

Risk Assessment

Title	Student Recruitment and Outreach (SRO) Summer School Residentials Risk Assessment	Date	24/02/2022
Assessor(s)	Charlotte Coleman	Revision Date	24/02/2022

Hazard	Risk	Risk Group	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	LIKELIHOOD	SEVERITY	RISK LEVEL	Are existing controls adequate? Y/N
Moving around campus and up/down stairs	Slips, trips and falls	All, especially students	<ul style="list-style-type: none"> Safety briefing advising students to move around the campus carefully. Students advised not to run whilst on campus and walk on one side of the stairs. Students supervised by SRO staff or Student Ambassadors when walking around campus. 	2	2	4	Y
Areas of the campus being very busy	Getting lost or separated from group	All, especially students	<ul style="list-style-type: none"> Safety briefing advising students to stay with a member of SRO staff or Student Ambassador at all times. Students supervised by SRO staff or Student Ambassadors when on campus. Safety briefing telling students to go to reception if they get lost or separated. Reception briefed in advance about any events on campus. Adequate staff: student ratio maintained. (1:8 with primary students, 1:10 with Pre-16 students and 1:15 with Post-16 students) 	2	1	2	Y

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Roads on campus and main roads around the campus perimeter	Injury from road traffic incidents	All, especially students	<ul style="list-style-type: none"> Safety briefing advising students to stay with a member of SRO staff or Student Ambassador at all times. Students supervised by SRO staff or Student Ambassadors when on campus and guided across roads if necessary. Adequate staff: student ratio maintained. (1:8 with primary students, 1:10 with Pre-16 students and 1:15 with Post-16 students) 	1	3	3	Y
Working environment – adults working in buildings without a DBS check	safeguarding concerns	Students	<ul style="list-style-type: none"> Safety briefing advising students to stay with a member of SRO staff or Student Ambassador at all times. Students supervised by SRO staff or Student Ambassadors when walking around campus. SRO staff all DBS checked 	2	2	4	Y
External/Internal Speakers - adults working with students without a DBS check	safeguarding concerns, extremist views	Students	<ul style="list-style-type: none"> Safety briefing advising students to stay with a member of SRO staff or Student Ambassador at all times. Students supervised by SRO staff or Student Ambassadors when walking around campus. Event form completed when working with external speakers, including a 'Prevent' risk assessment. 	2	2	4	Y

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			<ul style="list-style-type: none"> External/Internal speakers not left with students without SRO staff or Student Ambassadors present. 				
Activities in working labs or clinics	Spills, hazardous substances, potentially dangerous equipment	All, especially students	<ul style="list-style-type: none"> Safety briefing from academics explaining how to use equipment and hazardous substances. Students supervised by SRO staff, Student Ambassadors and/or school staff when in labs/clinics. Students provided with appropriate PPE for activity, for example lab coats, goggles and/or gloves. 	2	2	4	Y
Activities requiring computer access	Visiting inappropriate websites	Students	<ul style="list-style-type: none"> Students supervised by SRO staff, Student Ambassadors and/or school staff when using computers on campus. Student logins requested in advance from IT Helpdesk – these have no access to the internet. 	1	1	1	Y
Fire and evacuation	Smoke inhalation/burns	All, especially students	<ul style="list-style-type: none"> Safety briefing advising students of evacuation plans in the event of fire. SRO Staff and Student Ambassadors aware of evacuation assembly point. On campus emergency contact details sent to school staff in advance. 	1	3	3	Y

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Injuries or medical emergencies	Minor injuries, pre-existing medical conditions requiring attention during visit	All, especially students	<ul style="list-style-type: none"> • Details of pre-existing medical conditions sent to SRO staff in advance. • On campus emergency contact details sent to school staff in advance. 	2	2	4	Y
Food provided as part of the event	Allergic reactions/ Food poisoning	All, especially students	<ul style="list-style-type: none"> • Details of allergies sent to SRO staff in advance. • Allergy information passed on to catering team. • On campus emergency contact details sent to school staff in advance. • All catering staff fully trained in food hygiene and own risk assessments in place 	2	3	6	Y
Coronavirus	Getting or spreading coronavirus by not washing hands regularly	All	<ul style="list-style-type: none"> • Hand washing facilities and hand sanitising stations pointed out to group and remind regularly to wash hands • Avoid sharing equipment • Following all signage and advice around campus 	2	3	5	Y
Coronavirus	Getting or spreading coronavirus by working in area of large footfall	All	<ul style="list-style-type: none"> • Masks and hand sanitiser available to use • Aston staff and students advised to regularly test and not attend campus if feeling unwell • Guests advised not to attend if feeling unwell 	2	3	5	Y

