

ASTON UNIVERSITY - GENERAL RISK ASSESSMENT RECORD



DESCRIPTION OF ACTIVITY	Student Recruitment and Outreach (SRO) Year 10 Pre-16 (Unifest & A2A) Residential Summer School (09/07/2025-11/07/2025) Year 12 Post-16 (Pathway to the Professions) Residential Summer School (16/07/2025-18/07/2025)	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. Medical emergencies such as stroke, heart attack etc.	Staff and student visitors	Student visitors are to be supervised by a member of staff at all times. Details of pre-existing medical conditions collected in advance and included in all staff packs. Conversations with parents/guardians (year 10) and students	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</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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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)	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 will 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
Fire	Serious injury or death from exposure to fire, smoke on Aston Campus	Staff and student visitors	<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>	5	1	5	A	No further controls required		5	1	5

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Young Persons (Misuse of equipment, e.g., climbing over furniture or misbehaviour)	Injury (e.g., falls etc)	Student Visitors	<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>	3	2	6	A	No further action required		3	2	6
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Roads on and around campus	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>Students will not be leaving campus for the duration of the visit, so they won't be crossing busy main roads that surround campus during their visit.</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 staff and students catering requirements collected in advance and included in all staff packs.</p> <p>Catering outlets at Aston University informed of staff and</p>	3	2	6	A	No further action required		3	2	6

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Students getting separated from the group / lost	Increased anxiety through to minor and/or serious injury	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>Staff/Student ratio meets university policies and procedures, 1:10 with students for overnight residentials.</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</p>	3	1	3	A	No further action required		3	1	3

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External/Internal Speakers - adults working with students without a DBS check	Safeguarding concerns, extremist views	Student visitors	<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>External/Internal speakers not left with students without DBS staff present.</p>	2	2	4	A	No further action required		2	2	4
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Violent or non-violent crime.	Serious injury or death from both physical and emotional violence/criminal acts	Staff and student visitors	<p>Staff 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>	4	1	4	A	No further controls required		4	1	4
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Activities requiring computer access	<p>Visiting inappropriate websites.</p> <p>DSE related injuries.</p>	Student visitors	<p>Students supervised by student ambassadors when using computers on campus.</p> <p>Student logins requested in advance from IT Helpdesk.</p> <p>Computers used for short periods only.</p> <p>DSE equipment available at each workstation and instructions on its use given.</p>	3	1	3	A	No further action required		3	1	3
Child Protection /Safeguarding	Disclosures of a child protection nature and issues relating to participants being	Student Visitors	Procedures for whistleblowing where concerns arise about a colleague's behaviour are outlined in the Safeguarding Policy.	3	2	6	A	No further actions required		3	2	6

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Poor weather conditions	Bad or extreme weather could lead to various injuries, illnesses associated with exposure to heat, cold, wind, rain, snow, etc.	Staff, student ambassadors , student visitors	Consult the weather forecast the day before the event. Where the forecast is extreme, undertake postponement	3	2	6	A	No further actions required		3	2	6
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Young persons within our teaching laboratories	Laboratory/workspace possible exposure to Biohazards leading to potentially serious illness, infection and/or carrying infection to a wider population	Students and staff	<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>Students will be always supervised in small groups with a staff member.</p>	4	1	4	A	No further action required.		4	1	4
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Young persons within our teaching laboratories	Laboratory/ workspace possible exposure to Chemical hazards leading to various injuries and longer term ailments such as chemical burn, various types of cancer, asthma	Students and staff	<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>Students will be always supervised in small groups with a staff member.</p>	4	1	4	A	No further action required.		4	1	4
Young persons within our teaching laboratories	Possible exposure to Mechanical Hazards leading to various physical injuries	Students and staff	<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>	4	1	4	A	No further action required.		4	1	4

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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>Students will be always supervised in small groups with a staff member.</p>									
Evening Activity Eventurous activity night, Crystal Maze and Student Union Quiz Night.	Slips, trips and falls	Students and staff	<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	No further actions can be undertaken to reduce risk to a lower level, risk mitigated as far as is practicable		3	3	9

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Date Risk Assessment Completed	23 rd May 2025	Date of Next Review(s) (max 12 months)	Date Review(s) completed	Review completed by (Name)
Assessor Name	Amy Slater-McGill	23 rd May 2026		

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Peer Reviewer (where required)	Simon Mitchell			
Manager Responsible for Assessment	Rebecca Joyce			
Date Assessment Actions Completed				