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|  RA reference No. | **UniFest v1** | Task and/or work activities covered by the assessment | * This generic risk assessment is made under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, which requires the University to carry out a suitable and sufficient risk assessment of all foreseeable risks on University Campuses.
* Unless other appropriate arrangements are made the University has no responsibility for the transportation of pupils, teachers and visitors to or from the University campus
* All pupils visiting the University should be accompanied by teachers or other appropriate staff.
* This includes general school/ college visits to UCB, have a go opportunities and NCOP events

The University will:* Provide facilities appropriate for the session
* Ensure adequate materials and work equipment is available in accordance with the session
* Ensure appropriate fire precautions are in place
* Ensure adequate first aid facilities
* Ensure adequate welfare facilities (toilets, washing facilities etc)
* Ensure adequate supervision by members of University staff in conjunction and agreement with other teachers/staff from the visiting school/college or other organisation.
* Instruct pupils in all issues associated with a safe visit to the University

**If the parents/school/organisation of any attendee has any specific requirements relating to health and safety they can contact their UCB contact or University College Birmingham Health and Safety on 0121 243 0023.** |  | Hazards present which create potential Health & Safety risks: (Tick all applicable) |
| (Include revision number, e.g. ‘B’) |  |
|  |  | Machinery and equipment |  |
| RA conducted by | **Rebecca Brown** |  | Lifting operations (incl. FLT) |  |
| (List all involved in conducting the risk assessment) |  | Flammable gases/liquids |  |
|  | Electricity | **🗸** |
| Signature of the person approving the assessment(incl. name and position) | Bethan FordRebecca BrownSchools Liaison Officers |  | Machinery and equipment | **🗸** |
|  | Workplaces |  |
| Date RA conducted | **01/05/2019** |  | Slips, trips and falls | **🗸** |
| Number of hazards | **12** |  | Fall from heights |  |
|  |  |  |  |  |  | Note: Refer to the ‘COSHH Register’ (UCB-304) for details of the products covered by this assessment. |  | Transport (incl. loading) |  |
|  |  |  |  |  |  |  |  |  |  |  | Workstations and seating | **🗸** |
|  |  |  |  | **Risk****Category** | **Description** |  | Occupational health |  |
|  |  | **Risk Matrix** |  |  | Noise exposure >80dB(A)LEP,d |  |
|  |  | **Severity of the potential outcome (Se)** |  | Trivial | An insignificant hazard and risk for which no further assessment is required as such risks, generally, do not require any specific workplace control measures. |  | Hand-arm vibration |  |
|  |  |  |  | Hazardous substances |  |
| **Probability of the event occurring (Pr)** | Minor, a non RIDDOR recordable injury | Serious, a RIDDOR >3-day recordable or >7-day reportable injury | Major, a RIDDOR specified injury (incl. a fatality |  | Acceptable | Risks are, generally, seen as being acceptable with the existing control measures being appropriate to control/manage the risk. General workplace supervision is adequate to ensure the control measures, including the use of personal protective equipment (PPE), are being implemented. |  | Musclo-skeletal diseases |  |
|  |  | Other hazards |  |
| Low, it may happen | Trivial | Acceptable | Marginal |  | Marginal | Risks are tolerable and, generally, work can commence or continue. However, a written action plan should be developed to further reduce, control or manage risks to an acceptable level, i.e. the existing controls are, generally, inadequate to control or manage the risk. Management supervision, such as audit, is required to ensure controls are continuously implemented. |  | Lone working |  |
|  |  | Display screen equipment | **🗸** |
| Medium, it could happen | Acceptable | Marginal | **Moderate** |  | **Moderate** | Risks are unacceptable and work should not commence and, if in progress, should be suspended until action is taken to reduce or control the risks. Temporary control measures may suffice until a permanent solution is implemented. A written plan should be developed for additional risk reduction measures. Management controls include the use of 'permit-to-work' systems. |  | Manual handling of loads |  |
|  |  | Other hazards (Specify) |  |
| High, it will happen | Marginal | **Moderate** | **Unacceptable** |  | **Unacceptable** | Risks are unacceptable and work should not commence and, if in progress, must be immediately stopped until action is taken to reduce/control the risk to an acceptable level. Temporary controls, except in an emergency, do not justify work to commence or continue. Risk reduction plans must be documented and fully implemented before recommencing work. |  |  |
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| **Part 01: Risk Assessment** |  |  |  |  |  | **Assessed risk with the planned and/or existing control measures in place** | **Are the controls adequate[[1]](#footnote-1)?** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Haz No.** | **Hazard** | **Hazard and activities giving rise to Health & Safety risks** | **Persons exposed to the hazard** | **Potential injury, ill-health, etc** | **Planned and/or existing control measures** | **Probability** | **Severity** | **Risk****Category** |
