

APPENDIX

Assessment Number

Hazard and Risk Assessment Summary

School/Dept

Location of Activity

Date of Assessment

Assessor

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"> Covered by University Fire procedures. Staff and student ambassadors are briefed on fire evacuation and safety procedures in training and pre-event briefing. Students are supervised at all times and Student Ambassadors are instructed to take note of evacuation and assembly points for each building used. Ambassador and staff are responsible for checking names against the group register following evacuation of building.
Student behaviour and conduct	YP, S, UG, V			✓					✓	<ul style="list-style-type: none"> All students agree to the Code of Conduct as part of the application process. All students are reminded of the Code of Conduct at the start of the residential activity and sign a physical copy. This includes information on appropriate and safe behaviour on campus. Parents/Carers also agree to the Code of Conduct as part of the application process.

Lost Persons	YP, S, UG V			✓			✓	<ul style="list-style-type: none"> • All students given location details and 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 event staff are supplied for their records. • Copy of the programme will also be provided to estates/security.
Activities and presentations	YP, S, UG V			✓			✓	<ul style="list-style-type: none"> • All 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. Sessions to be taking place at RSC, RSC to provide a full risk assessments and brief all on evaluation procedure when we are on site.
Movement around campus and off campus	YP,S,UG, V	✓					✓	<ul style="list-style-type: none"> • All pupils sign a Code of Conduct at the start of the residential activity- this includes information on appropriate and safe behaviours on campus • Staff, student ambassadors and students advised to use pedestrian walkways and pedestrian crossings • Adequate supervision for movement of visitors across campus by Student Ambassadors and Aimhigher staff. • 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 • Staff and students will be made aware of building & 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. • Campus lighting is providing around campus during darkness. • Staff, student ambassadors and students instructed to be vigilant when moving around the campus for moving vehicles. • Code of conduct will include expected levels of behaviour when moving around campus and travelling on coaches etc. • Walking to points of interest off campus will be supervised at all times with agreed routes to take in advance

Access/Egress			✓				✓	<ul style="list-style-type: none"> • Individual assessments for students and staff where required to ensure access from all buildings. • Suitable access (ramps/ hand bars for those with impaired mobility) • Signage to keep doorways clear both internal and external • Sufficient lighting both internal and external • 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)
Illnes/Injury / First Aid	YP,S,UG, V	✓					✓	<ul style="list-style-type: none"> • Qualified first aiders are available during the course of the event and programme (including event staff at RSC and security when on campus). Local First aid procedure in place which includes the steps for calling the emergency services with first aiders trained in those procedures • Only trained first aiders treat people • Staff and students are made aware of First Aid arrangements and able to direct people in need of First Aider • Details of any pupils with medical conditions / special needs and emergency contact details to be supplied to activity leader and kept by ambassador/and staff. First aiders will be informed in advance and will be aware of any additional medication/support needed. • Accident-/ incidents are reported via the accident / incident report form to the Director of Recruitment and University Safety Services via healthandsafety@contacts.bham.ac.uk. The report form can be found at the following link https://intranet.birmingham.ac.uk/hr/wellbeing/worksafe/accidents/accreporting/accidentreporting.aspx.
Weather	YP,S,UG, V		✓				✓	<ul style="list-style-type: none"> • 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.
Electricity	YP,S,UG, V	✓					✓	<ul style="list-style-type: none"> • Staff / students are briefed on precaution for electrical safety (i.e. use of hairdryers, kettles and hairstraighters) • No overloading electrical extensions or daisy chaining electrical extensions. • All electrical equipment is switched off when not in use.

Accommodation and overnight supervision	YP,S,UG, V	✓					✓	<ul style="list-style-type: none"> Night supervisors will be given training and guidelines as well as DBS checked. Female and males will be on separate floors where possible Hall staff will be informed that students are not able to leave the Halls unaccompanied. Students will be provided with a code of conduct for signing detailing behaviour and expectations during summer school.
Slips Trips & Falls	YP,S,UG, V		✓				✓	<ul style="list-style-type: none"> Student and student ambassadors are advised to wear appropriate clothing and footwear in pre-event information and briefings. Staff and students are briefed to report any hazards or obstacles which could result in slips trips or falls (to Event staff) Floors and traffic routes are kept clear of obstructions and passages, stairways, entrances and exits clear of surplus equipment Spillages are cleaned up and areas cordoned off Hand railing is available when using stairs/steps.
Safeguarding	YP,S,UG, V		✓				✓	<ul style="list-style-type: none"> All Student recruitment staff are DBS checked Parental consent provided ahead of the activity to ensure the pupil is fit to take part in the event All staff and students to avoid unsupervised access to pupils on a one to one to basis. No one-to-one activities planned 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 event leads to deal with appropriately. 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.

Key

PERSONS AT RISK	
Ug	Undergraduate
Pg	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 21.06.2023

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

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