



Birmingham City University – General Risk Assessment Record

DESCRIPTION OF ACTIVITY	Unifest Residential Summer School 2017	LOCATION OF ACTIVITY	City Centre Campus and off-site
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Hazards Associated with the Activity	Consequences of exposure to the hazards	Who or what is at risk of injury or loss	What control measures are in place to prevent this from happening	Initial Severity	Initial Likelihood	Initial Risk Rating	Risk Category (A/T/U)	Action required to reduce the risk to an acceptable level	Responsibility for action and timescales to complete	Revised Severity	Revised Likelihood	Revised Risk Rating
Movement around campus	Personal Injury	Staff & Visitors	<p>Staff and Student Ambassadors to escort visitors at all times</p> <p>Security on site at all times and are first aid trained (as well as key staff)</p> <p>Daytime academic sessions are three hours in duration therefore movement is minimised</p>	3	2	6	A	Pupils briefed beforehand about following instructions of ambassadors and staff	Event organiser and associated staff running the event including Student Ambassadors	2	2	4



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Road Traffic	Accident and Injury	Staff & Visitors	<p>Traffic Light crossings where available, always used</p> <p>Pupils always under supervision of staff</p> <p>Walking to events off campus is via a planned route</p> <p>Walking to events off campus is to a minimum and to venues in close proximity</p>	6	2	12	T	<p>Ambassadors briefed to use pedestrian crossings and walkways. Where not available, Ambassador to be assigned to a small group of students and lead on the crossing</p> <p>Perform route walk-through before event to find safest route possible, both in relation to on-campus and off-campus activities</p> <p>Portable first aid kits carried by Summer School Lead when walking to off campus events</p>	<p>Event organiser and associated staff running the event including Student Ambassadors only when handover is completed on arrival</p> <p>Responsibility ends upon dismissal on the final day</p>	5	2	10
Electrical Equipment/ Wires	<p>Slips/ Trips/ Falls</p> <p>Minor Electric Shock</p> <p>Damage to property</p>	Staff & Visitors	<p>All wires to be taped to floor or tables. No wires to be left trailing or visible to visitors</p> <p>All equipment PAT tested</p>	4	2	8	T	<p>Safety checks to be completed throughout the day</p> <p>Visitors are to be advised that no food or drink should be consumed around electronics</p>	<p>Event organiser to check in the morning before the start of event, as well as ongoing checks throughout the event</p>	4	1	4



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Fire and evacuation	Burns/ Slips Trips/ Falls	Staff & Visitors	All buildings have fire alarms and smoke detectors Venue has evacuation procedure with appropriate signage Fire extinguishers are located around buildings, but should only be used in the event of an emergency and only by trained fire marshals	6	2	12	T	Pupils informed of First Aid and Fire Evacuation procedures on arrival Vigilance during the course of the visit Registers and head counts to be taken at regular points throughout the event	Event organiser and associated staff running the event including Student Ambassadors	5	2	10
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Safeguarding and Overnight Provision	Personal harm	Staff & Visitors	<p>All staff and Student Ambassadors are DBS checked</p> <p>Staff/ student ratio in line with LEA guidelines</p> <p>Safeguarding training delivered to staff and Student Ambassadors before event</p> <p>BCU staff on duty and on call overnight</p> <p>Individual meetings have taken place with a number of students, parents and staff within schools, to discuss the needs of learners with individual learning and/ or support needs</p> <p>Aston University Halls of Residence are accessible via keycard only</p>	5	2	10	T	<p>All staff advised to avoid being alone with a young person</p> <p>Plans made with a number of individual students (and, where appropriate, parents and school staff) to ensure safe participation at the Summer School for all. These plans are documented separately</p> <p>Student Ambassadors fully briefed and trained on Safeguarding, expectations etc</p> <p>Plans in place to ensure on call staff are moved to 'on duty' if required, to ensure adequate staffing numbers</p>	Event organiser and associated staff running the event including Student Ambassadors	4	2	8
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<p>Accident/ Illness</p>	<p>Slips/ Trips/ Falls and other injuries/ illnesses</p>	<p>Staff & Visitors</p>	<p>First Aiders on site</p> <p>All Security staff are also first aid trained</p> <p>Individual meetings have taken place with a number of students, parents and staff within schools, to discuss the needs of learners with individual learning and/ or support needs</p> <p>Briefing at start of Summer School to all participants on health and safety</p>	<p>3</p>	<p>2</p>	<p>6</p>	<p>A</p>	<p>Visitors informed of First Aid and Fire Evacuation procedures on arrival</p> <p>Visitors are given the contact number of Birmingham City University Staff and Security staff on their lanyards</p> <p>Student hosts to be given guidelines on action to be taken</p> <p>All Security staff First Aid trained</p> <p>Summer School staffing rota compiled so that First Aider from the team is present and/ or on call</p> <p>Records to be taken of any personal injury and the online accident book to be completed post event</p> <p>Parent/ carer holds responsibility for informing</p>	<p>Event organiser and associated staff running the event including Student Ambassadors</p>	<p>2</p>	<p>2</p>	<p>4</p>
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Campus Tours and Equipment Use	Slips/ Trips/ Falls and other injuries	Staff & Visitors	Rooms with dangerous equipment are labelled and have security warnings of what they contain	3	2	6	A	<p>Visitors are advised to stay with their group at all times and should not enter rooms unoccupied</p> <p>Visitors should not enter hazardous areas of the university without permission</p>	Event organiser and associated staff running the event including Student Ambassadors	3	1	3



