|  |  |  |  |
| --- | --- | --- | --- |
| **DESCRIPTION OF ACTIVITY** | Unifest Residential Summer School 2019 | **LOCATION OF ACTIVITY** | City Centre Campus and off-site |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazards Associated with the Activity** | **Consequences of exposure to the hazards** | **Who or what is at risk of injury or loss** | **What control measures are in place to prevent this from happening** | **Initial Severity** | **Initial Likelihood** | **Initial Risk Rating** | **Risk Category (A/T/U)** | **Action required to reduce the risk to an acceptable level** | **Responsibility for action and timescales to complete** | **Revised Severity** | **Revised Likelihood** | **Revised Risk Rating** |
| Movement around campus | Personal Injury | Staff & Visitors | Staff and StudentAmbassadors to escort visitors at all timesSecurity on site at all times and are first aid trained (as well as key staff)Daytime academic sessions are three hours in duration therefore movement is minimised | 3 | 2 | 6 | A | Pupils briefed beforehand about following instructions of ambassadors and staff | Event organiser and associatedstaff running the event including StudentAmbassadors | 2 | 2 | 4 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Road Traffic | Accident and Injury | Staff & Visitors | Traffic Light crossings where available, always usedPupils always under supervision of staffWalking to events off campus is via a planned routeWalking to events off campus is to a minimum and to venues in close proximity | 6 | 2 | 12 | T | Ambassadors briefed to use pedestrian crossings and walkways. Where not available, Ambassador to be assigned to a small group of students and lead on the crossingPerform route walk-through before event to find safest route possible, both in relation to on-campus and off-campus activitiesPortable first aid kits carried by Summer School Lead when walking to off campus events | Event organiser and associatedstaff running the event including StudentAmbassadors only when handover is completed on arrivalResponsibility ends upon dismissal on the final day | 5 | 2 | 10 |
| Electrical Equipment/ Wires | Slips/ Trips/ FallsMinor Electric ShockDamage to property | Staff & Visitors | All wires to be taped to floor or tables. No wires to be left trailing or visible to visitorsAll equipment PAT tested | 4 | 2 | 8 | T | Safety checks to be completed throughout the dayVisitors are to be advised that no food or drink should be consumed around electronics | Event organiser to check in the morning before the start of event, as well as ongoing checks throughout the event | 4 | 1 | 4 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Fire and evacuation | Burns/ SlipsTrips/ Falls | Staff & Visitors | All buildings have fire alarms and smoke detectorsVenue has evacuation procedure with appropriate signageFire extinguishers are located around buildings, but should only be used in the event of an emergency and only by trained fire marshals | 6 | 2 | 12 | T | Pupils informed of First Aid and Fire Evacuation procedures on arrivalVigilance during the course of the visitRegisters and head counts to be taken at regular points throughout the event | Event organiser and associatedstaff running the event including StudentAmbassadors | 5 | 2 | 10 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Safeguarding and Overnight Provision | Personal harm | Staff & Visitors | All staff and Student Ambassadors are DBS checkedStaff/ student ratio in line with LEA guidelinesSafeguarding training delivered to staff and Student Ambassadors before eventBCU staff on duty and on call overnightIndividual meetings have taken place with a number of students, parents and staff within schools, to discuss the needs of learners with individual learning and/ or support needs University Halls of Residence are accessible via keycard only | 5 | 2 | 10 | T | All staff advised to avoid being alone with a young personPlans made with a number of individual students (and, where appropriate, parents and school staff) to ensure safe participation at the Summer School for all. These plans are documented separatelyStudent Ambassadors fully briefed and trained on Safeguarding, expectations etc Plans in place to ensure on call staff are moved to ‘on duty’ if required, to ensure adequate staffing numbers | Event organiser and associatedstaff running the event including StudentAmbassadors | 4 | 2 | 8 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Accident/ Illness | Slips/ Trips/ Falls and other injuries/ illnesses | Staff & Visitors | First Aiders on siteAll Security staff are also first aid trainedIndividual meetings have taken place with a number of students, parents and staff within schools, to discuss the needs of learners with individual learning and/ or support needsBriefing at start of Summer School to all participants on health and safety | 3 | 2 | 6 | A | Visitors informed of First Aid and