

Risk Assessment ID: (Include revision number, e.g. 1.1, .. B, C..... v2?)	UniFest 2025 RA. 001 v.001	Task and/or work activities covered by the assessment	Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures for UniFest 2025 event. Description: To aid assess management of safe practices for protecting students and staff throughout the duration of the non-residential summer school from any hazards, including slips and trips, safeguarding and illness while attending the summer school on campus and visiting external sites	Hazards present which create potential Health & Safety risks: (Tick as applicable) <u>Machinery and Equipment</u> Lifting operations (incl. FLT) Flammable gases/liquids Electricity Machinery and equipment <u>Workplaces</u> Slips, trips and falls Fall from heights Transport (incl. loading) Workstations and seating <u>Occupational Health</u> Noise exposure >80dB(A) Hand-arm vibration Hazardous substances Musculoskeletal Injury/diseases <u>Other Hazards</u> Lone working Display screen equipment Manual handling of loads Safeguarding
RA conducted by: (List all involved in conducting the risk assessment)	Katie Jones UniConnect Officer			
Signature of the person approving the assessment (incl. name and position)	Amber Page Dep. Director of Student Recruitment and Outreach			
Date RA conducted:	09/04/2024			
Planned review date:	N/A - new assessment to be created annually			

Any specific references for COSHH/Products/Manufacturer safety requirements/training etc. should be noted as control measures for further review and noted comments made in section ‘observations/comments’ as required for further action. Copy of the completed assessment to be retained for review by the assessor/department competent person.

		Likelihood					Consequences		
		Unlikely	Possible	Likely	Very Likely	Certain	People	Assets	Reputation
Severity	5	5	10	15	20	25	Death	Severe Damage	Severe Impact
	4	4	8	12	16	20	Major Injury/Reportable Disease	Major Damage	Major Impact
	3	3	6	9	12	15	Reportable Injury (Over 7 day lost)	Moderate Damage	Moderate Impact
	2	2	4	6	8	10	Lost Time Injury (Under 7 days lost)	Slight Damage	Slight Impact
	1	1	2	3	4	5	Minor Injury (No lost time)	No Damage	No Impact
		1	2	3	4	5			

Risk Score	Priority	Action
1 to 4	Low	Low risk identified - Control measures to be adopted and monitored
5 to 10	Medium	Medium risk identified - Ensure that the risk assessment is reviewed, further controls may be necessary
12 to 25	High	High risk identified - Re-evaluate risk assessment and develop/determine greater controls or re-address the process requirements

The ‘Likelihood’ & ‘Severity’ value is to be scored 1 – 5 taking guidance from the above matrix - the total overall ‘Risk’ value ‘R’ is: ‘L’ * ‘S’ entered into the ‘R’ column
Dependant on the overall score; this will dictate if further actions/control measures should be highlighted or the process reviewed

*Responsibility for completing risk assessments is the function and responsibility of Line Management, however the task may be delegated to a competent person or persons
(The Assessor should be competent in his/her knowledge of the activity or process and be competent in risk assessment techniques)*



UniFest 2025 Risk Assessment

Persons at Risk = A: Employee/Agency B: Student/Young Person/Trainee C: New/Expectant Mother D: Contractor/Maintenance E: Member of the Public F: Others: Visitors/Volunteers										
Hazard Ref No.	Identify		Initial Risk Evaluation			Eliminate/Reduce/Mitigate/Action	Re-Evaluate			Review/Action
	Identified Hazards and Associated Risks	Those at risk	Risk Rating			Control Measures	Rating Revised			Further Actions / Recommendations / Observations
			L	S	R		L	S	R	
UniFest 2025 v1 Ref. 001	Slips, Trips and Falls Risk: Slips and trips whilst moving around the building. Potential for muscle injury, bruises, fractures, burns, cuts & grazes	a,b,c,d,e,f	4	5	20	<ul style="list-style-type: none">Good housekeeping maintained throughout the premises and any issues reported to Estates/Security. Floors cleaned daily by cleaning company.Coats and bags kept in appropriate hangers/ lockers or designated spaces away from working area to keep work areas and walkways clear.Clear up any spillages immediatelyBe self-aware of any trailing leads, spillages or other potential slipping tripping hazards.UCB member of staff trained in First Aid will be present with group at all times	1	5	5	Maintain, monitor and regularly review control measures.
UniFest 2025 v1 Ref. 002	Reception areas and walk areas Risk: overcrowding. Potential for accidents	a,b,c,d,e,f	4	5	20	<ul style="list-style-type: none">No one should congregate/wait in the reception area unless waiting for advice/information from Reception Staff.Continual movement through the reception area should be maintained as much as possible to maintain a clear Reception area.Report spillages for clean-up – cordon area to contain spillage area until clean-up completed.Warn of any hazard areas or approaching areas of concern prior to entering that area so that persons are aware.	1	5	5	Maintain, monitor and regularly review control measures.
UniFest 2025 v1 Ref. 003	Illness and Injury Risk: Accidents whilst moving around the building, pre-existing illness or injury (i.e. allergies), allergies to food causing various illness conditions such as anaphylaxes, seizure	a,b,e,f	3	4	12	<ul style="list-style-type: none">First aid is available on all University sites.Report accidents/incidents to Reception/Security and complete Accident FormCheck with parents prior to event for any additional/medical/dietary needs or allergies. Any information regarding additional needs, dietary/medical needs or allergies is passed on to the relevant person/people delivering activities. If this information is not available prior to the visit, - these details should be disclosed on arrival.	2	4	8	<div>Maintain, monitor and regularly review control measures.</div> <div>To remind students of who their first aider is, make them aware of where first aid boxes are and where their first aid reminders are on the floor should they forget</div>

