

**EVENT: Aimhigher UniFest (Residential event) 2018**

**DEPARTMENT: Student Recruitment & Outreach**

**DATE: Monday 9th – Wednesday 11th July**

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| **Action/Hazard** | **Likelihood/****consequence** | **Controls (What is being done already)** | **Further Action** | **Risk Rating** | **Action by who** | **Action by when** |
| Child Protection/Safeguarding of participants(possible hazards include: disclosures of a child protection nature and issues relating to participants being considered ‘at risk’) | Likelihood­Unlikely to occur but could happenConsequencemoderate - major | Aston University Student Recruitment and Outreach Safeguarding Policy has been consulted and the following have been implemented:Whistleblowing Policy* Procedures for whistleblowing where concerns arise about a colleague’s behaviour are outlined in the Safeguarding Policy.

DBS Checks * All University staff and Student Ambassadors have undertaken an enhanced DBS check, which has been returned prior to the event starting.
* All members of University staff who will be left unsupervised with the students have undergone an enhanced DBS check.

Code of Conduct* Written codes of conduct have been issued to all event staff and Student Ambassadors, who will be made aware of the consequences for breaches of the code.

Training Programme for all relevant staff* All Student Ambassadors that will be involved for the entirety of the Unifest will be required to attend a compulsory training session prior to the event commencement. **Date: 8th July 2018**
* The training session will cover the Safeguarding Policy, including handling a disclosure, roles and responsibilities, indicators of abuse and the code of conduct. It will also cover possible child protection issues which could arise in relation to activities during the event.
 | All codes of conduct must be signed and returned before being able to participate in the event.All event staff will be issued with an up to date copy of the SRO safeguarding policy for referenceA record will be made of training attendance | Medium-High(Action within 24 hours) | UniFest Leader | By start of UniFest (9/7/18) |
| Accidents on campus /residences(slips, trips, falls or more major accidents) | LikelihoodLikely to occur at some timeConsequenceModerate to major (depending on type of accident) | The HEI has appropriate insurance cover for Residential activities.* The University has both public and employer’s liability insurance

First Aid will be available if required, throughout the duration of the event.* Aston University Security Staff are qualified first aiders who can be contacted 24 hours a day on the emergency number provided.
* Residence Tutors are qualified first aiders
* There is a University Medical Centre.
* The University is also in close proximity to the Children’s Hospital A&E

Academics and external members delivering sessions which pose risks other than those covered by the University’s risk procedures have their own risk assessments in place and will inform students of any additional safety procedures e.g. protective clothingA system is in place for reporting and investigating accidents.* Accidents will be reported to the on-duty member of staff.
* Appropriate action will be taken in response to the accident, which will also be recorded.
* In the event of an accident, University staff on duty will act in loco-parentis.
* Parents/Carers will be informed of any accidents and the actions taken.
* Students’ emergency contact information will be carried by the duty member of staff at all-time whist on and off campus.
 |  | Moderate to Extreme (Action within 24 hours) | Unifest Leader or Unifest Staff member | By start of UniFest (9/7/18) and during |
| Emergency during residential(e.g fire)  | LikelihoodNot likely to occur, but could happenConsequenceModerate - catastrophic | Emergency procedures in the event of a fire or other emergency have been put in place, and staff and students will be briefed accordingly.* The University holds a current fire risk assessment
* In the event of an accident or fire the Security Office can be contacted on their emergency number which will be provided to staff and students involved in UniFest.
* The Student Ambassadors will be briefed on all emergency procedures at their training session prior to the event, and a member of University staff will brief the students at their welcome session. All training will be recorded
* The Residences have displayed fire and emergency safety notices in each bedroom where the students and staff will be staying. This information is also outlined in the staff and student handbooks
* Students will be issued with cards outlining the emergency contact details. They will be told to keep them on them at all times.
* Students will be informed during the welcome briefing of the protocol for fire evacuation and meeting points as well as instructed to follow their students ambassadors/staff.
* Students with mobility difficulties will receive a personal evacuation plan from the Fire Safety Officer (N/A during this summer school)
 |  | Extreme (Action immediately) | All Unifest Staff | By start of UniFest (9/7/18) and during |
| Safety of participants – possible hazards: loss of student, abduction, | LikelihoodUnlikely to occur, but couldConsequenceMajor- catastrophic | Appropriate staff/student ratios for all activities will be maintained.* During the day students will be working in small groups of at least one Student Ambassador to every 7 students. There will also be at least two members of University staff on duty throughout the day.
* This ratio will be maintained overnight, with Student Ambassadors all staying in the same overnight accommodation as the students (Conference Aston), along with at least three members of University staff.
* All students will be issued with staff contact details and carry on them emergency contact detail cards
* Students will be issued with a set of keys for their room in residences. Access to and from residences will be controlled by Student Ambassadors and Unifest staff
* Students will be informed not to run and to not talk to strangers
* Regular head counts will be taken of students and correct supervision ratios maintained
* Staff will have up to date list of student names and emergency contact information with them at all times.