Fire Evacuation procedures on arrivalVisitors are given the contact number of Birmingham City University Staff and Security staff on their lanyardsStudent hosts to be given guidelines on action to be takenAll Security staff First Aid trainedSummer School staffing rota compiled so that First Aider from the team is present and/ or on callRecords to be taken of any personal injury and the online accident book to be completed post eventParent/ carer holds responsibility for informing the organiser of any health, mobility or sensory difficulties as soon as possible. Students, where necessary, will be responsible for self-medicationPlans made with a number of individual students (and, where appropriate, parents and school staff) to ensure safe participation at the Summer School for all. These plans are documented separately | Event organiser and associatedstaff running the event including StudentAmbassadors | 2 | 2 | 4 |
| Campus Tours and Equipment Use | Slips/ Trips/ Falls and other injuries | Staff & Visitors | Rooms with dangerous equipment are labelled and have security warnings of what they contain | 3 | 2 | 6 | A | Visitors are advised to stay with their group at all times and should not enter rooms unoccupiedVisitors should not enter hazardous areas of the university without permission | Event organiser and associatedstaff running the event including StudentAmbassadors | 3 | 1 | 3 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Lost Persons | Unsupervised under 16s on campus | Staff & Visitors | Visitors given telephone number of University Security on their lanyards and a given meeting point of Curzon Building, Reception if they get lostStaff and StudentAmbassadors to escort visitors at all timesStaff and Student Ambassadors to be fully briefed and trained on relevant procedures | 2 | 3 | 6 | A | Ambassadors taking registers and head counts at each sessionPre-event, notify all BCU Reception points and Security of under 16s on campus for duration of the visit and organiser’s contact detailsClear welcome instructions given to all visitors at the start of the eventSummer School Lead will have printed ‘Master file’, which contains key student contact details and emergency contact informationKey staff and Student Ambassadors to be given packs with key information about students  | Event organiser and associatedstaff running the event including StudentAmbassadors Security staff | 2 | 2 | 4 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Construction sites/ building works | Personal Injury | Staff & Visitors | Safety barriers around all construction sites/ building works | 3 | 2 | 6 | A | Liaise with Estates and Security and notify of under 16s on campusMinimise time spent walking past construction sites/ building works and find alternative routes | Event organiser and associatedstaff running the event including StudentAmbassadorsSecurity staff | 2 | 2 | 4 |
| Meet and Greet onto Campus | Personal Injury | Staff & Visitors | Staff and Student Ambassadors to escort visitors at all timesSecurity on site at all times and are first aid trainedMeeting point to be agreed beforehand with Accommodation Services | 3 | 3 | 9 | T | Security will be aware of meeting point detailsDrop off point to be agreed and communicated with parents/ carers before the eventStaff/ Student Ambassadors present both inside accommodation and outside the building to ensure safe arrivalTo undertake any recommendations made by Accommodation Services following meeting | Event organiser and associatedstaff running the event including StudentAmbassadors Security staff  | 3 | 2 | 6 |
| Academic sessions and evening activities | Slips/ Trips/ Falls and other injuriesAccident | Staff & Visitors | Where available, Risk Assessments received from relevant parties pre-event, demonstrating all necessary precautions have taken place | 3 | 3 | 9 | T | Review Risk Assessments and raise queries/ questions with lead party as required | Event organiser and associatedstaff running the event including StudentAmbassadors | 2 | 2 | 4 |
| Verbal and Physical Abuse | Insult/ StressPersonal Injury | Staff & Visitors | Staff have been advised to walk away from aggressive behaviour and not to engageCode of Conduct supplied to visitors at the start of the eventAll Student Recruitment staff and Student Ambassadors have been briefed on Safeguarding | 3 | 2 | 6 | A | Security to be on hand to assistVisitors are advised that the University is open to the public and to not engage with persons outside of Student Recruitment Team, Security staff and Reception staffComprehensive briefing/ reminder to visitors of expectations at the start of the event | Event organiser and associatedstaff running the event including StudentAmbassadors  | 2 | 2 | 4 |

|  |  |
| --- | --- |
| Date Risk Assessment Completed – 27/06/2019 | Assessor Name(s) – Jane Thomas |
| Manager Responsible for Assessment – Sarah Felton | Date of Next Review – 02/04/2020 |