



# UniFest 2022 Risk Assessment

Risk Assessment ID: (Include revision number, e.g. 1.1, .. B, C..... v2?)	UniFest 2022 RA. 001 v.001
RA conducted by: (List all involved in conducting the risk assessment)	Charlotte Kettlewell, Outreach and Schools Liaison officer
Signature of the person approving the assessment (incl. name and position)	Samantha Davies - Dep. Director of Student Recruitment and Outreach
Date RA conducted:	06/06/2022
Planned review date:	N/A - new assessment to be created annually

Task and/or work activities covered by the assessment

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures for UniFest 2022 event.

Description: To aid assess management of safe practices for protecting students and staff throughout the duration of the non-residential summer school from any hazards, including slips and trips, safeguarding, illness and transmission/spread of COVID-19 virus while attending the summer school on campus and visiting external sites

Hazards present which create potential Health & Safety risks:  
(Tick as applicable)

Machinery and Equipment

- Lifting operations (incl. FLT)
- Flammable gases/liquids
- Electricity
- Machinery and equipment

Workplaces

- Slips, trips and falls
- Fall from heights
- Transport (incl. loading)
- Workstations and seating

Occupational Health

- Noise exposure >80dB(A)
- Hand-arm vibration
- Hazardous substances
- Musculoskeletal Injury/diseases

Other Hazards

- Lone working
- Display screen equipment
- Manual handling of loads
- Safeguarding

Other Hazards (Specify):

Viral: Infection/cross transmission of COVID-19 virus: Spread through close contact with transmission between persons - respiratory aerosols and/or touching of contaminated surfaces.

Any specific references for COSHH/Products/Manufacturer safety requirements/training etc. should be noted as control measures for further review and noted comments made in section 'observations/comments' as required for further action. Copy of the completed assessment to be retained for review by the assessor/department competent person.

		Likelihood					Consequences		
		Unlikely	Possible	Likely	Very Likely	Certain	People	Assets	Reputation
Severity	5	5	10	15	20	25	Death	Severe Damage	Severe Impact
	4	4	8	12	16	20	Major Injury/Reportable Disease	Major Damage	Major Impact
	3	3	6	9	12	15	Reportable Injury (Over 7 day lost)	Moderate Damage	Moderate Impact
	2	2	4	6	8	10	Lost Time Injury (Under 7 days lost)	Slight Damage	Slight Impact
	1	1	2	3	4	5	Minor Injury (No lost time)	No Damage	No Impact
		1	2	3	4	5			

Risk Score	Priority	Action
1 to 4	Low	Low risk identified - Control measures to be adopted and monitored
5 to 10	Medium	Medium risk identified - Ensure that the risk assessment is reviewed, further controls may be necessary
12 to 25	High	High risk identified - Re-evaluate risk assessment and develop/determine greater controls or re-address the process requirements

The 'Likelihood' & 'Severity' value is to be scored 1 – 5 taking guidance from the above matrix - the total overall 'Risk' value 'R' is: 'L' \* 'S' entered into the 'R' column  
Dependant on the overall score; this will dictate if further actions/control measures should be highlighted or the process reviewed

Responsibility for completing risk assessments is the function and responsibility of Line Management, however the task may be delegated to a competent person or persons  
(The Assessor should be competent in his/her knowledge of the activity or process and be competent in risk assessment techniques)



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Persons at Risk = A: Employee/Agency B: Student/Young Person/Trainee C: New/Expectant Mother D: Contractor/Maintenance E: Member of the Public F: Others: Visitors/Volunteers