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			<ul style="list-style-type: none"> • Reduce the need to move by following planned timetable • Following all signage and advice around campus • Reduced group visit sizes 				
Child Protection /Safeguarding	Disclosures of a child protection nature and issues relating to participants being considered 'at risk')	Students	<ul style="list-style-type: none"> • Procedures for whistleblowing where concerns arise about a colleague's behaviour are outlined in the Safeguarding Policy. <ul style="list-style-type: none"> •All University staff and Student Ambassadors have undertaken an enhanced DBS check, which has been returned prior to the event starting. •All members of university staff who will be left unsupervised with the students have undergone an enhanced DBS check. •Written codes of conduct have been issued to Student Ambassadors and participants, who will be made aware of the consequences for breaches of the code. •All staff and Student Ambassadors that will be involved for the entirety of the residential will be required to attend a compulsory training session prior to the event commencement. The training session will cover the Safeguarding Policy including 	3	3	9	Y

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			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.				
Inappropriate behaviour of participants	Inappropriate behaviour of participants	Students	<ul style="list-style-type: none"> • A Code of Behaviour for Learners has been issued to learners and parents/carers pre-event for them to read and sign. This document outlines expected behaviour and consequences for misbehaviour. • 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 event. • University staff would accompany the learner home if necessary. • There will be separate male and female sleeping arrangements. All students will have their own bedroom with individual bathroom facilities. Male and Female staff and students 	2	3	6	Y

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			<p>will be situated on separate floors of the hotel.</p> <ul style="list-style-type: none"> There will be a Student Ambassadors and/or University staff members of the same gender sleeping overnight in rooms on the same floor. Staff will have emergency keys to open all flats in case of emergencies. 				
Loss of participant's personal possessions	Loss of participant's personal possessions	Students	<ul style="list-style-type: none"> Procedures are in place to ensure the safety and security of pupils' personal possessions. Students will be advised against bringing valuable possessions to the event as we cannot be responsible if they are lost or stolen. During the day, students' possessions will be locked away in their bedrooms at Unite Accommodation. On the day of arrival/departure, students' possessions will be locked away in a luggage room in the main building. Only Summer School staff and Conference Aston manager will have access to the room. 	1	1	1	Y

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Participant well-being	Illness, allergies, homesickness	Students	<ul style="list-style-type: none"> • Arrangements have been made so that any student who requires prescription medication during the visit will be able to receive it. • 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. • Students/parents have been informed that members of Summer School staff are not able to administer or look after medication. • Appropriate arrangements have been made for pupils with special needs. • 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. • Appropriate arrangements have been made for pupils with special dietary requirements. • Information has been received regarding dietary requirements of students and any 	3	2	6	Y

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			<p>allergies. Wherever possible these will be catered for during the residential.</p> <ul style="list-style-type: none"> Information has been prepared for students which includes details of the personal support they will receive during the event. Students will receive an information pack at the Welcome session which gives all relevant information, including emergency numbers. 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. 				
Evening Activity Trip to Star City	slips, trips and falls		<ul style="list-style-type: none"> Students will be advised to stay seated during the coach journey and will be briefed on staying with the group at all times during the external visit. The University and Star City have both public and employer's liability insurance First Aid will be available if required, throughout the duration of the event. The companies within Star City delivering the evening activities have their own risk 	3	3	9	Y

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			<p>assessments in place and public liability and will inform students of any additional safety procedures prior to the event in a safety briefing. A system is in place for reporting and investigating accidents.</p> <ul style="list-style-type: none"> • In the event of an accident, University staff on duty will act in loco parentis. • Parents/Carers will be informed of any accidents and the actions taken. • Students' emergency contact information will be carried by the duty member of staff at all-time. 				

Policies and Procedures:

- SRO have checked that Aston University and any external companies have appropriate insurance (Public/Employer Liability)
- All students and parents/guardians have signed a code of conduct prior to the event adhering to the safety guidelines
- All staff working the residential are DBS checked



Aston University

BIRMINGHAM UK

Risk Assessment

NAME: Charlotte Coleman

POSITION: Outreach Officer / UniFest Coordinator

DATE: Thursday 24th February 2022