

DESCRIPTION OF ACTIVITY Ye Su	tudent Recruitment and Outreach (SRO) ear 10 Pre-16 (Unifest & A2A) Residential Summer School 09/07/2025-11/07/2025) ear 12 Post-16 (Pathway to the Professions) Residential ummer 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.	Staff and student visitors	Student visitors are to be supervised by a member of staff at all times.					No further action required				
	Medical emergencies such as stroke, heart attack etc.		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	А			3	2	6



(year 12) in advance of
the event to
understand more
about any support
which is needed to be
put in place for the
duration of the event.
Staff working the
event fully
briefed/trained in
advance.
Campus Security team
briefed in advance and
on standby for any
incident reports.
Information and
instruction will be
provided at the start
of each event to
include campus first
aid policies and
procedures. These will
be followed, and
premises first aiders
will be utilised if
required.
Campus emergency
contact details



included in all student				
visitors and staff				
handbooks and				
lanyards.				
Duving avanisht atov				
During overnight stay,				
follow Conference				
Aston policy and				
procedures.				



Slips, trips, and falls	Cut, bruises and broken bones from falls and trips.	Staff and student visitors	Suitable footwear will be worn Walkways, corridors and stairways maintained by Aston University estates team. Student visitors are to be supervised by a member of staff at all times and routes will be in accordance with staff instructions.	3	2	6	Α	No further action required	3	2	6



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	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. Highway code to be followed. Pedestrianised areas can be utilised. Some barriers are in place at road sidings.	4	2	8	Т	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	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	5	1	5	А	No further controls required	5	1	5



procedures that are in place.
These will be followed at all
times.
Campus Safety team made aware of events in advance and on standby for any incident reports.
Campus emergency contact details included in all student visitors and staff handbooks and lanyards and discussed during welcome briefing and training.
During overnight stays, follow Conference Aston policy and procedures.



Young Persons	Injury (e.g.,	Student	Any unnecessary equipment is					No further action			
(Misuse of	falls etc)	Visitors	stored or moved from the room					required			
equipment, e.g.,	Tans etc)	VISICOIS	to allow their use for large					required			
climbing over			groups.								
furniture or			groups.								
misbehaviour)			Student visitors are to be								
Imsperiavioury											
			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.								
				3	2	6	Α		3	2	6
			Staff/Student ratio meets								
			university policies and								
			procedures, 1:10 with students								
			for overnight residentials.								
			Written codes of conduct have								
			been issued to participants,								
			who will be made aware of the								
			consequences for breaches of								
			the code.								
			the code.								



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	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. 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. Highway code to be followed. Pedestrianised areas can be utilised. Some barriers are in place at road sidings.	4	2	8	Т	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/sick ness	Staff and student visitors	Details of staff and students catering requirements collected in advance and included in all staff packs. Catering outlets at Aston University informed of staff and	3	2	6	А	No further action required	3	2	6



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students	dietary requirements				
in advar	ce.				
	ing staff at Conference				
Aston as	e fully trained in food				
hygiene	and own risk				
assessm	ents in place.				
Informa	tion and instructions on				
policies	and procedures to be				
followed					
Confere	nce Aston provide				
allergen	dietary lanyards at				
mealtim	es, so all staff can easily				
identify	those that have shared				
a dietar	requirement or food				
allergy.					
	ous emergency contact				
details i	ncluded in staff and				
student	handbooks and				
lanyards					
	ations with				
	carers (year 10) and				
	(year 12) in advance of				
	it to understand more				
about al	lergies and staff				
working	the event fully				
briefed/	trained in advance.				



Students getting separated from the group / lost	Increased anxiety through to	Student Visitors	Student visitors are to be supervised by a member of staff at all times as they move					No further action required			
	minor and/or serious injury		around campus and routes will be in accordance with staff instructions and followed by the students. Staff/Student ratio meets university policies and	3	1	3	A		3	1	3
			procedures, 1:10 with students for overnight residentials. 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, call
staff phone number provided
on the back of lanyards etc.
Reception briefed in advance about any events on campus.
Staff member identified by specific and highly visible clothing.



External/Internal Speakers - adults working with students without a DBS check	Safeguarding concerns, extremist views	Student visitors	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. External/Internal speakers not left with students without DBS staff present.	2	2	4	А	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/crimi nal acts	Staff and student visitors	Staff are given training and briefed at the event on what to do if there's an emergency within their group. Team to stay in regular contact and liaise with campus safety during event to avoid any potential hazards on campus. Aston University policies and procedures to be followed during summer school. Emergency services can be called if required.	4	1	4	A	No further controls required		4	1	4	
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Activities requiring computer access	Visiting inappropriate websites. DSE related injuries.	Student visitors	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.	3	1	3	Α	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	А	No further actions required	3	2	6



CC	onsidered 'at	All staff have undertaken an					
ri	sk')	enhanced DBS check which has					
		been returned prior to the					
		event starting. With the					
		exception of the lab					
		demonstrators where the					
		activity will be supervised.					
		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.					
		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.					



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	Α	No further actions required		3	2	6	
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Laboratory/vorkspace possible exposure to Biohazards leading to potentially serious illness infection and/or carrying infection to a wider population	Students and staff	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. Where specialist equipment is being used, this is to be undertaken only by specialised staff and students will be supervised during the session. Additional risk assessments to be provided by academic staff where hazards may occur. Students will be always supervised in small groups with a staff member.	4	1	4	Α	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	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. 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. Additional risk assessments to be provided by academic staff where hazards may occur. Students will be always supervised in small groups with a staff member.	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	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.	4	1	4	А	No further action required.	4	1	4



	caused by entrapment, crushing, entanglement , cutting, etc.		Where specialist equipment is being used, this is to be undertaken only by specialised staff and students will be supervised during the session. Additional risk assessments to be provided by academic staff								
			where low-level hazards may								
			occur.								
			Students will be always								
			supervised in small groups								
			with a staff member.								
Evening Activity	Slips, trips and	Students and	Eventurous team have					No further actions			
Eventurous	falls	staff	appropriate insurance cover					can be undertaken			
activity night,		- 7	and risk assessments for the					to reduce risk to a			
Crystal Maze and			evening activities, and this has					lower level, risk			
Student Union			been provided for our records.					mitigated as far as			
Quiz Night.			The team will also provide					is practicable			
			safety briefing to students								
			during the event.	3	3	9	Т		3	3	
				Э	Э	9	'		3	3	9
			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.								



Aston University Security Staff are qualified first aiders who can be contacted 24 hours a day. Aston Sports Staff are also First Aid trained and will also be on hand. Accidents will be reported to the on-duty member of staff and appropriate action will be taken.
 University staff on duty will act in loco parentis. Parents/Carers will be informed of any accidents and the actions taken. Students' emergency contact information will be carried by the duty member of staff at all-time.



Appropriate action will be taken				
in response to the accident,				
which will also be recorded.				
In the event of an accident,				
University staff on duty will act				
in loco parentis.				
Parents/Carers will be informed				
of any accidents and the actions				
taken.				
Students' emergency contact				
information will be carried by				
the duty member of staff at all-				
times.				

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		



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