

ASTON UNIVERSITY - GENERAL RISK ASSESSMENT RECORD



DESCRIPTION OF ACTIVITY	Student Recruitment and Outreach (SRO) Year 10 Unifest Residential Summer School (Wednesday 10 th – Friday 12 th) and Pathway to the Professions Year 12 Non-Residential Summer School Tuesday 16 th – Thursday 18 th July 2024.	LOCATION OF ACTIVITY	Aston University Campus
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Hazards Associated with the Activity	Consequences of exposure to the hazards	Who or what is at risk of injury or loss	What control measures are in place to prevent this from happening	Initial Severity (IS)	Initial Likelihood (IL)	Initial Risk Rating (ISxIL)	Risk Category(A/T/U)	Action required to reduce the risk to an acceptable level	Responsibility for action and timescales to complete	Revised Severity	Revised Likelihood	Revised Risk Rating
First Aid - Injuries or medical emergencies	Varying injuries from various accidents, incidents ranging from falls, bumps, burns, etc, and also including medical emergencies such as stroke, heart attack, etc.	Staff and student visitors	<p>Student visitors are to be supervised by a member of staff at all times.</p> <p>Details of pre-existing medical conditions collected in advance and included in all staff packs. Conversations with parents/guardians (year 10) and students (year 12) in advance of the event to understand more</p>	3	2	6	A	No further action required		3	2	6

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Slips, trips, and falls	Cut, bruises and broken bones from falls and trips.	Staff and student visitors	<p>Suitable footwear will be worn (hosts will be consulted for information where appropriate)</p> <p>Walkways, corridors and stairways maintained by Aston University estates team.</p> <p>Student visitors are to be supervised by a member of staff at all times and routes will be in accordance with staff instructions.</p>	3	2	6	A	No further action required		3	2	6
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<p>Moving vehicles on Aston University Campus: including moving cars, delivery vans, bikes, scooters and other associated vehicles (e.g., waste collection and estate maintenance vehicles)</p>	<p>Risk of serious injury or death resulting from impact with, entrapment under, etc. potentially fast moving, heavy vehicles</p>	<p>Staff and student visitors</p>	<p>Student visitors are to be supervised by a member of staff at all times as they move around campus and routes will be in accordance with staff instructions and followed by the students.</p> <p>Highway code to be followed.</p> <p>Pedestrianised areas can be utilised.</p> <p>Some barriers are in place at road sidings.</p>	<p>4</p>	<p>2</p>	<p>8</p>	<p>T</p>	<p>No further actions can be undertaken to reduce risk to a lower level, risk mitigated as far as is practicable</p>		<p>4</p>	<p>2</p>	<p>8</p>
<p>Fire</p>	<p>Serious injury or worse from exposure to fire, smoke on Aston Campus</p>	<p>Staff and student visitors</p>	<p>Student visitors are to be always supervised by a member of staff. Aston University campus information and instruction will be provided which will include any associated fire policies and</p>	<p>5</p>	<p>1</p>	<p>5</p>	<p>A</p>	<p>No further controls required</p>		<p>5</p>	<p>1</p>	<p>5</p>

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<p>Young Persons (Misuse of equipment, e.g., climbing over furniture or misbehaviour)</p>	<p>Injury (e.g., falls etc)</p>	<p>Student Visitors</p>	<p>Any unnecessary equipment is stored or moved from the room to allow their use for large groups.</p> <p>Student visitors are to be supervised by a member of staff at all times as they move around campus and routes will be in accordance with staff instructions and followed by the students.</p> <p>Staff/Student ratio meets university policies and procedures, 1:10 with students for overnight residentials.</p> <p>Written codes of conduct have been issued to participants, who will be made aware of the consequences for breaches of the code.</p>	<p>3</p>	<p>2</p>	<p>6</p>	<p>A</p>	<p>No further action required</p>		<p>3</p>	<p>2</p>	<p>6</p>
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Roads	Risk of serious injury or death resulting from impact with, entrapment under, etc. potentially fast moving, heavy vehicles	Staff and student visitors	<p>Student visitors are to be supervised by a member of staff at all times as they move around campus and routes will be in accordance with staff instructions and followed by the students.</p> <p>Highway code to be followed.</p> <p>Pedestrianised areas can be utilised.</p> <p>Some barriers are in place at road sidings.</p>	4	2	8	T	No further actions can be undertaken to reduce risk to a lower level, risk mitigated as far as is practicable		4	2	8
Catering	Allergic reactions/ Food poisoning/sickness	Staff and student visitors	<p>Details of students catering requirements collected in advance and included in all staff packs.</p> <p>Catering outlets at Aston University informed of</p>	3	2	6	A	No further action required		3	2	6