UniFest 2025 Risk Assessment

Persons at Risk = A: Employee/Agency B: Student/Young Person/Trainee C: New/Expectant Mother D: Contractor/Maintenance E: Member of the Public F: Others: Visitors/Volunteers										
Hazard Ref No.	Identify		Initial Risk Evaluation			Eliminate/Reduce/Mitigate/Action	Re-Evaluate			Further Actions / Recommendations / Observations
	Identified Hazards and Associated Risks	Those at risk	Risk Rating			Control Measures	Rating Revised			Review/Action
			L	S	R		L	S	R	
UniFest 2025 v1 Ref. 004	Fire safety Risk: burns, smoke inhalation and death.	a,b,c,d,e,f	3	5	15	<ul style="list-style-type: none">All visitors to be briefed in the evacuation procedure and assembly point locations on signing into reception. All UCB general safety procedures for fire and emergency evacuation are to be followed.Prior to visit, parents should be asked whether any staff or students would require any specific assistance for evacuations.Security staff and fire marshals to assist in evacuationIf fire alarm sounds (loud bell) staff, student ambassadors and visitors to leave the building by the nearest, safest, fire exit and meet at the buildings designated assembly point.Inform reception/ security of the event name and number of visitors and ask staff to sign in on behalf of visitors.Register of attendees to be held by staff at all times	1	5	5	Maintain, monitor and regularly review control measures.
UniFest 2025 v1 Ref. 005	Safeguarding Risk: loss of persons whilst moving around the campus, risk of stress Risk to children, unauthorised access to UCB buildings	b,f	3	4	12	<ul style="list-style-type: none">UCB Staff trained on safeguarding and DBS checkedALL UCB Ambassadors safeguard trainedAmbassadors to hold DBS’ (if no DBS, for example delay in the DBS process) they will be supervised by someone that does have a DBSAvoid unsupervised access with students on a one-to-one basisInform students during briefing to stay with staff/student ambassadors or teacher throughout the visit and report to reception if lost (reception to be informed of visitors and contact appropriate person in marketing if lost person reports to reception)Event leaders to follow UCB’s protocol for reporting incidents/ concernsUCB toilets are open for use by all college & university students, staff and visitors. Therefore, in relation to safeguarding, staff will escort students to toilets etcAll entrances to be secured by access control and/or securityAll persons entering any areas of education should enter by using or presenting their ID card/access cardAnyone not holding a UCB issued access card should sign-in at ReceptionCCTV is in operation to monitor access and egress.	1	4	4	Maintain, monitor and regularly review control measures.