Hazard Ref No.	Identify		Initial Risk Evaluation			Eliminate/Reduce/Mitigate/Action	Re-Evaluate			Review/Action
	Identified Hazards and Associated Risks	Those at risk	Risk Rating				Rating Revised			
			L	S	R		L	S	R	
UniFest 2022 v1 Ref. 001	<b>Slips, Trips and Falls</b> <b>Risk:</b> Slips and trips whilst moving around the building. Potential for muscle injury, bruises, fractures, burns, cuts & grazes	a,b,c,d,e,f	4	5	20	<ul style="list-style-type: none"> <li>Good housekeeping maintained throughout the premises and any issues reported to Estates/Security. Floors cleaned daily by cleaning company.</li> <li>Coats and bags kept in appropriate hangers/ lockers or designated spaces away from working area to keep work areas and walkways clear. Segregate coats &amp; personal belongings in visiting group containment to prevent potential COVID transmission.</li> <li>Clear up any spillages immediately</li> <li>Be self-aware of any trailing leads, spillages or other potential slipping tripping hazards.</li> <li>UCB member of staff trained in First Aid will be present with group at all times</li> </ul>	1	5	5	Maintain, monitor and regularly review control measures.
UniFest 2022 v1 Ref. 002	<b>Reception areas and walk areas</b> <b>Risk:</b> Spread of virus through close contact and/or touching of surfaces	a,b,c,d,e,f	4	5	20	<ul style="list-style-type: none"> <li>No one should congregate/wait in the reception area unless waiting for advice/information from Reception Staff.</li> <li>Continual movement through the reception area should be maintained to maximise social distancing as much as possible.</li> <li>Everyone is to use the hand sanitiser in reception area prior to using the security turnstiles.</li> <li>Enhanced cleaning at touchpoints across campus, including toilets and door handles</li> </ul>	1	5	5	Maintain, monitor and regularly review control measures.
UniFest 2022 v1 Ref. 003	<b>Illness and Injury</b> <b>Risk:</b> Accidents whilst moving around the building, pre-existing illness or injury (i.e. allergies), allergies to food causing various injuries such as anaphylaxes, seizure	a,b,e,f	3	4	12	<ul style="list-style-type: none"> <li>First aid is available on all University sites. First Aiders aware of updated requirements of treatment/procedures for casualties with suspected COVID-19 symptoms.</li> <li>Report accidents/incidents to Reception/Security and complete Accident Form</li> <li>Check with parents prior to event for any additional/medical/dietary needs or allergies. Any information regarding additional needs, dietary/medical needs or allergies is passed on to the relevant person/people delivering activities. If this information is not available prior to the visit, - these details should be disclosed on arrival.</li> <li>Isolation Area for visitors with suspect COVID-19 symptoms available at request by attending at reception/security</li> </ul>	2	4	8	Maintain, monitor and regularly review control measures.  To remind students of who their first aider is, make them aware of where first aid boxes are and where their first aid reminders are on the floor should they forget



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	Identified Hazards and Associated Risks	Those at risk	Risk Rating				Rating Revised			
			L	S	R		L	S	R	
UniFest 2022 v1 Ref. 004	<b>Transmission of COVID-19 Virus</b>  <b>Risk:</b> Spread of virus through close contact and transmission by respiratory aerosols / or touching of surfaces	a,b,c,d,e,f	4	5	20	<ul style="list-style-type: none"> <li>a distance of 2 metres should still be maintained where possible if in confined/restrictive area when mixing with people you do not normally associate with.</li> <li>a child, young person or learner already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used' Increased/extra precautions.</li> <li>Never directly touch another person/student</li> <li>Keep distance where appropriate and keep rooms ventilated by keeping doors open, (not fire doors) opening windows to ensure adequate airflow</li> <li>Visitors should not visit the University if they are feeling unwell and/or if they are suffering any symptoms for COVID 19– new continuous cough or high temperature or a loss of, or change in, normal sense of taste or smell (anosmia).</li> <li>Visitors should be asked of their wellbeing at the start of the visit, - if they are suffering any symptoms for COVID 19 – new continuous cough or high temperature or a loss of, or change in, normal sense of taste or smell (anosmia).</li> <li>All visitors should inform their host/teaching staff if they feel unwell during the visit – if developing symptoms of COVID-19 they should be escorted from site: or escorted (keeping 2m distancing) to the building designated isolation area and await someone to escort them home for self-isolation. Security to be informed of the event who will have further instruction for procedures to adopt. The person should organise a COVID test immediately under 'Test &amp; Trace' regulations.</li> </ul>	1	5	5	Maintain, monitor and regularly review control measures.
UniFest 2022 v1 Ref. 005	<b>Fire safety</b>  <b>Risk:</b> burns, smoke inhalation and death.	a,b,c,d,e,f	3	5	15	<ul style="list-style-type: none"> <li>All visitors to be briefed in the evacuation procedure on signing into reception. All UCB general safety procedures for fire and emergency evacuation are to be followed.</li> <li>Prior to visit, school/ college should be asked whether any staff or students would require any specific assistance for evacuations.</li> <li>Security staff and fire marshals to assist in evacuation</li> <li>If fire alarm sounds (loud bell) staff, student ambassadors and visitors to leave the building by the nearest, safest, fire exit and meet at the buildings designated assembly point.</li> <li>Social distancing to be practiced at assembly points when possible.</li> <li>Inform reception/ security of the school name and number of visitors and ask teachers to sign in on behalf of school/ college.</li> <li>School/ college to have own register of students.</li> </ul>	1	5	5	Maintain, monitor and regularly review control measures.