| 1 | Slips, Trips and Falls | Slips and trips whilst moving around the building | All staff/ students/ visitors | Muscle, injury, bruises, fractures, burns, cuts & grazes | * Good housekeeping maintained throughout the premises and any issues reported to estates/Maltings hall staff
* Staff and students instructed not to use mobile phone
* Coats and bags to be kept in appropriate hangers/ lockers etc to keep work areas and walkways clear
* Sporting activity areas to be checked prior to check up and any debris to be removed
* Activity area setup to be designed to ensure enough space provided for the required movements
 | Medium | Minor | Acceptable | Yes |
| 2 | Illness and Injury | Accidents whilst moving around the building, pre-existing illness or injury (i.e. anything that may prevent/impact on ability to participate in sports activities), allergies to food for meal times | All staff/ students/ visitors | Various i.e. injury, anaphylaxes, seizure | * First aid available on all university sites from security and hall managers
* At least 1 member of UniFest staff is first aid trained, including event leader and first aid kits are available in the flats
* Report all accidents/ incidents to Reception/ Security and complete accident form
* Medical forms to be completed by participants in advance and reviewed by event organisers so that appropriate arrangements can be made and appropriate staff informed (see Special Requirements document for details).
* Catering department notified of food allergies/dietary requirements in advance
* Activity leaders made aware of students whose parents present a signed medical form on the first day, any whose needs cannot be met may not be allowed to participate in UniFest
* Student’s medications to be kept on them unless otherwise stated.
* In the event of a student being taken to hospital/doctors the most senior member of staff other than the event lead will accompany them (with another member of staff/ambassador) until parents/guardians arrive or the student has returned to the event (if appropriate). UCB cars will be at the Maltings accommodation and near the main campus for use by authorised staff.
* All students will be provided with adequate food and drink and frequent breaks to avoid collapse
* Appliances and electrical equipment in the accommodation kitchen not to be used by students except the kettle which can only be used when staff are present (staff to remove kettle when they aren’t in the kitchen).
 | Low | Serious | Acceptable | Yes |
| 3 | Fire safety | Refer to the fire risk assessment | All staff/ students/ visitors | Burns, smoke inhalation, death | * All students and staff notified of the evacuation procedure and assembly points for each campus in welcome briefing
* Register to be taken by event leader or designated person at the assembly point.
* Prior to UniFest parents asked whether any staff or students would require any specific assistance. Section 1 of PEEP should be completed by UCB staff and approved by parents in advance.
* Security staff, hall managers and fire marshals to assist in evacuation
* If the fire alarm sounds (loud bell) staff and student ambassadors to inform visitors to leave the building by the nearest fire exits
* Inform reception/security/Maltings hall managers of where the group are and give them a copy of the programme
* Evacuation procedures of external venues (e.g. cinema, climbing centre) to be followed.
* All UCB property, including accommodation, is non-smoking/non-vaping, smokers to use designated smoking areas.
 | Low | Major | Marginal | Yes |
| 4 | Safeguarding | Lost persons whilst moving around the campus | Young or vulnerable persons | Stress  | * Staff and student ambassadors have DBS checks, are trained on safeguarding and sign a code of conduct
* Avoid unsupervised access with students on a one-to-one basis
* Inform students during briefing to stay with student ambassadors/staff throughout UniFest and report to building reception if lost (security to be informed of visits and how to contact UniFest leaders
* External suppliers and members of the public have no unsupervised access to students (including UCB students still living at the Maltings)
* Students dropped off/collected by parents unless written consent is submitted to the event leader in advance.
* Event leaders to follow UCB’s protocol for reporting incidents/ concerns
* Anyone taking photographs of UniFest has been asked to do so using official UCB equipment and will be notified of students without photo permission who will be easily identifiable from their lanyard which must be warn at all times
 | Low | Serious | Acceptable | Yes |
| 5 | Behaviour | Possible injury due to bad behaviour or not following instructions | All staff/ students/ visitors | Cuts and bruises, shock and stress | * Students, staff and ambassadors to staff to sign code of conduct for acceptable behaviour
* Students to be supervised by student ambassadors and UniFest staff; security to be informed and intervene if necessary
* Acceptable behaviour to be covered in briefing
 | Low | Minor  | Trivial | Yes |
| 6 | Travelling around the campuses/ campus tour | Lost persons, accidents | All staff/ students/ visitors | Cuts, bruises, stress | * The safest route is taken when walking between campuses, accommodation and external venues (as decided by staff beforehand unless conditions dictate otherwise)