UniFest 2025 Risk Assessment

Persons at Risk = A: Employee/Agency B: Student/Young Person/Trainee C: New/Expectant Mother D: Contractor/Maintenance E: Member of the Public F: Others: Visitors/Volunteers										
Hazard Ref No.	Identify		Initial Risk Evaluation			Eliminate/Reduce/Mitigate/Action	Re-Evaluate			Further Actions / Recommendations / Observations
	Identified Hazards and Associated Risks	Those at risk	Risk Rating			Control Measures	Rating Revised			Review/Action
			L	S	R		L	S	R	
UniFest 2025 v1 Ref. 006	Behaviour Risk: Possible injury due to bad behaviour or not following instructions. Risk of cuts, bruises, shock and stress.	a,b,e,f	3	4	12	<ul style="list-style-type: none"> Parents or guardians and students to sign code of conduct for acceptable behaviour Students to be supervised by staff as well as student ambassadors and UCB staff; security to be informed and intervene if necessary Acceptable behaviour to be covered in briefing UCB member of staff Mental health First Aid trained 	1	4	4	Maintain, monitor and regularly review control measures.
UniFest 2025 v1 Ref. 007	Commuting Risk: Lost persons, accidents. Risk of cuts, bruises and stress	a,b,e,f	3	4	12	<ul style="list-style-type: none"> Staff and Ambassadors to be at pick up points to escort students to campus Routes to and from homes confirmed in advance of summer school via paperwork Emergency contact details and student details will be held by a member of staff at each point to ensure communication if public transport changes 	1	4	4	Maintain, monitor and regularly review control measures.
UniFest 2025 v1 Ref. 008	Travelling around the campuses/ campus tour/ leaving campus/ external visits Risk: Lost persons, accidents. Risk of cuts, bruises and stress	a,b,e,f	3	4	12	<ul style="list-style-type: none"> The safest route is taken when travelling between campuses and/or external visits Adequate supervision by staff and student ambassadors at all times Check for mobility difficulties within the group and adapt route if necessary Comply with external visit risk assessments from company/venue visiting If taking public transport, ambassadors and staff will be briefed with students travelling in smaller groups and supervised by staff and ambassadors at all times 	1	4	4	Maintain, monitor and regularly review control measures.
UniFest 2025 v1 Ref. 009	Practical activities Risk: Group tasks or interactive activities requiring movement around the room or equipment. Risk of cuts and bruises.	a,b,f	3	4	12	<ul style="list-style-type: none"> Participants given instructions about the safe use of equipment at the beginning of the session by the activity leader Students demonstrating inappropriate/ unsafe behaviour will be asked to leave the activity as per code of conduct signed by school Adequate supervision by staff Students/parents to be notified if students will be required to bring certain clothing or shoes - will be briefed via email and parents evening in advance of any additional requirements. 	1	4	4	Maintain, monitor and regularly review control measures.



UniFest 2025 Risk Assessment

Persons at Risk = A: Employee/Agency B: Student/Young Person/Trainee C: New/Expectant Mother D: Contractor/Maintenance E: Member of the Public F: Others: Visitors/Volunteers										
Hazard Ref No.	Identify		Initial Risk Evaluation			Eliminate/Reduce/Mitigate/Action	Re-Evaluate			Further Actions / Recommendations / Observations
	Identified Hazards and Associated Risks	Those at risk	Risk Rating			Control Measures	Rating Revised			Review/Action
			L	S	R		L	S	R	
UniFest 2025 v1 Ref. 010	Building safety Risk: Injury from inadequate housekeeping/ lighting/ reasonable temperatures, electric shock from equipment. Risk of various injuries.	a,b,c,d,e,f	4	5	20	<ul style="list-style-type: none">Marketing staff to visually check equipment/ facilities before use and report any faultsEstates ensure general building safety; electrical and equipment testing/ PAT inspection/ fire safety systems are maintainedCleaning regularly is conducted, all rubbish regularly removed.	1	5	5	Maintain, monitor and regularly review control measures.
UniFest 2025 v1 Ref. 011	Lifts Risk: Improper use of equipment. Damage or failure of equipment, overcrowding and injury.	a,b,c,d,e,f	4	5	5	<ul style="list-style-type: none">Restricted use of lifts is to be observed to those with a disability/ medical requirement, and movement of heavy goods only.Follow person limit/weight restrictions of lift as stated on signage insideDo not use lifts for fire emergencies unless included for use in a specific personal emergency evacuation procedure (PEEP)Emergency evacuation chairs are available in all buildings for people with mobility issues where lifts cannot be used. Trained personnel are available	1	5	5	Maintain, monitor and regularly review control measures.



Summary of any high risk (Red, 12 – 25) findings from the assessment after introduction of control measures and re-evaluation (if any?)

Proposed action plan to eliminate, or reduce identified risks where current controls require further improvement?

Review Record	This risk assessment must be reviewed at periods not exceeding <u>2</u> years or when circumstances surrounding the risk have changed		
Review Date / Reference	Review Assessed By	Findings / Changes	Signed
09/04/2025 UniFest 2025 RA. 001 v.001	Katie Jones	N/A - new assessment created annually	

Copy of the completed assessment must be retained for review by the assessor or the department competent person.