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	Identified Hazards and Associated Risks	Those at risk	Risk Rating			Control Measures	Rating Revised			Further Actions / Recommendations / Observations
			L	S	R		L	S	R	
UniFest 2022 v1 Ref. 006	<b>Safeguarding</b> <b>Risk:</b> loss of persons whilst moving around the campus, risk of stress  Risk to children, unauthorised access to UCB buildings	b,f	3	4	12	<ul style="list-style-type: none"> <li>UCB Staff trained on safeguarding and DBS checked</li> <li>ALL UCB Ambassadors safeguard trained</li> <li>Ambassadors to hold DBS' (if no DBS, for example delay in the DBS process) they will be supervised by someone that does have a DBS</li> <li>Avoid unsupervised access with students on a one-to-one basis</li> <li>Inform students during briefing to stay with staff/student ambassadors or teacher throughout the visit and report to reception if lost (reception to be informed of visitors and contact appropriate person in marketing if lost person reports to reception)</li> <li>Event leaders to follow UCB's protocol for reporting incidents/ concerns</li> <li>UCB toilets are open for use by all college &amp; university students, staff and visitors. Therefore, in relation to safeguarding, staff will escort students to toilets etc</li> <li>All entrances to be secured by access control and/or security</li> <li>All persons entering any areas of education should enter by using or presenting their ID card/access card</li> <li>Anyone not holding a UCB issued access card should sign-in at Reception</li> <li>CCTV is in operation to monitor access and egress.</li> </ul>	1	4	4	Maintain, monitor and regularly review control measures.
UniFest 2022 v1 Ref. 007	<b>Behaviour</b> <b>Risk:</b> Possible injury due to bad behaviour or not following instructions. Risk of cuts, bruises, shock and stress.	a,b,e,f	3	4	12	<ul style="list-style-type: none"> <li>Parents or guardians and students to sign code of conduct for acceptable behaviour</li> <li>Students to be supervised by staff as well as student ambassadors and UCB staff; security to be informed and intervene if necessary</li> <li>Acceptable behaviour to be covered in briefing</li> <li>UCB member of staff Mental health First Aid trained</li> </ul>	1	4	4	Maintain, monitor and regularly review control measures.
UniFest 2022 v1 Ref. 008	<b>Commuting</b> <b>Risk:</b> Lost persons, accidents. Risk of cuts, bruises and stress	a,b,e,f	3	4	12	<ul style="list-style-type: none"> <li>Staff and Ambassadors to be at pick up points to escort students to campus</li> <li>Routes to and from homes confirmed in advance of summer school via paperwork</li> <li>Emergency contact details and student details will be held by a member of staff at each point to ensure communication if public transport changes</li> </ul>	1	4	4	Maintain, monitor and regularly review control measures.



