

## RISK ASSESSMENT FORM

<b>Risk Assessment For</b>	<b>Assessment Undertaken By</b>	<b>Assessment Review</b>
<b>Service / Dept.:</b> Outreach dept	<b>Name:</b> Louise Gray	<b>Review 1 Date:</b>
<b>Location of Activity:</b>	<b>Date:</b> 19/08/2024	<b>Review 2 Date:</b>
		<b>Ref No.:</b>

**Description of Activity: Generic Campus Operations Risk Assessment**

List of possible hazards (please tick those which are significant)					
Environment (weather)	<input checked="" type="checkbox"/>	Hazardous Substances	<input type="checkbox"/>	Confined Space	<input type="checkbox"/>
Work Equipment	<input type="checkbox"/>	Electricity	<input checked="" type="checkbox"/>	Asbestos	<input type="checkbox"/>
Manual Handling	<input checked="" type="checkbox"/>	Fire	<input checked="" type="checkbox"/>	Radiation	<input type="checkbox"/>
Working at Height	<input type="checkbox"/>	Noise	<input type="checkbox"/>	Workstation	<input type="checkbox"/>
Driving	<input checked="" type="checkbox"/>	Vibration	<input type="checkbox"/>	Lifting Equipment	<input checked="" type="checkbox"/>
Slips & Trips	<input checked="" type="checkbox"/>	Lone Working	<input type="checkbox"/>	Occupational Health Issues	<input type="checkbox"/>
Other (please list): <b>Emergency Response</b> <b>Safeguarding</b> <b>Control of activities</b>					

List significant hazards here:	List groups of people who are at risk and how:	List existing controls, or refer to safety procedures etc.	Current level of risk
Accidents, security and other incidents	All Staff and Student Ambassadors Visitors to site	<ul style="list-style-type: none"> <li>Existing emergency arrangements to be followed in the event of a fire, first aid or environmental incident.</li> <li>People working on campus will evacuate buildings as normal in the event of a fire or other relevant alarm. Building users will be instructed to maintain social distancing when at the building assembly point.</li> <li>Advice on CPR and resuscitation in the workplace is taken from UK Gov &amp; the Resuscitation Council. If there is a perceived risk of infection, rescuers can place a mask or cloth over the victim's mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives.</li> <li>In the event a guest requires first aid team will either a) contact reception (01228888698) who will contact all first aiders on site or b) call the first aid Call Queue (CQ) on Teams and will contact all trained first aiders on that campus.</li> </ul>	(Unlikely X Harmful) = <b>Low</b>
Crowding or waiting at registration site	Staff and Student Ambassadors Visitors to site	<ul style="list-style-type: none"> <li>Registration Stations will be manned at all times to ensure effective processing of visitors.</li> <li>Registration lists used to ensure only those who have booked are waiting on site</li> <li>Back up waiting area to be planned in case of overcrowding or particularly large groups of guests.</li> </ul>	(Likely X Harmful) = <b>Medium</b>
Disability – Employees or visitors with visual, hearing or mobility impairments	All Staff and Student Ambassadors Visitors to site	<ul style="list-style-type: none"> <li>Ensure suitable access and egress</li> <li>Ensure pathways, one way systems etc. are wide enough to allow for wheelchair users</li> <li>Ensure disabled toilets are easily accessible</li> <li>Ensure safe emergency evacuation routes from all locations visited.</li> <li>No more than 2 persons or one visiting group in a lift at any one time, all those able to use stairways should do so.</li> </ul>	(Unlikely X Harmful) = <b>Low</b>
Fire/emergency evacuation	Staff, students and guests/contractors	<ul style="list-style-type: none"> <li>All standard fire management controls are in place prior to staff and others returning to campus activity</li> <li>Fire Warden cover has been considered by each local area / building prior to return to campus activity and additional temporary wardens has been appointed where necessary</li> <li>Additional fire warden training has been undertaken where necessary</li> <li>All staff and students with PEEP's will be reviewed and appropriate controls implemented</li> </ul>	(Unlikely X Very harmful) = <b>Medium</b>

	Slight harm	Harmful	Very harmful
Unlikely	Negligible	Low	Medium
Likely	Low	Medium	High
Very likely	Medium	High	Intolerable