* Staff/student ambassadors to supervise designated small groups (approx. 2 staff for 10 students) to avoid loss and prevent injury and ensure the group are using appropriate crossings. A member of staff to walk at the front and back of the group
* Registers to be taken after moving between activities and at intervals throughout the day – any missing persons to be reported to the event leader
* Check for mobility difficulties within the group and adapt route if necessary
* All students given the emergency contact details of event leaders and told to report to the nearest reception if lost (event organisers details and timetable of activities will be left with security at each site)
* Abduction of a student covered in the critical incident plan.
 | Low | Minor | Trivial | Yes |
| 7 | Practical activities | Group tasks or interactive activities requiring movement around the room or equipment | All staff/ students/ visitors | Cuts and bruises | * Participants given instructions about the safe use of equipment at the beginning of the session by the activity leader – activity leader to provide a verbal and practical demonstration of the sports movements to be completed
* Students demonstrating inappropriate/ unsafe behaviour will be asked to leave the activity as per code of conduct
* Adequate supervision by staff
* Schools/ colleges /parents to be notified if students will be required to bring certain clothing or shoes
* Participants to have sports clothing checked prior to participating in in activities to ensure suitability for movements/intensity
* All sports equipment to be checked prior to use to ensure it’s in safe/suitable condition – safe use of equipment to be continually monitored by activity leader
* Academic tutors to identify any specific risks for activities they run and have appropriate risk assessments in place
* Participants will be asked for any current or prior injuries before participation. Participants with injuries deemed to be at risk during this activity will be asked to sit out.
 | Low | Serious | Acceptable | Yes |
| 8 | Accommodation/overnight supervision | Students leaving rooms overnight and therefore being unsupervised. | Students | Lost persons, accidents, abuse, pregnancy | * Fenced perimeter and 24 hour hall wardens who are first aid trained and fire marshals. Security onsite 08.30-18.30 and 20.00-06.00, all informed that students are not to leave unaccompanied
* Students and their parents to sign a code of conduct stating that they will not leave their room at night otherwise they will be sent home
* Each flat is single sex and has 2 members of staff/student ambassadors staying overnight.
* Register taken by staff in each flat last thing in the evening and first thing in the morning
* All individuals provided with the procedure to follow if assistance is needed in the night:
* Wake members of staff in flat
* If necessary staff to phone lead members of staff and alert security/hall managers via phone or warden button on gate.
 | Low | Serious | Acceptable | Yes |
| 9 | Building safety | Injury from inadequate housekeeping/ lighting/ reasonable temperatures, electric shock from equipment | All staff/ students/ visitors | Various injuries | * Marketing staff to visually check equipment/ facilities before use and report any faults
* Estates to ensure general building testing/ PAT inspection/ fire precautions regulations
 | Low | Serious  | Acceptable | Yes |
| 10  | Cinema trip | Lost persons, unwanted interactions with members of the public | All staff/students | Lost persons | * Staff to sit at the end of rows to be aware if students leave the auditorium (2 members of staff to follow and wait in hallway outside toilets if necessary)
* Staff to be monitoring student behaviour including any inappropriate contact between students
* Staff & Students will be instructed of the fire policy at the venue
 | Low | Serious | Acceptable | Yes |
| 11 | Climbing at Redpoint climbing centre | Injury from climbing | Students and staff | Cuts, bruises | * Groups led by qualified instructors and safety equipment provided by Redpoint, see separate risk assessment.
* Students told to wear appropriate clothing/trainers, tie long hair back and remove jewellery before session
* Parents to sign consent form in advance and disclose any medical issues which may affect student’s participation.
 | Low | Serious | Acceptable | Yes |
| 12 | Yoga at our sports hall | Injury from physical activity | Students and Staff | Various minor sporting injuries | * Groups led by qualified instructors and safety briefing provided by instructors
* Students told to wear appropriate clothing/trainers, tie long hair back and remove jewellery before session
* Participants will be asked for any current or prior injuries before participation. Participants with injuries deemed to be at risk during this activity will be asked to sit out.
 | Low | Minor | Trivial | Yes |

**A copy of the completed risk assessment must be returned to the competent person.**

**Part 2: Action Log: Risk Assessment Ref No:**

| **Ref No.** | **Action** | **Owner** | **Timing** | **Status(2)** | **Notes, completion evidence, etc.** |
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| **(2) Status indicators:** |  |  |  |  |  |  |
| **** | Off track with no recovery plan in place. | **** | Off track but with a recovery plan in place. | **** | On target for planned delivery. | **✓** | Action completed. |

**A copy of the completed ‘Action Log’ must be returned to the competent person.**

1. If ‘No’, record a planned improvement in Part 2: Action Log. [↑](#footnote-ref-1)