

Risk Assessment Form

Task/area to be assessed: Unifest Summer school for year 10 students 6 th – 9 th July 2022											
School/Dept.:		Marketing/Uni Connect Programme (UCP)					Risk assessment ID no.:				
Assessor:		Mickie McNally		Date: 23/06/2022		Review Date: As needed		Location University Campus			
Significant Hazards	Who might be harmed & how?	How is the risk currently controlled?	Initial Risk Level			What action is required to further reduce the risk?	Residual risk level after controls?			Action By Whom	Deadline
			Probability	Severity	Risk Level		Probability	Severity	Risk Level		
Collection of students via coach from New St	Visitors may get lost. Visitors may be late and miss the coach.	Parents and students are given clear instructions on where and when to meet staff at New Street station. Visitors and parents are given contact number for a member of staff at New Street who will be there to direct them. Staff have registers and contact numbers of all visitors & parents who need to be collected from New Street.	1	2	2	Staff to call all parents/visitors who have aren't at New Street Station by the specified time. Make alternative travel arrangements if necessary.	1	1	1	UCP/Marketing team	6/07/22
Personal safety	Staff and visitors subjected to inappropriate behaviour. Visitors and staff may be affected by	Visitors supervised by staff at all times. 24/7 monitoring of CCTV cameras positioned around the campus. Security can be contacted	1	2	2	No further action required	1	2	2	UCP/Marketing team	6/07/22

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	theft or violent /aggressive behaviour.	at any time to deal with any potential intruders or those displaying inappropriate behaviour toward visitors and staff. Access cards required to move around the campus which will prevent intruders from entering halls and doors on-site.									
Trips, slips and falls on the same level	Staff and visitors moving around campus during Campus Visit, or from room to room.	Check footpaths are cleared of any obstacles. Organise tour routes to avoid any local hazards and/or risks and, as necessary, review during events. Put signs up to warn visitors and staff regarding wet floors Designated tour route to avoid any local hazards and/or risks and, as necessary, review during Campus Visit	2	2	4	Ensure that pathways around campus are kept clear during Campus Visit Review tour routes to check safety during Campus Visit Brief Marketing/UCP staff on what to do if they see a hazard on campus. An hour prior to Campus Visit check route for any hazards. Action/remove, as necessary.	1	2	2	UCP/Marketing team	6/07/22
Movement from/to the campus on Cromwell Lane and Genners Lane	Visitors or staff being struck by a moving vehicle.	Designated drop off/pick up point communicated prior to arrival that minimise the need to cross roads.	1	3	3	No further action required.	1	3	3	UCP/Marketing team	6/07/22

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		<p>Visitors to be escorted to and from bus stops to ensure safety when crossing the road.</p> <p>Newman staff nominated to meet the cars on arrival and escort visitors onto/off campus. Security available for arrival/departure.</p>								
Fire outbreak on campus.	<p>Members of the public, staff and visitors moving around campus during Campus Visit</p> <p>Smoke inhalation, burns and, potentially, death (including multiple).</p> <p>Unfamiliarity with campus during emergency evacuation</p>	<p>Brief Marketing/UCP staff about what to do in the event of a fire</p> <p>Inform visitors, to take note of fire information and nearest fire exit</p> <p>Put fire and emergency brief in welcome talk to visitors</p> <p>Plan of exit and evacuation sites in every classroom.</p> <p>All students to attend a safety briefing undertaken delivered by staff at the start of the event.</p> <p>Remind Marketing/UCP staff and ambassadors of fire procedures during briefing.</p>	1	3	3	No further action required.	1	3	3	<p>Marketing & UCP staff</p> <p>6/07/22</p>

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Visitors/coaches parking on campus	<p>Visitors and staff. Vehicles unable to move around car park or enter/exit.</p> <p>Emergency vehicles unable to gain access to buildings due to block entry route.</p> <p>Visitors parking illegally on campus, blocking other cars in and blocking main driveway</p>	<p>Coach company, visitors arriving by car & reception are aware of arrangements.</p> <p>Security to monitor illegally parked cars or blocked the main driveway and/or other drivers.</p>	1	2		<p>Remind Security of procedure when visitors arrive on campus. Make a team phone number available for easy contact</p> <p>Marketing/UCP staff in positioned at entrance/exits (communicated to visitors prior) will be at the drop off point (Cromwell Lane) to greet and guide safely into building</p>	1	1	1	Marketing & UCP staff	6/07/22
Staff or visitors become ill.	<p>Visitors or Marketing/UCP staff becomes ill or has an accident during event.</p> <p>Medical conditions or allergies.</p>	<p>Ensure all student ambassadors and staff members are aware of first aiders on duty.</p> <p>Phones across campus will get the nearest first aider</p> <p>UCP Staff and Security staff are first aid trained and will be able to attend to any visitors or staff that become ill/injured.</p> <p>Parents to advise regarding any relevant pre-existing medical condition or allergy. Visitors able to self-administer any medication needed.</p>	2	2	4	<p>Brief security about campus event prior so they're aware of risks detailed here</p>	1	2	2	Marketing & UCP staff	Event date: 18/05

