

**APPENDIX**

Assessment Number 001

**Hazard and Risk Assessment Summary**

School/Dept Outreach: Yr 10 Residential

Location of Activity Edgbaston Campus

Date of Assessment 24/06/2019

Assessor Carla Amos

Activity Assessed (Attach protocols)

Assessment of Hazard and Risk								Control Measures Required	
HAZARD (List only hazards from which there is a significant risk of serious harm under foreseeable conditions)	PERSONS AT RISK (See key, Indicate number)	PERSONAL HARM?			LIKELIHOOD of HARM?				
		F	Mj	Mn	Y	Pr	Po	R	
Fire or Other Evacuation	YP,S,UG, V	✓						✓	<ul style="list-style-type: none"> <li>Covered by University Fire procedures.</li> <li>Staff and student ambassadors are briefed on fire evacuation and safety procedures in training and pre-event briefing. Student Ambassadors are also advised to download the callmy app (mass notification and response app) in the event of a Univeristy-wide incident or alert.</li> <li>Students are supervised at all times and Student Ambassadors are instructed to take note of evacuation and assembly points for each building used.</li> <li>Ambassador and Outreach staff are responsible for checking names against the group register following evacuation of building.</li> </ul>
Student behaviour and conduct	YP, S, UG, V			✓				✓	<ul style="list-style-type: none"> <li>All pupils sign a Code of Conduct at the start of the residential activity- this includes information on appropriate and safe behaviour on campus</li> </ul>
Lost Persons	YP, S, UG V			✓				✓	<ul style="list-style-type: none"> <li>All students given Aston Webb Reception as Lost Persons Meeting point at the start of visit. Students are instructed to stay in their groups at all times (code of conduct) and phone numbers of Outreach/event staff are supplied for their records.</li> <li>Aston Webb to have copy of programme and contact details of staff.</li> </ul>

Activities and presentations	YP, S, UG V			✓				✓	<ul style="list-style-type: none"> <li>Academic tutors and those leading presentations/sessions to identify any specific risks for events they run and have appropriate risk assessments in place. All those delivering sessions have been briefed on the number and age group of the students taking part; those delivering laboratory-based sessions have been asked to specifically review risk assessments based on this information.</li> </ul>
Movement around campus and traffic	YP,S,UG, V	✓						✓	<ul style="list-style-type: none"> <li>All pupils sign a Code of Conduct at the start of the residential activity- this includes information on appropriate and safe behaviours on campus</li> <li>Staff, student ambassadors and students advised to use pedestrian walkways and pedestrian crossings</li> <li>Adequate supervision for movement of visitors across campus by Student Ambassadors and Outreach staff.</li> <li>Students will be supervised on and off the coaches by Student Ambassadors. Staff and Student Ambassadors will accompany students and provide supervision during the day</li> <li>Staff and students will be made aware of building &amp; maintenance on campus. Welcome presentation to alert visitors to building work across campus. Routes chosen to avoid building and maintenance where possible. Visitors to be accompanied by staff/student ambassadors whilst moving around campus at all times.</li> <li>Campus lighting is providing around campus during darkness.</li> <li>Staff, student ambassadors and students instructed to be vigilant when moving around the campus for moving vehicles.</li> </ul>
Access/Egress			✓					✓	<ul style="list-style-type: none"> <li>Individual assessments for students and staff where required to ensure access and egress from all buildings.</li> <li>Suitable access (ramps/ hand bars for those with impaired mobility)</li> <li>Signage to keep doorways clear both internal and external</li> <li>Sufficient lighting both internal and external</li> <li>Staff and students are briefed to report an hazards which could affect access and egress from the buildings in use (i.e. leaks, spillages, holes, slopes or slippery surfaces)</li> </ul>

