

ASSESSMENT No:

HEALTH & SAFETY RISK ASSESSMENT

**HIGHEST RISK
LEVEL: Medium**

Activity:	School/ college campus visit	Assessor:	Amy Prentice	Date:	21/05/21					
		Location:	All BCU campuses							
Scope of assessment: All school/ college visits arranged by Student Engagement and Recruitment team. This assessment excludes faculty specific activities and facilities.										
Risk Assessment Review: <i>(Periodic, following any changes or accident/ incident)</i>		SEVERITY AND PROBABILITY RATINGS								
Reason for Review	Date and Signature	SEVERITY RATING (SR) (OUTCOME)		PROBABILITY RATING (PR) (LIKELIHOOD)						
General update	05/05/21 A Prentice	SR	DESCRIPTION GUIDANCE	PR	DESCRIPTION GUIDANCE					
		1	None	1	Highly Unlikely					
		2	Minor Injury or illness	2	Unlikely					
		3	Over 7 Day Injury or illness	3	Possible					
		4	Major Injury or illness	4	Likely					
		5	Fatal	5	Highly Likely					
RISK LEVEL MATRIX		<div style="display: flex; flex-direction: column; align-items: center;"> <div style="background-color: red; color: white; padding: 10px; margin-bottom: 10px;"> High 15-25 </div> <div style="background-color: yellow; color: black; padding: 10px; margin-bottom: 10px;"> Medium 6-12 </div> <div style="background-color: green; color: white; padding: 10px;"> Low 1-5 </div> </div>								
Risk Level = Probability x Severity	SEVERITY (OUTCOME)									
	1					2	3	4	5	
PROBABILITY (LIKELIHOOD)	5					Low 5	Med 10	High 15	High 20	High 25
	4					Low 4	Med 8	Med 12	High 16	High 20
	3					Low 3	Med 6	Med 9	Med 12	High 15
	2	Low 2	Low 4	Med 6	Med 8	Med 10				
1	Low 1	Low 2	Low 3	Low 4	Low 5					
		High Risk Control measures must be introduced to reduce the degree of risk prior to the activity/ process proceeding.								
		Medium Risk Activity/process can continue, but additional controls may need to be introduced to further reduce the risk prior to start of task.								
		Low Risk Risk is being adequately controlled; but further control measures may further reduce the risk.								

HEALTH & SAFETY RISK ASSESSMENT

Hazard	Persons at Risk	Existing Control Measures (if any)	Initial Risk Rating			Additional Control Measures (if required) <i>Transfer onto Action Plan Sheet 1</i>	Final Risk Rating		
			S R	P R	Risk Level		S R	P R	Risk Level
1. Accidents or illness including slips/trips/falls	Staff Visitors	<ul style="list-style-type: none"> First Aiders on site Security first aid trained. Venue(s) inspected by event lead member of team on day of event. Staff and ambassadors report any issues immediately. Good housekeeping maintained in buildings. Any spillage reported to cleaning staff immediately. 	3	2	6	<ul style="list-style-type: none"> Visitors informed of First Aid and fire evacuation procedures at beginning of event. Visitors have contact number of Birmingham City University staff. Student ambassadors given guidelines on action to be taken. Visiting staff are to hold information on allergies, to take responsibility of the care but they must inform the organiser of any health, mobility or sensory difficulties as soon as possible. Any relevant information requested prior to event as part of booking process. 	2	2	4

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2. Meet and greet on campus	Staff Visitors	<ul style="list-style-type: none"> Staff and student ambassadors to escort visitors at all times. Security on site at all times and are first aid trained. Prior the group's arrival, meeting points will be communicated to visitors and met by staff and student ambassadors at this point. Only pedestrian walkways and crossings are to be used, ensuring there is a member of staff and/ or ambassador in front and behind group. Schools and colleges should be advised if there is any construction work on site and to take extra care when walking around site. 	3	2	6		3	2	6
3. Verbal and Physical Abuse, and Safeguarding	Staff Visitors	<ul style="list-style-type: none"> Student ambassadors always work in pairs or with another member of staff. University staff have been advised to walk away from aggressive behaviour and not to engage. School/ college staff will be informed of 	2	3	6	<ul style="list-style-type: none"> Visitors are advised that the University is open to the public and to not engage with persons outside of schools liaison, security and reception staff. 	2	2	4

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		inappropriate behaviour. <ul style="list-style-type: none"> • Security on hand in all buildings and called upon in necessary circumstances. • Code of Conduct supplied to all visitors and agreed to as part of placing booking. • All Student Recruitment staff have been briefed on safeguarding and Student Recruitment and Engagement Team / UniConnect are all enhanced DBS checked. • Student ambassadors are briefed on safeguarding and measures are put in place. Tours are conducted in pairs by student ambassadors and no ambassadors are to be alone on a one-to-one basis at any time with students. Stairs are used instead of lifts. 							
<i>4. Electrical Equipment/Wires</i>	Staff Visitors	<ul style="list-style-type: none"> • No wires to be left trailing or visible to visitors. • All wires to be taped to floor or tables. • All equipment PAT tested. 	4	2	8	<ul style="list-style-type: none"> • Safety checks to be completed throughout the day. • Visitors are to be advised that no food or drink should be 	4	1	4

