

OUTREACH EVENT (ALL SITES) - RISK ASSESSMENT FORM

Risk Assessment For Service / Dept.: Outreach – M&R	Assessment Undertaken By Name: Louise Gray - Outreach Manager Approved by: Daniel Dutton – Head of SR&O	Assessment Review Review 1 Date: 01/09/2026 - completed by Louise Gray Review 2 Date: 01/04/2027
Location of Activity: A Campus Visit to any UoC Campus.	Undertaken Date: 01/04/2026 Approved for use: 09/04/26 Review 1: 1/09/2026	Ref No:

Description of Activity: Generic Campus Operations Risk Assessment

List of possible hazards (please tick those which are significant)					
Environment (weather)	x	Hazardous Substances		Confined Space	
Work Equipment		Electricity	x	Asbestos	
Manual Handling	x	Fire	x	Radiation	
Working at Height		Noise		Workstation	
Driving	x	Vibration		Lifting Equipment	x
Slips & Trips	x	Lone Working		Occupational Health Issues	
Other (please list): Emergency Response Safeguarding Control of activities Dynamic Risk Assessment: Event Leads are responsible for ongoing dynamic risk assessment throughout all outreach activity. Controls outlined in this document must be applied alongside real-time judgement to respond to changing environments, participant behaviour, and emerging risks.					

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 Students Ambassadors	Emergency Procedures	(Unlikely X Harmful) = Low

	Visitors to site - (School pupils and Staff) - Existing emergency arrangements must be followed in the event of fire, first aid, or environmental incidents. - In the event of a fire or other emergency alarm, all personnel and visitors must evacuate buildings in accordance with established campus procedures and proceed to designated assembly points. - A housekeeping briefing will take place at the start of any visit outlining evacuation procedure. First Aid - First aid and resuscitation practices follow current UK Government and Resuscitation Council guidance. Where there is a potential risk of infection, rescuers should consider placing a face covering over the casualty's mouth and nose and deliver compression-only CPR, alongside early use of an automated external defibrillator (AED), until the arrival of emergency services. - All staff supporting an event will receive a briefing in advance by the event lead, including clear instructions on first aid procedures. - The university first aid procedures must be followed at all times. - If a guest or participant requires first aid, staff must: - Call 01228 888698 to access the First Aid Call Queue; or - Activate the First Aid Call Queue (CQ) via Microsoft Teams to alert trained first aiders on campus; or - Contact Reception to support and initiate the above process. - If staff are unable to leave a group, they should contact another member of staff to support/cover while the issues is dealt with. - Staff and Student Ambassadors will be in communication/contactable via mobile phones or event Walkie Talkies at all times. Members of the UKR team may hold first aid training but will always contact the designated on-call first aiders for support. - As part of event planning, event leads should confirm with Reception which first aiders are on site on the morning of the visit. Wherever possible, those first aiders should be notified that an event is taking place. - Reception are notified well in advance of the event via outreach event calendar invite. - For events held outside normal working hours or at weekends, specific arrangements must be checked/implemented in advance to ensure adequate first aid provision. This will typically involve Security staff, in line with the university's out-of-hours procedures. - The host institution will record all incidents in accordance with its internal procedures. The visiting school or college will be notified of any incident involving their students as soon as	
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	Slight harm	Harmful	Very harmful
Unlikely	Negligible	Low	Medium
Likely	Low	Medium	High
Very likely	Medium	High	Intolerable

		practicable. Where appropriate, a summary or copy of the incident report will be shared, subject to data protection requirements. Barrow campus additional security – staff areas and specialist facilities are accessible only via staff ID card. Access is not permitted to these areas unless they are in use as part of the defined campus visit programme and students are accompanied by a member of staff.	
Crowding or waiting at registration site	All Staff and Students Ambassadors Visitors to site - (School pupils and Staff)	- Registration area will be planned to take place in an appropriate area/space and will be manned at all times to ensure effective processing of visitors as they arrive. - Back up waiting area to be planned in case of overcrowding or particularly large groups of guests.	(Likely X Harmful) = Low
Disability – Employees or visitors with visual, hearing or mobility impairments	All Staff and Students Ambassadors Visitors to site - (School pupils and Staff)	- Ensure suitable access and egress is available at all locations visited. - Ensure all pathways, including any one-way systems, are sufficiently wide to accommodate wheelchair users and those with mobility aids. - Ensure accessible (disabled) toilet facilities are clearly signposted and easily accessible. - Ensure safe and appropriate emergency evacuation routes are in place for all areas visited, including consideration of individuals requiring assistance. - Personal Emergency Evacuation Plans (PEEPs) will be identified where required, and appropriate arrangements (e.g. refuges, evacuation chairs, trained staff support) will be implemented. - Ensure step-free access is available throughout the planned visit route where required, with alternative accessible routes identified and communicated in advance. - Limit lift use to a maximum of two persons or one visiting group at any one time. Individuals who are able to use stairways should be encouraged to do so. - Ensure clear signage and wayfinding is in place, with staff or ambassadors available to guide and escort groups as needed. - Provide access to seating or rest areas, particularly for longer visits or where required. - Ensure key information is communicated in an accessible format where necessary (e.g. clear verbal instructions, written formats), and that staff are aware of inclusive communication practices. - Where feasible, and where no staff member from school/college is already present to support, allocate a designated staff member or Student Ambassador to provide support to individuals with additional needs during the visit. - Confirm accessibility of arrival and departure points, including drop-off areas and accessible parking where applicable. - Avoid overcrowding in teaching spaces, corridors, and lifts, particularly where this may impact those with mobility or sensory needs. - Obtain and share information on any individual access requirements to staff supporting the visit, as provided by school or college staff, to enable appropriate planning and reasonable adjustments.	(Unlikely X Harmful) = Low