		<ul style="list-style-type: none"> <li>Line managers to ensure employees are supervised and housekeeping is adhered to.</li> <li>If fire alarm sounds (loud bell) please leave building via nearest fire exit, got to fire assembly point, and await further instructions. Do not go back into the building until told to do so.</li> <li>Do not block fire exits.</li> </ul>	
Slips trips and falls	All Staff and Student Ambassadors Visitors to site	<ul style="list-style-type: none"> <li>All gangways to be kept clear.</li> <li>Floors to be kept in good condition. Any hazards should be reported to Estates.</li> <li>Visitors will be accompanied by their Student Ambassadors and/or staff and advice will be given about safe movement between rooms. Any roads, traffic, uneven surfaces, slippages or obstructions will be highlighted during movement.</li> <li>The full campus tour route to be assessed for accessibility, avoiding any dangerous or slippery routes.</li> <li>Coats and bags to be kept in appropriate hangers/lockers/under tables</li> <li>None of the teaching or workshop activities will require the pupils to use unusual or dangerous equipment.</li> <li>If equipment is being used (e.g. health taster equipment), students will be shown how to use the equipment and will only be allowed to use the tools if they show they understand the training, for workshop specific activities see workshop risk assessments. Students will be observed by adults as they use the equipment.</li> <li>The pupils will participate in activities which will require them to move around a room at various times to form smaller working groups – pupils will be instructed to move around the space in a calm and orderly manner.</li> </ul>	(Unlikely X Harmful) = <b>Low</b>
Vehicles/bikes on site	Everyone – on foot or driving, collision/impact	<ul style="list-style-type: none"> <li>Visitors asked to park in main car park and briefed to keep an eye out for ‘traffic’ – campus vans are often electric and silent.</li> <li>Tour groups lead by staff (UKR or SA) on pre-determined routes who will be trained and briefed to keep an eye out for this and to check internal roads before leading groups out.</li> <li>If a vehicle is seen moving, staff leading groups communicate instructions to visitors to ensure safe passage.</li> <li>Vehicles on site travel slowly and there are measures in place already to reduce the risk.</li> </ul>	(Unlikely X Harmful) = <b>Low</b>
Wildlife and pets on campus	Everyone – ticks, injury etc	<ul style="list-style-type: none"> <li>Advise visitors to avoid contact (occasional sheep, deer etc).</li> <li>Pets being walked through site are not to be approached (at own risk) and should be kept on a lead at all time</li> <li>Visitors with pets are to wait elsewhere/take them for a walk offsite/keep in car as appropriate – no pets inside (FYI assistance dogs are allowed/exempt).</li> </ul>	(Unlikely X Harmful) = <b>Low</b>

	Slight harm	Harmful	Very harmful
Unlikely	Negligible	Low	Medium
Likely	Low	Medium	High
Very likely	Medium	High	Intolerable

Environmental – weather, extreme heat, cold, wet, windy. Direct and indirect e.g. falling tree branches in high wind, slipping on ice.	Everyone (most at risk when outside).	<ul style="list-style-type: none"> <li>• Most likely an issue in Autumn months. Dynamic risk assessment and site inspection on the day and adapt route as required.</li> <li>• Review forecast prior to event, be prepared to cancel if extreme weather forecast.</li> <li>• If any paths are slippery – update estates so action can be taken, alter route outside if required to avoid hazard.</li> <li>• Ensure visitors and staff are appropriately equipped (ie coats, footwear) and informed of event elements that involve walking outside.</li> <li>• Avoid standing outside in extreme cold/rain or direct sun – seek shelter.</li> </ul>	(Unlikely X Harmful) = <b>Low</b>
Safeguarding/ members of the public	Everyone – interactions	<ul style="list-style-type: none"> <li>• Groups lead by staff that will report any unacceptable behaviour to lead UKR staff, reception and others as appropriate (inc Police and security).</li> <li>• Groups lead to safe area until incident is dealt with and not to engage with members of the public/person acting in a concerning manner.</li> <li>• Visitors with young children are reminded that this is an open campus, and it is their responsibility to supervise their child e.g. when going to the bathroom– under 18s and vulnerable adults are not to be left in the care of staff.</li> <li>• All staff trained on safeguarding and prevent – mandatory inc. SAs</li> <li>• No staff left alone with YP – 2 staff to group under 16s (could be teacher and uoc staff)</li> <li>• All UKR staff DBS checked or under supervision of fully DBS checked staff.</li> <li>• Photographs of participants under 18 will only be taken where students have provided permissions in liaison with the school/college. An option to opt out on the days is also provided.</li> <li>• Independent bookers (under 18), i.e. those not attending with a school or college. (those attending will not be photographed unless they have written permission from a parent or teacher)</li> <li>• Coloured lanyards identify those who cannot be photographed. (See full Photography policy for full details)</li> </ul>	(Unlikely X Very harmful) = <b>Medium</b>
Allergies (food, environmental) & other pre-existing health conditions	Everyone – interactions	<ul style="list-style-type: none"> <li>• Lead staff members at external organisation will be asked about allergies, intolerances, additional reasonable adjustments required for their groups</li> <li>• Catering will be informed of any allergies and instructed to provide safe alternative, following their own allergy protocols</li> <li>• Any guests who require EpiPens, inhalers, other urgent medication should either manage it themselves, or by their lead staff member.</li> <li>• All UoC staff involved will be made aware, to avoid cross-contamination or otherwise putting the visitor at risk.</li> </ul>	(Unlikely X Very harmful) = <b>Medium</b>

	Slight harm	Harmful	Very harmful
Unlikely	Negligible	Low	Medium
Likely	Low	Medium	High
Very likely	Medium	High	Intolerable

Other relating to specific campus visit		**Outreach Team will add any additional information if required for a specific activity in liaising with academic staff delivering**	
---	--	--	--

	Slight harm	Harmful	Very harmful
Unlikely	Negligible	Low	Medium
Likely	Low	Medium	High
Very likely	Medium	High	Intolerable