<p>Students getting separated from the group / lost</p>	<p>Increased anxiety through to minor and/or serious injury</p>	<p>Student Visitors</p>	<p>Student visitors are to be supervised by a member of staff at all times as they move around campus and routes will be in accordance with staff instructions and followed by the students.</p> <p>Staff/Student ratio meets university policies and procedures, 1:10 with students for overnight residential.</p> <p>Safety briefing advising students to stay with a member of staff at all times. Information about policies and procedures included e.g., go to reception if separated or lost and they will contact a staff member.</p> <p>Reception briefed in advance about any events on campus.</p> <p>Staff member identified by specific and highly visible clothing.</p>	<p>3</p>	<p>1</p>	<p>3</p>	<p>A</p>	<p>No further action required</p>		<p>3</p>	<p>1</p>	<p>3</p>

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<p>External/Internal Speakers - adults working with students without a DBS check</p>	<p>Safeguarding concerns, extremist views</p>	<p>Student visitors</p>	<p>Safety briefing advising students to stay with a member of staff at all times as they move around campus and routes will be in accordance with staff instructions and followed by the students.</p> <p>Unima event form completed when working with external speakers, including a 'Prevent' risk assessment.</p> <p>External/Internal speakers not left with students without DBS staff present.</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>A</p>	<p>No further action required</p>		<p>2</p>	<p>2</p>	<p>4</p>
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<p>Hazards or emergencies (other than first aid) e.g. violent or non-violent crime.</p>	<p>Serious injury or worse from both physical and emotional violence/criminal acts</p>	<p>Staff, student ambassadors, student visitors</p>	<p>Student ambassadors are given training and briefed at the event on what to do if there's an emergency within their group.</p> <p>Team to stay in regular contact and liaise with campus safety during event to avoid any potential hazards on campus.</p> <p>Aston University policies and procedures to be followed during summer school.</p> <p>Emergency services can be called if required.</p>	<p>4</p>	<p>1</p>	<p>4</p>	<p>A</p>	<p>No further controls required</p>		<p>4</p>	<p>1</p>	<p>4</p>
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<p>Activities requiring computer access</p>	<p>Visiting inappropriate websites. DSE related injuries.</p>	<p>Student visitors</p>	<p>Students supervised by student ambassadors when using computers on campus. Student logins requested in advance from IT Helpdesk. Computers used for short periods only. DSE equipment available at each workstation and instructions on its use given.</p>	<p>3</p>	<p>1</p>	<p>3</p>	<p>A</p>	<p>No further action required</p>		<p>3</p>	<p>1</p>	<p>3</p>
<p>Child Protection /Safeguarding</p>	<p>Disclosures of a child protection nature and issues relating to participants being</p>	<p>Student Visitors</p>	<p>Procedures for whistleblowing where concerns arise about a colleague's behaviour are outlined in the Safeguarding Policy.</p>	<p>3</p>	<p>2</p>	<p>6</p>	<p>A</p>	<p>No further actions required</p>		<p>3</p>	<p>2</p>	<p>6</p>