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

Fire/emergency evacuation	All Staff and Students Ambassadors Visitors to site - (School pupils and Staff)	- All standard fire management controls are in place prior to staff, students, and visitors returning to campus activities. - Fire warden coverage has been assessed for each local area/building. - Additional fire warden training has been completed where required to ensure adequate coverage. - Any visiting staff and students with Personal Emergency Evacuation Plans (PEEPs) will be reviewed, and appropriate controls implemented to ensure safe evacuation. PEEPs information should be obtained from the school/college in line with additional needs prior to the visit. - In the event of a fire alarm (loud bell), all personnel must: - Leave the building via the nearest fire exit. - Proceed immediately to the designated fire assembly point. - Await further instructions and do not re-enter the building until told to do so. - Fire exits must not be blocked by equipment, boxes, or any other items at any time during the visit. - Staff, students, and visitors will be briefed on fire evacuation procedures as part of event-specific briefings.	(Unlikely X Very harmful) = Medium
Slips trips and falls	All Staff and Student Ambassadors Visitors to site - (School pupils and Staff)	All gangways, corridors, and access routes will be kept clear and free from obstructions at all times. - Floors will be maintained in good condition. Any hazards (e.g., wet surfaces, damaged flooring, loose cables) will be reported promptly to Estates. - Visitors will be accompanied by Student Ambassadors and/or staff, who will provide guidance on safe movement between rooms. Roads, traffic areas, uneven surfaces, slippery floors, or other hazards will be highlighted as they are encountered. - The full campus tour route will be pre-assessed for accessibility and safety, avoiding any potentially dangerous or slippery areas where possible. - Coats, bags, and personal belongings must be stored in appropriate hangers, lockers, or under tables to avoid trip hazards. - Activities may involve moving around rooms to form smaller groups; pupils will be instructed to move calmly and in an orderly manner to minimise the risk of trips and collisions. - Staff and Student Ambassadors will remain vigilant throughout the visit to identify and mitigate any emerging hazards.	(Unlikely X Harmful) = Low
Vehicles/bikes on site	All Staff and Students Ambassadors Visitors to site - (School pupils and Staff) – on foot or driving, collision/impact	- Visitors will be directed to park in the main car park and briefed to remain alert for moving vehicles, including quiet electric campus vans. - Tour groups will be led by trained staff (UKR staff or Student Ambassadors) along pre-determined routes. Staff will inspect internal roads, pedestrian routes, and crossing points before guiding groups. - Staff leading groups will provide clear instructions to visitors whenever vehicles are moving, ensuring safe passage across roads, driveways, and parking areas. - Vehicles on campus are required to travel at low speeds, with existing traffic management measures in place to reduce risk.	(Unlikely X Harmful) = Low

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		• Staff may position themselves strategically to monitor pedestrian movement and manage interactions with vehicles. • Visitors will be reminded to stay together, follow staff guidance, and avoid distractions while moving around campus. • Group leaders will ensure that any temporary hazards (e.g., construction zones, delivery vehicles, or obstacles on internal roads) are identified and avoided. • Where appropriate, reflective vests or high-visibility markers may be worn by staff leading groups to increase visibility for drivers. • Staff will maintain supervision of children or vulnerable visitors near vehicle routes. • Speed limits are implemented on site and there are dedicated site risk assessments measures in place to reduce overall risks, relevant to each campus. • Particular care will be taken during transitions between activities, where movement increases risk exposure.	
Wildlife and pets on campus	All Staff and Students Ambassadors Visitors to site - (School pupils and Staff) Bites, scratches, tick exposure. Some campuses are more at risk e.g. Ambleside, Lancaster, Brampton Rd where public access to parks, countryside or cut through is prevalent.	• Pets being walked through campus are not to be approached by visitors and must be kept on a lead at all times. Interaction with pets is at the visitor's own risk. • Visitors bringing their own pets will be instructed to: ○ Wait in designated areas, or ○ Take pets for a walk offsite, or ○ Keep pets in their vehicle if appropriate. • No pets are permitted inside campus buildings, except for assistance dogs, which are allowed and exempt from this restriction. • Staff and ambassadors will inform visitors of the risks and reinforce guidance to avoid wildlife or unaccompanied animals via event welcome talk. • Visitors will be advised to avoid contact with wildlife present on campus (e.g., occasional sheep, deer, or birds). • Any incidents involving wildlife or pets (e.g., bites, scratches, tick exposure) will be reported to first aid staff.	(Unlikely X Harmful) = Low