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Hazard Ref No.	Identify		Initial Risk Evaluation			Eliminate/Reduce/Mitigate/Action	Re-Evaluate			Review/Action
	Identified Hazards and Associated Risks	Those at risk	Risk Rating			Control Measures	Rating Revised			Further Actions / Recommendations / Observations
			L	S	R		L	S	R	
UniFest 2022 v1 Ref. 009	<b>Travelling around the campuses/ campus tour/leaving campus/external visits</b>  <b>Risk:</b> Lost persons, accidents. Risk of cuts, bruises and stress	a,b,e,f	3	4	12	<ul style="list-style-type: none"> <li>The safest route is taken when travelling between campuses and/or external visits</li> <li>Adequate supervision by staff and student ambassadors at all times</li> <li>Check for mobility difficulties within the group and adapt route if necessary</li> <li>Comply with external visit risk assessments from company/venue visiting</li> <li>When taking public transport, ambassadors and staff will be briefed with students travelling in smaller groups and supervised by staff and ambassadors at all times</li> </ul>	1	4	4	Maintain, monitor and regularly review control measures.
UniFest 2022 v1 Ref. 010	<b>Practical activities</b>  <b>Risk:</b> Group tasks or interactive activities requiring movement around the room or equipment. Risk of cuts and bruises.	a,b,f	3	4	12	<ul style="list-style-type: none"> <li>Social distancing to be exercised where possible</li> <li>Participants given instructions about the safe use of equipment at the beginning of the session by the activity leader</li> <li>Students demonstrating inappropriate/ unsafe behaviour will be asked to leave the activity as per code of conduct signed by school</li> <li>Adequate supervision by staff</li> <li>Students/parents to be notified if students will be required to bring certain clothing or shoes (such as for bowling or for visit to University College Birmingham) – will be briefed via email and parents evening in advance of any additional requirements.</li> </ul>	1	4	4	Maintain, monitor and regularly review control measures.
UniFest 2022 v1 Ref. 011	<b>Building safety</b>  <b>Risk:</b> Injury from inadequate housekeeping/ lighting/ reasonable temperatures, electric shock from equipment. Risk of various injuries.	a,b,c,d,e,f	4	5	20	<ul style="list-style-type: none"> <li>Marketing staff to visually check equipment/ facilities before use and report any faults</li> <li>Estates ensure general building safety; electrical and equipment testing/ PAT inspection/ fire safety systems are maintained</li> <li>Cleaning regularly is conducted, all rubbish regularly removed.</li> </ul>	1	5	5	Maintain, monitor and regularly review control measures.



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	Identified Hazards and Associated Risks	Those at risk	Risk Rating				Rating Revised			
			L	S	R		L	S	R	
UniFest 2022 v1 Ref. 012	<b>Lifts</b> Risk: Spread of virus through close contact and/or touching of surfaces	a,b,c,d,e,f	4	5	5	<ul style="list-style-type: none"> <li>Restricted use of lifts is to be observed to those with a disability/ medical requirement, and movement of heavy goods only.</li> <li>Follow person limit/weight restrictions of lift as stated on signage inside</li> <li>Do not use lifts for fire emergencies unless included for use in a specific personal evacuation procedure</li> </ul>	1	5	5	Maintain, monitor and regularly review control measures.
UniFest 2022 v1 Ref. 013	<b>Staff</b> Risk: Spread of virus through close contact and transmission by respiratory aerosols and touching of surfaces	a,b,c,d,e,f	4	5	5	<ul style="list-style-type: none"> <li>No Staff Member should attend Campus if suffering symptoms of COVID-19.</li> <li>All Staff should inform their Line Manager/Supervisor if they are unwell (immune system could be low), or have concerns of being at work and at high risk of infection/contracting COVID-19 being vulnerable as listed as either: BAME (Black and minority ethnic), pregnant, having underlying health conditions etc. <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf</a></li> <li>Consultation is to be given on an individual case by case basis to assess the best control methods to adopt for the persons safer working conditions. Guidance for Line Managers/ Supervisors can be sought from Senior Management, H&amp;S Manager or Human Resources.</li> <li>During the day – All Staff should highlight if they are suffering any symptoms for COVID 19 – new continuous cough or high temperature or a loss of, or change in, normal sense of taste or smell (anosmia) to their Line Manager.</li> <li>If Staff develop symptoms of COVID-19 they should be sent home, or escorted (keeping 2m distancing) to the buildings 'Isolating Area' – the buildings safe area which is designated as an isolation area and await arrangements to get them home. Safely for self-isolation is advised and follow Government guidelines for self-testing.</li> </ul>	1	5	5	Maintain, monitor and regularly review control measures.



# UniFest 2022 Risk Assessment

Summary of any high risk (Red, 12 – 25) findings from the assessment after introduction of control measures and re-evaluation (if any?)

Proposed action plan to eliminate, or reduce identified risks where current controls require further improvement?



# UniFest 2022 Risk Assessment

Review Record	This risk assessment must be reviewed at periods not exceeding <u>2</u> years or when circumstances surrounding the risk have changed		
Review Date / Reference	Review Assessed By	Findings / Changes	Signed
28-09-2020 RA 002 v.01	N/A	Initial assessment date	

**Copy of the completed assessment must be retained for review by the assessor or the department competent person.**