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	<p>considered 'at risk')</p>		<p>All university staff have undertaken an enhanced DBS check, which has been returned prior to the event starting.</p> <p>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.</p> <p>All staff will be required to attend a compulsory training session prior to the event commencement. The training session will cover the Safeguarding Policy and Procedures.</p>									
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<p>Poor weather conditions</p>	<p>Bad or extreme weather could lead to various injuries, illnesses associated with exposure to heat, cold, wind, rain, snow, etc.</p>	<p>Staff, student ambassadors, student visitors</p>	<p>Consult the weather forecast the day before the event. Where the forecast is extreme, undertake postponement</p>	<p>3</p>	<p>2</p>	<p>6</p>	<p>A</p>	<p>No further actions required</p>		<p>3</p>	<p>2</p>	<p>6</p>
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<p>Young persons within our teaching laboratories</p>	<p>Laboratory/workspace possible exposure to Biohazards leading to potentially serious illness, infection and/or carrying infection to a wider population</p>	<p>Under 16 students, Student ambassadors and staff</p>	<p>Laboratory rules to be undertaken e.g. wearing of laboratory coats and gloves. No eating/ drinking or mobile phones. Hand washing on leaving the lab.</p> <p>Where specialist equipment is being used, this is to be undertaken only by specialised staff and students will be supervised during the session.</p> <p>Additional risk assessments to be provided by academic staff where hazards may occur.</p> <p>The under 16 students will be always supervised in small groups with their ambassador.</p>	<p>4</p>	<p>1</p>	<p>4</p>	<p>A</p>	<p>No further action required.</p>		<p>4</p>	<p>1</p>	<p>4</p>
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<p>Young persons within our teaching laboratories</p>	<p>Laboratory/ workspace possible exposure to Chemical hazards leading to various injuries and longer term ailments such as chemical burn, various types of cancer, asthma</p>	<p>Under 16 students, Student ambassadors and staff</p>	<p>Laboratory rules to be undertaken e.g. wearing of laboratory coats and gloves. No eating/ drinking or mobile phones. Hand washing on leaving the lab.</p> <p>Where specialist equipment is being used, this will only be undertaken by specialised staff at the university e.g. lab Demonstrators and students will be supervised during the session.</p> <p>Additional risk assessments to be provided by academic staff where hazards may occur.</p> <p>The under 16 students will be always supervised in small groups with their ambassador.</p>	<p>4</p>	<p>1</p>	<p>4</p>	<p>A</p>	<p>No further action required.</p>		<p>4</p>	<p>1</p>	<p>4</p>
<p>Young persons within our teaching laboratories</p>	<p>Possible exposure to Mechanical Hazards leading to various physical injuries</p>	<p>Under 16 students, Student ambassadors and staff</p>	<p>Laboratory rules to be undertaken e.g. wearing of laboratory coats and gloves. No eating/ drinking or mobile phones. Hand washing on leaving the lab.</p>	<p>4</p>	<p>1</p>	<p>4</p>	<p>A</p>	<p>No further action required.</p>		<p>4</p>	<p>1</p>	<p>4</p>

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	caused by entrapment, crushing, entanglement , cutting, etc.		<p>Where specialist equipment is being used, this is to be undertaken only by specialised staff and students will be supervised during the session.</p> <p>Additional risk assessments to be provided by academic staff where low-level hazards may occur.</p> <p>The under 16 students will be always supervised in small groups with their ambassador.</p>									
<p>Evening Activity Eventurous Retro Sports Night, Crystal Maze and Student Union Quiz Night.</p>	<p>slips, trips and falls</p>	<p>Staff, student ambassadors, student visitors</p>	<p>Eventurous team have appropriate insurance cover and risk assessments for the evening activities, and this has been provided for our records. The team will also provide safety briefing to students during the event.</p> <p>The University and Eventurous both have public and employer’s liability insurance, and this has been provided for our records. When doing these activities, we are to follow Eventurous and Student Unions’ policy and procedures.</p>	3	3	9	T	<p>No further actions can be undertaken to reduce risk to a lower level, risk mitigated as far as is practicable</p>		3	3	9

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			<p>Appropriate action will be taken in response to the accident, which will also be recorded.</p> <p>In the event of an accident, University staff on duty will act in loco parentis.</p> <p>Parents/Carers will be informed of any accidents and the actions taken.</p> <p>Students' emergency contact information will be carried by the duty member of staff at all-times.</p>										
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Date Risk Assessment Completed	15 th May 2024	Date of Next Review(s) (max 12 months)	Date Review(s) completed	Review completed by (Name)
Assessor Name	Lydia Runham	15 th May 2025		

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Peer Reviewer (where required)	Sarah Fullwood			
Manager Responsible for Assessment	Rebecca Joyce			
Date Assessment Actions Completed				