

RISK ASSESSMENT FOR UNIFEST 2024

| ACTIVITY: UniFest Summer School Event | | | Name: Olivia Hill | |
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| LOCATION: University of Worcester | | | Date: 03.07.24 | Review Date: 05.07.24 |
| HAZARD(S) IDENTIFIED | DETAILS OF RISK(S) | AT RISK | RISK MANAGEMENT MEASURES | OTHER COMMENTS |
| Vehicles | Being struck by vehicle whilst moving around campus and when adjacent to public roads | Participants, event supervisors | Routes around campus confined to footpaths and designated crossing points | Measures appropriate to all aspects of the event: - <ul style="list-style-type: none"> • Arrangements made and liaison with 'sender' schools, and relevant personnel within and outside of the University, well in advance. • Individual groups are supervised by 'Ambassadors' whilst on campus. • 'Ambassadors' all carry means of communication in case of emergency. • 'Ambassadors' and all others involved with the event are made aware of their health and safety roles and responsibilities. • Health and safety briefings given to groups before commencement of activities. • Misbehavior by any group member brings activity to an end. • All individuals involved in the supervision of participants are subject to DBS checks. |
| | Commuting between campuses and from train station. | | Drop off and collection point at Students Union. | |
| Steps and staircases | Falls whilst negotiating steps and staircases within buildings and around campus. | | Reputable transport providers used to ensure suitability of vehicles etc. | |
| High hazard areas | Unauthorised entry into high hazard areas (e.g. construction site, workshop) | | Handrails provided. | |
| Emergency evacuation | Unfamiliarity with building if occupying at time of evacuation | Liaison with Estates to ensure steps and staircases in safe condition. | Areas do not form part of Summer School. | |
| | | Adequate lighting to staircases within buildings. | Liaison with Estates, or others responsible for area, if adjacent to Summer School activity. | |
| | | Entry restrictions, secure boundaries and segregation, and signage to indicate these areas. | Information given on fire action at start of the event. | |
| | | Exit and fire exit routes clearly signed. | Evacuation Marshals and Wardens within each building. | |

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| | | | | <ul style="list-style-type: none"> • First aid assistance available across campus. |
| Activities | Injury etc. whilst participating in 'classroom-based' activities. | Participants, event supervisors | Activities low risk (e.g. do not involve the use of powered machinery, hazardous substances). | All participants made aware of their health and safety responsibilities and expected conduct during the event. |
| | Injury whilst participating in sporting activities | | <p>Condition of sports equipment to be used checked on a daily basis.</p> <p>Participants given instructions in safe use of equipment and required to wear appropriate clothing.</p> <p>All participants to complete health questionnaire with signed parental consent to participate. Learner will be advised that if they do not feel up to it, that they must speak to a member of staff.</p> | |
| Individual participants | Any illness or disability that could adversely affect health and safety during the event | | <p>Liaison with 'sender' schools to establish if any students fall into this category.</p> <p>Appropriate arrangements introduced to take account of the individual's circumstances (e.g. dedicated assistance).</p> | |
| Exposure to weather in Sport outdoor activities and whilst walking between campuses | Cold injury, heat injury, over-exposure to sun. | Participants and staff. | <p>Advised participants to bring weather appropriate clothing and items such as sun screen.</p> <p>Daily weather forecast obtained and plans adjusted accordingly</p> | |

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| <p>Pupil lost or separated from group, inadequate supervision.</p> | <p>Injury and anxiety</p> | <p>Participants</p> | <p>Ensure supervising staff competent and understand their roles.</p> <p>Sufficient supervision</p> <p>Plan and use suitable group control measures (for example, buddy systems, large groups split in small groups each with named leaders, identification system).</p> <p>Discuss itinerary and arrangements with participants.</p> <p>Briefing to all on what to do if separated from group.</p> <p>Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups</p> | |
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