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			S R	P R	Risk Level		S R	P R	Risk Level
						consumed around electronics.			
5. Fire	Staff Visitors	<ul style="list-style-type: none"> Buildings have fire alarms and smoke detectors. Venue has evacuation procedure. No smoking policy in action. Fire extinguishers can be found around buildings but should only be used in the event of an emergency and only be trained fire marshals. 	5	3	15	<ul style="list-style-type: none"> Pupils informed of First Aid & fire evacuation procedures on arrival. Vigilance during the course of the visit. 	5	1	5
6. Traffic/arrival via coach	Staff Visitors	<ul style="list-style-type: none"> Students are to disembark and board coaches always under supervision of school/college staff. Visitors are to be advised to disembark close: <ul style="list-style-type: none"> City Centre campus: Cardigan Street City South campus: Westbourne Road. School of Art: Margaret Street School of Jewellery; Vittoria Street 	4	3	12		4	3	12

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		<ul style="list-style-type: none"> Pedestrians are to use crossings at all times. Visiting school/college to instruct coach company of these arrangements at time of booking, ensuring health & safety of the coach company is the responsibility of the visiting school and not the University. 							
<i>7. Hazardous substances and equipment</i>	Staff and visitors	<ul style="list-style-type: none"> Rooms with dangerous equipment are labelled and have security warnings of what they contain. Hazardous chemicals and equipment are labelled and are locked away when not in use. Equipment used by staff or under relevant supervision by faculty staff. 	4	3	12	<ul style="list-style-type: none"> Visitors are advised to stay with their group at all times and should not enter rooms unoccupied. Visitors should not enter hazardous areas of the university without permission. Visitors should not use any hazardous equipment without supervision of trained staff and only once trained to do so. Students should be given appropriate PPE. Any incidents should 	4	2	8

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						be reported.			
8. Adverse weather – ice/rain/extreme cold or heat	Staff Visitors	<ul style="list-style-type: none"> Campus services use grit when icy. Any activity will be adapted to match weather conditions appropriately. 	4	1	4		4	1	4
Specific faculty areas to be managed and assessed by faculty staff.									
Coronavirus exposure	Staff Event attendees Student ambassadors	Government guidance - Event organisers to be aware of latest government guidelines and to ensure event adheres to them, adapting as necessary.	3	3	9		3	3	9
		Social distancing and numbers -Numbers to be restricted to allow for social distancing between bubbles - Walkways wide enough to allow for 1m+ social distancing.							
		Testing - Asymptomatic Lateral Flow Test (LFT) facility located on campus for all staff and student ambassadors ahead of the event. Booking instructions provided to all staff and students.							

		Hygiene - Hand sanitising stations available at entrance points and in key locations							
		Location and building access - Access to buildings only allowed for those pre-booked							
		PPE -Use of face coverings is mandatory when inside the buildings - Spare face coverings to be made available on-site.							
		Information, instruction and training - Best practice hand gel posters displayed at all dispenser points. - Face covering reminder posters displayed at regular intervals throughout the space. - Social distance requirement reminders displayed throughout areas.							
		Track and trace -All visitors to be signed into the event and details to be stored for 21 days.							
		Communications - Staff and students to be briefed on all Covid safety measures in advance of the event. - Attendees to be notified of Covid							

		restrictions in place, ahead of the event.							
		Food and drink - No food and drink to be supplied							
		Security and First Aid -BCU security staff to be on-site throughout the event. - All BCU Security staff first aid trained and available on site. - Enhanced PPE packs provided at security desk and first aid stations including, - Face visor - Nitrile examinations gloves (BS EN 455) - Fluid resistant surgical mask (FRSM Type IIR BS EN 14683) - Single use, disposable examination apron - Supply of clinical wipes							

Action Plan Sheet 1

Ref No.	Risk or Activity	Additional Controls and Actions required	Action Owner	Target Date	Completion Date
1.	<i>Accidents or illness including slips/trips/falls</i>	<ul style="list-style-type: none"> Visitors informed of First Aid and fire evacuation procedures at beginning of event. Visitors have contact number of Birmingham City University staff. Student ambassadors given guidelines on action to be taken. Visiting staff are to hold information on allergies, to take responsibility of the care but they must inform the organiser of any health, mobility or sensory difficulties as soon as possible. Any relevant information requested prior to event as part of booking process. 	Member of SEAR team leading event.	1 week prior to event date	1 day prior to event date
3.	<i>Verbal and Physical Abuse</i>	<ul style="list-style-type: none"> Visitors are advised that the University is open to the public and to not engage with persons outside of schools liaison, security and reception staff. 	Member of SEAR team leading event.	1 week prior to event date	1 day prior to event date
4.	<i>Electrical Equipment/Wires</i>	<ul style="list-style-type: none"> Safety checks to be completed throughout the day. Visitors are to be advised that no food or drink should be consumed around electronics. 	Member of SEAR team leading event.	1 week prior to event date	1 day prior to event date
5.	<i>Fire</i>	<ul style="list-style-type: none"> Pupils informed of First Aid & fire evacuation procedures on arrival. Vigilance during the course of the visit. 	Member of SEAR team leading event.	1 week prior to event date	1 day prior to event date
7.	<i>Hazardous substances and equipment</i>	<ul style="list-style-type: none"> Visitors are advised to stay with their group at all times and should not enter rooms unoccupied. Visitors should not enter hazardous areas of the university without permission. Visitors should not use any hazardous equipment without supervision of trained staff and only once trained to do so. Students should be given appropriate PPE. Any incidents should be reported. 	Member of SEAR team leading event.	1 week prior to event date	1 day prior to event date