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Environmental – weather, extreme heat, cold, wet, windy.	All Staff and Students Ambassadors Visitors to site - (School pupils and Staff) Most at risk when outside. Direct and indirect e.g. falling tree branches in high wind, slipping on ice	- Event leads will review weather forecasts in advance and, in discussion with line manager, consider postponing or cancelling the visit if extreme weather is predicted. - A dynamic risk assessment will be conducted on the day of the visit; routes and activities will be adapted in response to current weather conditions. - Any slippery or hazardous paths (e.g., ice, wet leaves) will be reported to Estates for prompt action. Where hazards cannot be immediately removed, routes will be altered to avoid them. - Visitors and staff will be informed in advance of outdoor activities and advised to wear appropriate clothing and footwear (e.g., coats, boots, sun protection). - Standing or prolonged exposure in extreme cold, heat, rain, or direct sun should be avoided; staff and visitors should be encouraged to seek shelter when required. - Groups will be monitored closely during outdoor activities to ensure safety, particularly during windy conditions or near trees and other overhead hazards. - Event leads retain authority to amend, delay, or cancel activities where conditions present unacceptable risk.	(Unlikely X Harmful) = Low
Safeguarding	All Staff and Student Ambassadors Visitors to site - (School pupils and Staff)	Pre-Event / Consent: For school or college groups - written parental or guardian consent must be obtained by the school or college in line with their usual procedures. This should include emergency contact details, relevant medical information, and any special requirements (e.g., allergies, disabilities). Independent attendees (aged 16–18) can attend some of our events with consent provided by the school or college. - The school/College will be asked to confirm they have obtained parental consent and have this on record. The Schools/College contact will be notified of any incidents involving their students during the visit. - Any independent students attending who do not arrive and register for the event or leave early, will be reported to the relevant school or college contact. - Clear communication will be provided to school or college lead prior to the visit, including the event itinerary, venue information, and on-campus risk assessments. - Optional pre-event site visits can be arranged on request to familiarise staff with the venue and planned activities. Staffing and Supervision: - Minimum of two adults per group, with at least one enhanced DBS-checked staff member present.	(Unlikely X Very harmful) = Medium

