

**EVENT: Aimhigher UniFest (Residential event)**  
**DEPARTMENT: Student Recruitment & Outreach**  
**DATE: Monday 8<sup>th</sup> – Wednesday 10<sup>th</sup> July 2019**

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')	<u>Likelihood</u> Unlikely to occur but could happen  <u>Consequence</u> moderate - major	Aston University Student Recruitment and Outreach Safeguarding Policy has been consulted and the following have been implemented:  Whistleblowing Policy <ul style="list-style-type: none"> <li>Procedures for whistleblowing where concerns arise about a colleague's behaviour are outlined in the Safeguarding Policy.</li> </ul> DBS Checks <ul style="list-style-type: none"> <li>All University staff and Student Ambassadors have undertaken an enhanced DBS check, which has been returned prior to the event starting.</li> <li>All members of University staff who will be left unsupervised with the students have undergone an enhanced DBS check.</li> </ul> Code of Conduct <ul style="list-style-type: none"> <li>Written codes of conduct have been issued to Student Ambassadors, who will be made aware of the consequences for breaches of the code.</li> </ul> Training Programme for all relevant staff <ul style="list-style-type: none"> <li>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. 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.</li> </ul>	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 reference  A record will be made of training attendance	Medium -High (Action within 24 hours)	UniFest Leader	By start of UniFest (8/7/19)

<p>Accidents on campus /residences (slips, trips, falls or more major accidents)</p>	<p><u>Likelihood</u> Likely to occur at some time <u>Consequence</u> Moderate to major (depending on type of accident)</p>	<p>The HEI has appropriate insurance cover for Residential activities.</p> <ul style="list-style-type: none"> <li>The University has both public and employer's liability insurance</li> </ul> <p>First Aid will be available if required, throughout the duration of the event.</p> <ul style="list-style-type: none"> <li>Aston University Security Staff are qualified first aiders who can be contacted 24 hours a day on the emergency number provided.</li> <li>The University is in close proximity to the Children's Hospital A&amp;E</li> </ul> <p>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 clothing.</p> <p>A system is in place for reporting and investigating accidents.</p> <ul style="list-style-type: none"> <li>Accidents will be reported to the on-duty member of staff.</li> <li>Appropriate action will be taken in response to the accident, which will also be recorded.</li> <li>In the event of an accident, University staff on duty will act in loco-parentis.</li> <li>Parents/Carers will be informed of any accidents and the actions taken.</li> <li>Students' emergency contact information will be carried by the duty member of staff at all-time whist on and off campus.</li> </ul>		<p>Moderate to Extreme (Action within 24 hours)</p>	<p>Unifest Leader or Unifest Staff member</p>	<p>By start of UniFest (8/7/19) and during</p>
<p>Emergency during residential (e.g. fire)</p>	<p><u>Likelihood</u> Not likely to occur, but could happen <u>Consequence</u> Moderate - catastrophic</p>	<p>Emergency procedures in the event of a fire or other emergency have been put in place, and staff and students will be briefed accordingly.</p> <ul style="list-style-type: none"> <li>The University holds a current fire risk assessment.</li> <li>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.</li> <li>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.</li> <li>Students will be issued with emergency contact information. They will be told to keep them on them at all times.</li> <li>Students will be informed during the welcome briefing of the protocol for fire evacuation and meeting points as well as instructed to follow student ambassadors/staff.</li> <li>Students with disabilities such as deafness or mobility difficulties will receive a personal evacuation plan.</li> </ul>		<p>Extreme (Action immediately)</p>	<p>All Unifest Staff</p>	<p>By start of UniFest (8/7/19) and during</p>



	Moderate - catastrophic	<ul style="list-style-type: none"> <li>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.</li> <li>University staff would accompany the learner home if necessary.</li> </ul> <p>Arrangements for separate male/female sleeping and bathroom facilities for students.</p> <ul style="list-style-type: none"> <li>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.</li> <li>There will be at least 6 student ambassadors and/or University staff members of the same gender sleeping overnight on each floor of the accommodation.</li> </ul>		hours or immediately		
Loss of participant's personal possessions	<u>Likelihood</u> Unlikely to occur but could <u>Consequence</u> Minor-moderate	Procedures are in place to ensure the safety and security of pupils' personal possessions. <ul style="list-style-type: none"> <li>Students will be advised against bringing valuable possessions to the event as we cannot be responsible if they are lost or stolen.</li> <li>During the day, students' possessions will be locked away in their bedrooms at Conference Aston.</li> <li>On the day of arrival/departure, students' possessions will be locked away in a luggage room in the main building. Only UniFest staff will have access to the room.</li> </ul>		High (Action within 24 hours)	Unifest Leader	By start of UniFest (8/7/19) and during it
Participant well-being (possible hazards: illness, allergies, homesickness)	<u>Likelihood</u> Likely to occur at some time <u>Consequence</u> Minor-moderate	Arrangements have been made so that any student who requires prescription medication during the visit will be able to receive it. <ul style="list-style-type: none"> <li>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.</li> <li>Students/parents have been informed that members of UniFest staff are not able to administer or look after medication.</li> </ul> <p>Appropriate arrangements have been made for pupils with special needs.</p> <ul style="list-style-type: none"> <li>Parents/Carers have been consulted to ensure an appropriate level of care is available for those students and these details will be provided to staff and Student Ambassadors within their handbooks.</li> </ul> <p>Appropriate arrangements have been made for pupils with special dietary requirements.</p>		Minor – Medium (Action : as soon as possible)	UniFest Leader	By start of UniFest (8/7/19) and during it

		<ul style="list-style-type: none"> <li>Information has been received regarding dietary requirements of students and any allergies. Wherever possible these will be catered for during the residential.</li> </ul> <p>Information has been prepared for students which includes details of the personal support they will receive during the event.</p> <ul style="list-style-type: none"> <li>Students will receive an information pack at the Welcome session which gives all relevant information, including emergency numbers.</li> <li>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.</li> </ul>				
Bowling off-site (possible hazards; slips, trips and falls embarking, crash of vehicle)	<p><u>Likelihood</u> Unlikely to occur, but could</p> <p><u>Consequence</u> Moderate - catastrophic</p>	<p>Risks in terms of transportation to offsite activities have been assessed:</p> <ul style="list-style-type: none"> <li>Bowling has been booked through a reputable company.</li> <li>Students will be supervised by staff and ambassadors at all times.</li> <li>Students will be told to stay in the bowling complex and not to wonder off from the group.</li> <li>Students will have staff numbers in case of emergency.</li> <li>Coach will be book through reputable company.</li> <li>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.</li> <li>All students and staff will remain seated for the duration of the journey</li> <li>The coach has seat belts and all students/staff will wear their belts at all times.</li> </ul>		Medium – Extreme (Action immediately)	UniFest Staff	By start of UniFest (8/7/19) and during it

**SIGNED:**



**NAME:**

Lucy Carswell

**POSITION:**

Outreach Officer / UniFest Coordinator

**DATE:**

Thursday 30<sup>th</sup> May 2019