

Assessment Number

Hazard and Risk Assessment Summary

School/Dept Location of Activity Date of Assessment Assessor Activity Assessed
(Attach protocols)

Assessment of Hazard and Risk								Control Measures Required	
HAZARD (List only hazards from which there is a significant risk of serious harm under foreseeable conditions)	PERSONS AT RISK (See key, Indicate number)	PERSONAL HARM?			LIKELIHOOD of HARM?				
		F	Mj	Mn	Y	Pr	Po	R	
1.0 Health and Safety									
1.1 Movement around the campus (Main hazards: moving vehicles on roads and car parks, steps and uneven surfaces)	YP, S, UG			X				X	Adequate supervision for movement of visitors by Student Ambassadors and Outreach staff.
1.2 Fire or other evacuation	YP, S, UG		x					x	Covered by University Fire procedures. Each building has a designated fire warden. Ambassador and Outreach staff are responsible for checking names against the group register following evacuation of building.
1.3 Lost Persons	YP			x				x	All students given Aston Webb Reception as Lost Persons Meeting point at start of visit. Phone number supplied
1.4 Illness / Injury				x				x	There is a trained first aider in the department and all security staff are First Aid trained. Details of any pupils with medical conditions / special needs and emergency contact details to be supplied to activity leader and kept by ambassador/outreach staff.
1.5 Practical Activity	YP			x				x	Academic tutors to identify any specific risks for events they run and have appropriate risk assessments in place.
2.0 Safeguarding	YP		X					X	All staff are DBS checked as well as student helpers who have unsupervised access to under 18s. Under 16 school groups should be accompanied by an appropriate number of teaching staff in line with LEA guidelines.
									All staff to avoid unsupervised access to pupils on a one to one to basis. Safeguarding training provided prior to event for student help.
2.1 Overnight supervision	YP,U,S		x	X				x	Students will be supervised on and off the coaches by Student Ambassadors. Student Ambassadors will accompany students and provide supervision during the journey.
								X	Night supervisors will be given training and guidelines as well as be CRB checked. Female and Male rooms will be on separate floors where possible.
									Students will be briefed by Hall of Resident Staff about action in the event of a fire and Hall evacuation procedures.
									Hall staff will be informed that students are not able to leave the Halls unaccompanied. Students will be provided with a code of conduct for signing. Copies are also sent to parents.

Key

PERSONS AT RISK	
Ug	Undergraduate
Pg	Postgraduate
S	Staff
C	Contractor
V	Visitor
Pa	Patient
Pu	General Public
Yp	Young Person

PERSONAL HARM?	
F	Fatality
Mj	Major Injury
Mn	Minor Injury

LIKELIHOOD	
Y	Yes/ Very High
Pr	Probable
Po	Possible
R	Remote

Major Injury: Loss of or broken limb
Loss of or damaged eye
Loss of consciousness

Risk Significance					
	Y	Pr	Po	R	
F	✓	✓	✓	✓	✓ = Significant risk
Mj	✓	✓	✓	✓	
Mn	✓	✓	X	X	X = Insignificant risk

Date for Review

Nm	New/Expectant Mother
----	----------------------

Acute illness needing medical treatment
Permanent ill health or disability

g:\aww7text\guidance\17ra.doc
19.12.00

Continuation page

[illegible]