Illnes/Injury / First Aid	YP,S,UG, V	✓						<ul style="list-style-type: none"> <li>• Qualified first aiders are available during the course of the event and programme (including event staff and security). Local First aid procedure in place which includes the steps for calling the emergency services with first aiders trained in those procedures</li> <li>• Only trained first aiders treat people</li> <li>• Staff and students are made aware of First Aid arrangements and able to direct people in need of First Aider</li> <li>• Details of any pupils with medical conditions / special needs and emergency contact details to be supplied to activity leader and kept by ambassador/outreach staff. First aiders will be informed in advance and will be aware of any additional medication/support needed.</li> <li>• Accident/ incidents are reported via the accident / incident report form to the Director of Recruitment and University Safety Services via <a href="mailto:healthandsafety@contacts.bham.ac.uk">healthandsafety@contacts.bham.ac.uk</a>. The report form can be found at the following link <a href="https://intranet.birmingham.ac.uk/hr/wellbeing/worksafe/accidents/accreporting/accidentreporting.aspx">https://intranet.birmingham.ac.uk/hr/wellbeing/worksafe/accidents/accreporting/accidentreporting.aspx</a>.</li> </ul>
Weather	YP,S,UG, V	✓						<ul style="list-style-type: none"> <li>• Staff, student ambassadors and students reminded to be aware of sunburn. Sunscreen protection available throughout residential.</li> <li>• Student and student ambassadors are advised to wear appropriate clothing and footwear in pre-event information and briefings. Water is available to those taking part throughout the week.</li> </ul>
Electricity	YP,S,UG, V	✓					✓	<ul style="list-style-type: none"> <li>• Staff / students are briefed on precaution for electrical safety (i.e. use of hairdryers, kettles and hairstraighters)</li> <li>• No overloading electrical extensions or daisy chaining electrical extensions.</li> <li>• All electrical equipment is switched off when not in use.</li> </ul>
Accommodation and overnight supervision	YP,S,UG, V	✓					✓	<ul style="list-style-type: none"> <li>• Night supervisors will be given training and guidelines as well as DBS checked. Female and males will be on separate floors where possible</li> <li>• Hall staff will be informed that students are not able to leave the Halls unaccompanied.</li> <li>• Students will be provided with a code of conduct for signing detailing behaviour and expectations during summer school. Copies are also sent to student/parents.</li> </ul>

Slips Trips & Falls	YP,S,UG, V		✓				✓	<ul style="list-style-type: none"> <li>• Student and student ambassadors are advised to wear appropriate clothing and footwear in pre-event information and briefings.</li> <li>• Staff and students are briefed to report any hazards or obstacles which could result in slips trips or falls (to Event staff)</li> <li>• Floors and traffic routes are kept clear of obstructions and passages, stairways, entrances and exits clear of surplus equipment</li> <li>• Spillages are cleaned up and areas cordoned off</li> <li>• Hand railing is available when using stairs/steps.</li> <li>•</li> </ul>
Safeguarding	YP,S,UG, V		✓				✓	<ul style="list-style-type: none"> <li>• All Student recruitment staff are DBS checked</li> <li>• Parental consent provided ahead of the activity to ensure the pupil is fit to take part in the event</li> <li>• All staff and students to avoid unsupervised access to pupils on a one to one to basis. No one-to-one activities planned</li> <li>• All students to have signed code of conduct prior to arrival. Welcome presentation to alert visitors to expected behaviour. Adequate supervision at all times by staff. Staff to report incidents and/or misbehaviour to outreach leads to deal with appropriately.</li> <li>• Safeguarding training provided for staff and students working on residential. Designated Safety Lead identified and training carried out. Critical Incident Procedure and plan in place.</li> <li>•</li> </ul>
								•

Key

PERSONS AT RISK	
Uq	Undergraduate
Pq	Postgraduate
S	Staff
C	Contractor
V	Visitor
Pa	Patient
Pu	General Public
Yp	Young Person
Nm	New/Expectant Mother

PERSONAL HARM?	
F	Fatality
Mj	Major Injury
Mn	Minor Injury

LIKELIHOOD	
Y	Yes/ Very High
Pr	Probable
Po	Possible
R	Remote

Risk Significance				
	Y	Pr	Po	R
F	✓	✓	✓	✓
Mj	✓	✓	✓	✓
Mn	✓	✓	X	X

✓ = Significant risk  
X = Insignificant risk

Date for Review July 2020

Major Injury: Loss of or broken limb  
Loss of or damaged eye  
Loss of consciousness  
Acute illness needing medical treatment  
Permanent ill health or disability

g:\aww7text\guidance\17ra.doc  
19.12.00