal	Yes
4	Safeguarding	Lost persons whilst moving around the campus	Young or vulnerable persons	Stress	<ul style="list-style-type: none"> Staff and student ambassadors have DBS checks, are trained on safeguarding and sign a code of conduct Avoid unsupervised access with students on a one-to-one basis External suppliers and members of the public have no unsupervised access to students Students dropped off/collected by parents unless written consent is submitted to the event leader in advance. Event leaders to follow UCB's protocol for reporting incidents/ concerns 	Low	Serious	Acceptable	Yes

¹ If 'No', record a planned improvement in Part 2: Action Log.

Part 01: Risk Assessment						Assessed risk with the planned and/or existing control measures in place			Are the controls adequate ¹ ?
Haz No.	Hazard	Hazard and activities giving rise to Health & Safety risks	Persons exposed to the hazard	Potential injury, ill-health, etc	Planned and/or existing control measures	Probability	Severity	Risk Category	
5	Behaviour	Possible injury due to bad behaviour or not following instructions	All staff/ students/ visitors	Cuts and bruises, shock and stress	<ul style="list-style-type: none"> Students, staff and ambassadors to sign code of conduct for acceptable behaviour Students to be supervised by student ambassadors and UniFest staff; security to be informed and intervene if necessary Acceptable behaviour to be covered in briefing 	Low	Minor	Trivial	Yes
6	Travelling around the campuses/ campus tour	Lost persons, accidents	All staff/ students/ visitors	Cuts, bruises, stress	<ul style="list-style-type: none"> The safest route is taken when walking between campuses and accommodation (as decided by staff beforehand unless conditions dictate otherwise) Staff/student ambassadors to supervise designated small groups (approx. 2 staff for 10 students) to avoid loss and prevent injury and ensure the group are using appropriate crossings. A member of staff to walk at the front and back of the group Registers to be taken after moving between activities and at intervals throughout the day – any missing persons to be reported to the event leader Check for mobility difficulties within the group and adapt route if necessary All students given the emergency contact details of event leaders and told to report to the nearest reception if lost (event organisers details and timetable of activities will be left with security at each site) Abduction of a student covered in the critical incident plan. 	Low	Minor	Trivial	Yes
7	Practical activities	Group tasks or interactive activities requiring movement around the room or equipment	All staff/ students/ visitors	Cuts and bruises	<ul style="list-style-type: none"> Participants given instructions about the safe use of equipment at the beginning of the session by the activity leader Students demonstrating inappropriate/ unsafe behaviour will be asked to leave the activity as per code of conduct Adequate supervision by staff Schools/ colleges to be notified if students will be required to bring certain clothing or shoes Academic tutors to identify any specific risks for activities they run and have appropriate risk assessments in place 	Low	Serious	Acceptable	Yes
8	Accommodation/overnight supervision	Students leaving rooms overnight and therefore being unsupervised.	Students	Lost persons, accidents, pregnancy	<ul style="list-style-type: none"> Fenced perimeter and 24 hour hall wardens who are first aid trained and fire marshals. Security onsite 08.30-18.30 and 20.00-06.00, all informed that students are not to leave unaccompanied Students and their parents to sign a code of conduct stating that they will not leave their room at night otherwise they will be sent home Each flat is single sex and has 2 members of staff/student ambassadors staying overnight. Register taken by staff in each flat last thing in the evening and first thing in the morning All individuals provided with the procedure to follow if assistance is needed in the night: <ul style="list-style-type: none"> Wake members of staff in flat If necessary staff to phone lead members of staff and alert security/hall managers via phone or warden button on gate. 	Low	Serious	Acceptable	Yes
9	Building safety	Injury from inadequate housekeeping/ lighting/ reasonable temperatures, electric shock from equipment	All staff/ students/ visitors	Various injuries	<ul style="list-style-type: none"> Marketing staff to visually check equipment/ facilities before use and report any faults Estates to ensure general building testing/ PAT inspection/ fire precautions regulations 	Low	Serious	Acceptable	Yes
10	Cinema trip	Lost persons, unwanted interactions with members of the public	All staff/students	Lost persons	<ul style="list-style-type: none"> Staff to sit at the end of rows so students are not sat next to members of the public. Staff to be aware of any students leaving the auditorium (2 members of staff to follow and wait in hallway outside toilets if necessary) and any inappropriate contact between students 	Low	Serious	Acceptable	Yes

Part 01: Risk Assessment						Assessed risk with the planned and/or existing control measures in place			Are the controls adequate ¹ ?
Haz No.	Hazard	Hazard and activities giving rise to Health & Safety risks	Persons exposed to the hazard	Potential injury, ill-health, etc	Planned and/or existing control measures	Probability	Severity	Risk Category	
11	Climbing at Redpoint climbing centre	Injury from climbing	Students and staff	Cuts, bruises	<ul style="list-style-type: none">Groups led by qualified instructors and safety equipment provided by Redpoint, see separate risk assessment.Students told to wear appropriate clothing/trainers, tie long hair back and remove jewellery before sessionParents to sign consent form in advance and disclose any medical issues which may affect student's participation.	Low	Serious	Acceptable	

A copy of the completed risk assessment must be returned to the competent person.

Part 2: Action Log:

Risk Assessment Ref No:

Ref No.	Action	Owner	Timing	Status ⁽²⁾	Notes, completion evidence, etc.

⁽²⁾ Status indicators:

Off track with no recovery plan in place.

Off track but with a recovery plan in place.

On target for planned delivery.

Action completed.

A copy of the completed ‘Action Log’ must be returned to the competent person.