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		- No one-to-one unsupervised contact with minors. Staff without enhanced DBS checks only deliver activity in low-risk, supervised environments. - Staff, Student Ambassadors, and volunteers briefed on roles, expected conduct, and boundaries. - Clear supervision and staffing ratios maintained, in line with the nature of the activity. - Activities will take place in open, visible environments. Closed-door, one-to-one interactions are not permitted unless a risk assessment is completed, appropriate measures are put in place, and this is agreed in advance. - Staff must not investigate safeguarding disclosures. All concerns must be recorded and reported immediately via the university's safeguarding procedures/lead. - Low-level concerns (e.g. inappropriate language, peer conflict, disruptive behaviour) will be addressed early and proportionately by staff. Training and Code of Conduct: - All staff and ambassadors receive Safeguarding and Prevent every 2 years. - Code of conduct leaflet issued Safeguarding U18s Code of Conduct Booklet.pdf - with pre-event briefings, in event calendar invites, reinforcing behaviour expectations and outlining guidance on recognising abuse, handling disclosures, and responding to concerns provided prior to every activity. Behaviour and Environment Management: - Risk assessments completed for all activities to identify hazards and minimise exposure to harm. - Physical contact limited and appropriate. Staff monitor interactions for bullying, harassment, or unsafe behaviour. - Students under 18 are never left alone; staff monitor movement between rooms and during practical activities. - Clear expectations of behaviour will be communicated to all participants at the start of the visit. Emergency Procedures: - First aid (see section 1). - Emergency contact details maintained by schools/colleges - S&C staff attending the visit should be alerted immediately. - On some occasions, for independent event attendees, a UoC event registration form will hold this information.	
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		• Immediate action taken if a minor is distressed, injured, or at risk; escalation includes contacting emergency services if necessary. • Safeguarding reporting follows the University's established chain: Support staff to Lead Outreach Officer to Outreach Manager to Head of SR&O to Designated Safeguarding Officer (DSO). • All concerns documented promptly and confidentially; reports submitted via cumbria.ac.uk/safeguarding Photography / Media: • Photos of under-18s only taken with prior parental/guardian consent. This will be obtained in liaison with the school/college prior to the event. • Coloured lanyards identify participants who cannot be photographed, in line with outreach photography policy.	
Allergies (food, environmental) & other pre-existing health conditions	All Staff and Students Ambassadors Visitors to site - (School pupils and Staff)	• Lead staff members at external organisation will be asked about allergies, intolerances, additional reasonable adjustments required for their groups • Catering will be informed of any allergies and instructed to provide safe alternative, following their own allergy protocols • Any guests who require EpiPens, inhalers, or other urgent medication should either manage it themselves or by their S&C lead staff member. • All staff supporting the event will be made aware of relevant medical needs to minimise risk (e.g. allergen exposure). • In the event of a medical emergency, first aid procedures will be followed and emergency services contacted where required.	(Unlikely X Very harmful) = Medium
Activities and Workshops (General)	All Staff and Student Ambassadors Visitors to site - (School pupils and Staff)	• All teaching or workshop activities will only involve equipment that is safe for visitor use. • Pupils will not be asked to use unusual or potentially dangerous tools unless they have received specific training. • For any workshop involving higher-risk equipment or activities outside general scope, a specific activity risk assessment will be prepared and appended to this document. • When equipment is used (e.g., health taster tools), participants will receive clear instructions and demonstrations before use. Pupils may only operate equipment once they have demonstrated understanding of safe use. • Pupils will be closely supervised by adults (staff or Student Ambassadors) while using equipment or engaging in practical activities. • Staff will monitor compliance with safety instructions and intervene immediately if unsafe behaviour is observed. • Safety briefing will be provided at the start of each activity, and any safety equipment required (e.g., gloves, goggles) will be provided where necessary.	(Unlikely X Very harmful) = Low

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		- For any workshop involving higher-risk equipment or activities outside the general scope, a specific activity risk assessment will be prepared and appended to this document. See below. - Staff will conduct dynamic risk assessments throughout delivery and stop activities immediately if unsafe conditions arise.	
Lost, missing, or separated student	All Staff and Students Ambassadors Visitors to site - (School pupils and Staff)	- Clear group register taken at arrival, transitions, and departure, in liaison with school college staff where groups attending. - Named school/college group lead responsible for headcounts. - On occasion, when independent learners are attending, register checks at arrival, transitions, and departure. See Visitors to site - (School pupils and Staff) section – Independent Attendees. - Agreed meeting point protocol - Students briefed: "If separated, go to X location or speak to a staff member with a lanyard" - Immediate escalation process: 1 Search immediate area 2 Notify event lead 3 Contact school lead 4 Escalate to management re safeguarding if not found within the defined timeframe (out of hours – security) (e.g. 10–15 mins)	(Unlikely X Very harmful) = Low
Unstructured Time (Breaks / Lunch / Transitions)	All Staff and Students Ambassadors Visitors to site - (School pupils and Staff)	- Supervision expectations during breaks clearly defined with school/college staff. - Students must not roam campus unsupervised. - Boundaries of accessible areas clearly communicated. - Staff and Student Ambassadors positioned in key areas during breaks. - Toilet breaks managed in line with school supervision expectations. - Clear restart times and regrouping points enforced.	(Unlikely X Very harmful) = Low
Digital & Online Safeguarding	All Staff and Students Ambassadors Visitors to site - (School pupils and Staff)	- Staff and Student Ambassadors must not share personal contact details with students. - No engagement with students via personal social media accounts. - Only approved university platforms are used for any digital interaction. - Students briefed on the appropriate use of mobile devices during sessions. - Any inappropriate content or behaviour observed will be challenged and escalated to the safeguarding lead.	(Unlikely X Very harmful) = Low
Arrival / Departure & Transport	All Staff and Students Ambassadors Visitors to site - (School pupils and Staff)	- Safe drop-off and pick-up points clearly identified in advance. - Groups supervised on arrival and departure. - No student permitted to leave independently without school/college consent. - Late collection or non-collection escalated to school/college immediately.	(Unlikely X Very harmful) = Low

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Very likely	Medium	High	Intolerable

		Clear handover responsibility between university and school staff.	
Specific Activities/ Workshops (Requiring additional Risk Assessment		Event lead to add as required (Line manager sign off required)	(Unlikely X Very harmful) =
Additional considerations - First Aid (Event outside of normal working week ie - evening /Weekends)		Event lead to add as required (line manager sign off required)	(Unlikely X Very harmful) =

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Very likely	Medium	High	Intolerable