Arrangements have been made for there to be clear handover points for learners arriving at the Unifest and on completion of the event. * Parents/Carers have been issued with a Travel Consent form to indicate how the student will be arriving and returning home from Unifest: Students can either be dropped off at the Main Reception or met at New Street train station or a central city centre bus stop by the Student Ambassadors. No student will be allowed to leave Unifest unaccompanied.

University staff and Student Ambassadors to be easily identifiable to students.* All University staff and Student Ambassadors will be introduced to all students at the welcome session on the first day of Unifest.
* Student Ambassadors will be wearing red Unifest tshirts and lanyards during the event.
* Pictures of University staff will be printed in students’ handbooks.
 |  | Extreme (Action immediately) | Unifest Leader and all Unifest staff | During UniFestBy start of UniFest (9/7/18) During UniFest |
| Inappropriate behaviour of participants | LikelihoodUnlikely to occur, but couldConsequenceModerate - catastrophic | A Code of Behaviour for Learners has been issued to learners and Parents/Carers.* Code of behaviour has been issued to the attendees pre-event for them to read and sign. This document outlines expected behaviour and consequences for misbehaviour.
* A copy has been sent to parents/carers of student prior to UniFest.
* In the case of serious misbehaviour, parents/carers will be informed and the decision will be made as to whether the learner should be removed from UniFest.
* University staff would accompany the learner home if necessary.

Arrangements for separate male/female sleeping and bathroom facilities for students.* There will be separate male and female sleeping arrangements - All students will have their own bedroom with individual bathroom facilities, and corridors will be separated into male and female floors.
* There will be at least 6 student ambassadors and/or University staff members (of the same sex) sleeping overnight on each floor of the accommodation.
 |  | High –Extreme (action within 24 hours or immediately | Unifest Leader | By start of UniFest (9/7/18) and during  |
| Loss of participant’s personal possessions | LikelihoodUnlikely to occur but couldConsequenceMinor-moderate | Procedures are in place to ensure the safety and security of pupils’ personal possessions.* Students have been advised against bringing valuable possessions to the event, as we cannot be responsible if they are lost or stolen.
* During the day, students’ possessions will be locked away in the Conference Aston (in their bedrooms).
* On the day of departure, students’ possessions will be locked away in a luggage room in the main building; only UniFest staff will have access to the room.
 |  | High (Action within 24 hours | Unifest Leader | By start of UniFest (9/7/18) and during it  |
| Participant well-being (possible hazards: illness, allergies, homesickness) | LikelihoodLikely to occur at some timeConsequenceMinor-moderate | Arrangements have been made so that any student who requires prescription medication during the visit will be able to receive it.* Parents/Carers of students have been asked to provide details of any prescribed medication required during the event and details of administration. Students are required to bring enough medication to last the week.
* Students/parents have been informed that members of UniFest staff are not able to administer medication,

Appropriate arrangements have been made for pupils with special needs.* Parents/Carers have been consulted to ensure an appropriate level of care is available for those students and these details will be provided to Student Ambassadors within their handbooks.

Appropriate arrangements have been made for pupils with special dietary requirements* + Information has been received regarding dietary requirements of students and any allergies. Wherever possible these are been catered for during the residential.

Information has been prepared for students, which includes details of the personal support they will receive during the event.* Students will receive an information pack at the Welcome session which gives all relevant information, including emergency numbers
* Students will be made welcome by Student Ambassadors who have been briefed to look out for signs of homesickness and the general welfare of the students. Any students feeling homesick will be spoken to and action taken to deal with the situation on a case by case basis.
 |  | Minor – Medium (Action : as soon as possible) | UniFest Leader | By start of UniFest (9/7/18) and during it  |
| Transportation to off-site activities (possible hazards; slips, trips and falls embarking, crash of vehicle | LikelihoodUnlikely to occur, but couldConsequenceModerate - catastrophic | Risks in terms of transportation to offsite activities have been assessed:* In order to avoid accidents such as slips trips and falls embarking and disembarking the coach, students will be warned to be cautious, no running etc. Students will be supervised by Student Ambassadors and staff.
* All students and staff will remain seated for the duration of the journey
* The coach has seat belts and all students/staff will wear their belts at all times.
* Checks have been made to ensure the driver is a licensed driver and the vehicle will be road-worthy
 |  | Medium – Extreme (Action immediately) | UniFest Staff | By start of UniFest (9/7/18) and during it  |

**SIGNED: A.Cooper**

**NAME: Andrew Cooper**

**POSITION: UniFest Coordinator / Outreach Officer – Student Recruitment & Outreach**

**DATE: 13th June 2018**