

RISK ASSESSMENT FOR UNIFEST 2017

ACTIVITY: Summer School Event		Name: Sophie Sheppard		
LOCATION: University of Worcester		Date: 16.06.17	Review Date: 29.06.17	
HAZARD(S) IDENTIFIED	DETAILS OF RISK(S)	AT RISK	RISK MANAGEMENT MEASURES	OTHER COMMENTS
Vehicles	Being struck by vehicle whilst moving around campus and when adjacent to public roads	Participants, event supervisors	Routes around campus confined to footpaths and designated crossing points	Measures appropriate to all aspects of the event: - <ul style="list-style-type: none"> • Arrangements made and liaison with 'sender' schools, and relevant personnel within and outside of the University, well in advance. • Individual groups are supervised by 'Ambassadors' whilst on campus. • 'Ambassadors' all carry means of communication in case of emergency. • 'Ambassadors' and all others involved with the event are made aware of their health and safety roles and responsibilities. • Health and safety briefings given to groups before commencement of activities. • Misbehavior by any group member brings activity to an end. • All individuals involved in the supervision of participants are subject to DBS checks.
	Drop off and collection point at Students Union.		Reputable transport providers used to ensure suitability of vehicles etc.	
Commuting between campuses and from train station.	Handrails provided.			
Steps and staircases	Falls whilst negotiating steps and staircases within buildings and around campus.		Liaison with Estates to ensure steps and staircases in safe condition.	
High hazard areas	Unauthorised entry into high hazard areas (e.g. construction site, workshop)		Adequate lighting to staircases within buildings.	
Emergency evacuation	Unfamiliarity with building if occupying at time of evacuation	Areas do not form part of Summer School.	Information given on fire action at start of the event.	
		Liaison with Estates, or others responsible for area, if adjacent to Summer School activity.	Exit and fire exit routes clearly signed.	
		Entry restrictions, secure boundaries and segregation, and signage to indicate these areas.	Evacuation Marshals and Wardens within each building.	

				<ul style="list-style-type: none"> • First aid assistance available across campus.
Activities	Injury etc. whilst participating in 'classroom-based' activities.	Participants, event supervisors	Activities low risk (e.g. do not involve the use of powered machinery, hazardous substances).	All participants made aware of their health and safety responsibilities and expected conduct during the event.
	Injury whilst participating in sporting activities		<p>Condition of sports equipment to be used checked on a daily basis.</p> <p>Participants given instructions in safe use of equipment and required to wear appropriate clothing.</p> <p>All participants to complete health questionnaire with signed parental consent to participate. Learner will be advised that if they do not feel up to it, that they must speak to a member of staff.</p>	
Individual participants	Any illness or disability that could adversely affect health and safety during the event		<p>Liaison with 'sender' schools to establish if any students fall into this category.</p> <p>Appropriate arrangements introduced to take account of the individual's circumstances (e.g. dedicated assistance).</p>	
Exposure to weather in Sport outdoor activities and whilst walking between campuses	Cold injury, heat injury, over-exposure to sun.	Participants and staff.	<p>Advised participants to bring weather appropriate clothing and items such as sun screen.</p> <p>Daily weather forecast obtained and plans adjusted accordingly</p>	

<p>Pupil lost or separated from group, inadequate supervision.</p>	<p>Injury and anxiety</p>	<p>Participants</p>	<p>Ensure supervising staff competent and understand their roles.</p> <p>Sufficient supervision</p> <p>Plan and use suitable group control measures (for example, buddy systems, large groups split in small groups each with named leaders, identification system).</p> <p>Discuss itinerary and arrangements with participants.</p> <p>Briefing to all on what to do if separated from group.</p> <p>Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups</p>	
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