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Overcrowding/ Campus Tours	<p>All visitors and staff.</p> <p>Restricting the ease of movement around campus.</p>	<p>Pre-booking required and registers of attending students (40 visitors) provided to control number on campus at any time.</p> <p>Follow the room capacity limit of each room booked, splitting group between rooms to meet requirements if necessary.</p> <p>Visitors split into smaller tour groups of (max 15 per group). Tour groups leave at staggered intervals to limit overcrowding in corridors and stairwells.</p>	1	2	2	<p>Reaffirm plans in Marketing/UCP staff briefing.</p> <p>Brief security prior to event about the number of FE students (40 visitors)</p>	1	2	2	Marketing/UCP staff	6/07/22
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Eating and Drinking	<p>Visitors may suffer from burns due to hot drinks and food.</p> <p>Visitors may be burned on hot serving surfaces.</p> <p>Individual visitors may suffer an allergic reaction from food intolerance.</p> <p>Food poisoning and gastro-enteritis suffered by visitors and staff.</p>	<p>Staff to supervise student while eating and drinking to ensure safe serving of food.</p> <p>Parents advised details of students with any dietary requirements including allergies. Food options will cater to dietary requirements.</p> <p>Storage and preparation of food regulations are adhered to at all times.</p> <p>Security and UCP staff trained are trained first aiders.</p>	1	3	3	<p>Visitors will wear lanyards with food allergy information on at all times. Staff will check lanyard information to ensure that food chosen by visitor will not cause a reaction.</p>	1	3	3		6/07/22
Weather	<p>Adverse weather conditions a risk to all visitors, staff and students.</p>	<p>Estates monitor campus- especially stairs leading from reception to quad, car parks and main pathways</p>	2	1	2	<p>Check weather forecast beforehand and take action where appropriate. Let estates know the forecast and risks to visitors/staff.</p> <p>Discuss any weather-dependent concerns with visitors/staff</p> <p>Take extra care in icy conditions when outside for arrival/campus tour/departure</p>	1	1	1	Marketing/ UCP staff	6/07/22

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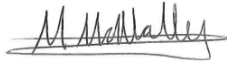

<p>Staff and visitor safety on coaches</p>	<p>Visitors and staff become injured while on the coach.</p> <p>Visitor movement from coach to campus/venues. Risk of being hit by passing vehicles.</p>	<p>Visitors will be supervised by staff at all times. Visitors and staff instructed to remained seated throughout the journey to limit movement on the vehicle and avoid injury.</p> <p>Staff to supervise visitors while leaving and boarding the coach.</p> <p>Staff to escort the visitors, to the venue, and back to the coach, finding an appropriate crossing if coach cannot get closer to venue. Staff will guide students across any roads to ensure safe crossing.</p> <p>Staff are First-aid trained to help in the event that there are any injuries.</p>	1	3	3	No further action required.	1	3	3	UCP/Marketing team	6/07/22
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<p>Personal safety at external venues</p>	<p>Visitors may get lost.</p> <p>Visitors may display inappropriate/aggressive behaviour to members of the public.</p> <p>Members of the public may display inappropriate/aggressive behaviour to Visitors.</p>	<p>Each member of staff will have a group of no more than 6 visitors which they are responsible for supervising at all times, making sure they are aware of the location of each member of their group.</p> <p>Staff members with no assigned group will periodically check in on each group to do head counts to make sure everyone is accounted for. They will also be there to offer assistance if needed.</p> <p>Visitors will be briefed on behavioural expectations before heading to venues. Staff will remove any visitors that display inappropriate/aggressive behaviour, parents will be notified and come and collect their child.</p> <p>Staff will alert venue staff if any members of the public behave inappropriately or aggressively toward visitors or staff. Staff will move visitors away from</p>	1	2	2	No further action required.	1	2	2	UCP/Marketing team	6/07/22
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		the perpetrator until the situation is dealt with.								
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	Name	Position	Date	Signature
Prepared by: <i>(Assessor)</i>	Mickie McNally	Outreach Programme Manager	23/06/2022	
Reviewed by:	Alison John	Director, Communications & Marketing	22/06/2022	
Approved by:	Lieu Lau			

- ❖ ***Signed copy of assessment to be sent/emailed to Health & Safety Office.
(Assessments for major events to be sent/emailed at least 4 weeks' prior to the event taking place)***

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Probability (P) rating	Severity (S) rating		
	Minor (1)	Serious (2)	Major (3)
Low, may happen (1)	1	2	3
Medium, could happen (2)	2	4	6
High, will happen (3)	3	6	9
Risk Categories:	Refer to the Newman University Risk Matrix Explanatory Notes to determine risk ratings and Legal References.		
Acceptable	Marginal	Moderate	Unacceptable

NB: If activities give rise to specific risks, these should be assessed further such as manual handling, COSHH, display screen equipment etc. The needs to be made to the relevant risk assessment form and guidance document for such activities.

Information is available from the Health and Safety Information Page.