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Lost Persons	Unsupervised under 16s on campus	Staff & Visitors	<p>Visitors given telephone number of University Security on their lanyards and a given meeting point of Millennium Point, Level 0 Reception if they get lost</p> <p>Staff and Student Ambassadors to escort visitors at all times</p> <p>Staff and Student Ambassadors to be fully briefed and trained on relevant procedures</p>	2	3	6	A	<p>Ambassadors taking registers and head counts at each session</p> <p>Pre-event, notify all BCU Reception points and Security of under 16s on campus for duration of the visit and organiser’s contact details</p> <p>Clear welcome instructions given to all visitors at the start of the event</p> <p>Summer School Lead will have printed ‘Master file’, which contains key student contact details and emergency contact information</p> <p>Key staff and Student Ambassadors to be given packs with key information about students</p>	<p>Event organiser and associated staff running the event including Student Ambassadors</p> <p>Security staff</p>	2	2	4
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Construction sites/ building works	Personal Injury	Staff & Visitors	Safety barriers around all construction sites/ building works	3	2	6	A	<p>Liaise with Estates and Security and notify of under 16s on campus</p> <p>Minimise time spent walking past construction sites/ building works and find alternative routes</p>	<p>Event organiser and associated staff running the event including Student Ambassadors</p> <p>Security staff</p>	2	2	4
Meet and Greet onto Campus	Personal Injury	Staff & Visitors	<p>Staff and Student Ambassadors to escort visitors at all times</p> <p>Security on site at all times and are first aid trained</p> <p>Meeting point to be agreed beforehand with Accommodation Services</p>	3	3	9	T	<p>Security will be aware of meeting point details</p> <p>Drop off point to be agreed and communicated with parents/ carers before the event</p> <p>Staff/ Student Ambassadors present both inside accommodation and outside the building to ensure safe arrival</p> <p>To undertake any recommendations made by Accommodation Services following meeting</p>	<p>Event organiser and associated staff running the event including Student Ambassadors</p> <p>Security staff</p>	3	2	6
Academic sessions and	Slips/ Trips/ Falls and other	Staff & Visitors	Where available, Risk Assessments received	3	3	9	T	Review Risk Assessments and raise queries/	Event organiser and	2	2	4



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evening activities	injuries Accident		from relevant parties pre-event, demonstrating all necessary precautions have taken place					questions with lead party as required	associated staff running the event including Student Ambassadors			
Verbal and Physical Abuse	Insult/ Stress Personal Injury	Staff & Visitors	Staff have been advised to walk away from aggressive behaviour and not to engage Code of Conduct supplied to visitors at the start of the event All Student Recruitment staff and Student Ambassadors have been briefed on Safeguarding	3	2	6	A	Security to be on hand to assist Visitors are advised that the University is open to the public and to not engage with persons outside of Student Recruitment Team, Security staff and Reception staff Comprehensive briefing/ reminder to visitors of expectations at the start of the event	Event organiser and associated staff running the event including Student Ambassadors	2	2	4

Date Risk Assessment Completed – 30/06/2017	Assessor Name(s) – Jeff Chilton and Hannah Kershaw
Manager Responsible for Assessment – Sarah Felton	Date of Next Review – 02/04/2018