**General Health & Safety Risk Assessment**

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| **Work activity / task** |  |

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| **Assessor(s)** |  | **Responsible Manager** |  | **Date** |  |

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| **Faculty / Service** |  | **Academic Unit / Team** |  | **Location** |  |

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| **Brief description of activity / task** | Year 12 students visiting the xxxxx Campus for taster lectures/ workshops/ campus tours and presentations |

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| **Additional notes  (eg, references, persons at risk, risk factors, etc)  [optional]** | Visiting students (Year 12), Student Ambassadors, University staff |

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| **Declaration by responsible manager:** I confirm that this is a suitable & sufficient risk assessment for the above work activity / task. | | | | | |
| **Signed** |  | **Print name** |  | **Date** |  |

Version 1.11, 05 June 2013

**Health & safety risk assessment: A basic guide**

1. **Identify all hazards, hazard events, and reasonably foreseeable worst case consequences.**  
   A ‘hazard’ is something with the potential to cause harm (ie, injury or ill-health). A ‘hazard event’ is the incident where the harm from the hazard occurs. A ‘hazard consequence’ is the nature and extent of the harm caused.

**‘Reasonably foreseeable worst case consequence’:** ‘Worst case’ means it is not necessarily the most likely consequence that should be considered, but, ‘reasonably foreseeable worst case’ means that far-fetched, improbable hazards and consequences need not be considered.

1. **Estimate inherent risk for each hazard.** ‘Inherent’ risk is that without any controls applied.

**Risk:** Is likelihood of the hazard event and the reasonably foreseeable worst case consequence combined.

In estimating risk, also consider factors that could exacerbate risk, such as reasonably foreseeable emergencies,  
inexperience, lone work, new & expectant mothers, waste disposal, potential effects on others such as contractors or visitors, etc. A separate ‘row’ for a particular hazard / event / consequence may be needed to account for these.

Estimate risk using the matrix on the next page, and place an X in the appropriate box.

‘High’ risks must be reduced before activity / task can commence or continue.  
‘Medium’ risks must be reduced as much and as soon as is reasonably practicable.

1. **Devise controls for each hazard.** A ‘control’ is a measure taken to reduce risk.

**Controls:** As a general principle, the ‘hierarchy’ of control that is to be applied (from most to least preferable) is: avoid the risk; substitute something less hazardous that gives same or similar outcomes; ‘engineering controls’  
(ie, equipment and articles that mitigate or contain a hazard); ‘safe system of work’ (ie, a prescribed work method); and ‘personal protective equipment’ (‘PPE’, eg, gloves, safety glasses, respirator, boots, etc). So, PPE is a last resort.

Other controls that should be considered: training, supervision, planning for reasonably foreseeable emergencies,  
health surveillance, validation and maintenance of any engineering controls, and correct specification of any PPE.

‘Low’ risks, by definition, do not require controls.

1. **Estimate residual risk for each hazard.** ‘Residual’ risk is that with controls applied.

Residual risk is estimated as above, and the objective is for all risks to be low so far as is reasonably practicable.

1. **The responsible manager, supervisor, research leader, principal investigator or project leader must sign the Declaration on the front page.**

* Health & safety risk assessments must be ‘suitable and sufficient’,  
  ie, cover all relevant issues and include enough detail.
* It is activities / tasks that should be risk assessed, and not, as such, substances  
  (but rather use of substances), or equipment (but rather use of equipment),  
  or locations (but rather activities therein), or people (but rather what they do).
* This template is for ‘general’ health & safety risk assessment, suitable for most hazards,  
  but certain hazards do require additional regulatory and technical detail (eg, ionising radiations,  
  biological agents, genetic modification, noise, hazardous chemicals, etc).
* Health & safety risk assessments can be generic, provided they remain ‘suitable and sufficient’.
* Health & safety risk assessments need to be reviewed periodically (at least every two years or  
  sooner if inherent risk is high), and also after incidents, after significant changes to the activity / task,  
  if staff raise any concerns, if there is a relevant change to the law or to other relevant standards,  
  or if there is anything to suggest the assessment is not suitable or sufficient.
* You may remove pages 3 and 4 from the final assessment.

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| **Hazards,**  **hazard events, and reasonably foreseeable worst-case consequences** | **Inherent risk (no controls)  from matrix  (mark with X)** | | **Controls  (measures to reduce risk)** | **Residual risk (with controls)  from matrix  (mark with X)** | |
| Accident en route  Serious injury | **High** |  | Transport booked through reputable coach or taxi company.  Participants are responsible for their own health and safety  If schools are making their own way to the University, the school is responsible for ensuring the health and safety of the group.  School should have appropriate health and safety measure and insurance.  Teacher to accompany the group.  Event organiser to have the teacher’s contact details and vice versa so can be contactable if needed before arrival on campus. | **High** |  |
|
| **Medium** | **X** | **Medium** |  |
|
| **Low** |  | **Low** | **X** |
|
| Missed transport  Distress | **High** |  | Event organiser to have contact details for participants or for the person responsible for the group to be able to contact those who have not arrived and alternative transportation arrangements made to minimise distress. | **High** |  |
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| **Medium** |  | **Medium** |  |
|
| **Low** | **X** | **Low** | **X** |
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| **Hazards,**  **hazard events, and reasonably foreseeable worst-case consequences** | **Inherent risk (no controls)  from matrix  (mark with X)** | | **Controls  (measures to reduce risk)** | **Residual risk (with controls)  from matrix  (mark with X)** | |
| Slips / trips / falls  injury | **High** |  | Student Ambassadors and Staff to be vigilant at all times and either remove or report any hazards to the Event Manager. Suitable footwear to be worn.  Estates and Facilities manage the University estate and they are responsible for making the campus safe for all visitors. Any hazards will be cordoned off  Lecturers and seminar leaders are aware of the University health and safety policy. Participants are briefed on appropriate and safe etiquette during lectures and made aware of evacuation procedures. Workshop leaders to complete their own risk assessment for their workshop  Student Ambassadors trained on safety and emergency procedures. | **High** |  |
|
| **Medium** | **X** | **Medium** |  |
|
| **Low** |  | **Low** | **X** |
|
| Young people  Injury | **High** |  | Student Ambassadors are trained to be vigilant and keep an eye on all event participants. They are made aware that students under 16 years old may not be as aware or careful as older students. Student Ambassadors to ensure participants are aware of expected behaviour.  Participants are required to sign a code of contract at the start of the event.  Staff and Student Ambassadors are made aware of first aid procedure. All security officers are first aid trained and staff and Student Ambassadors are made aware of security’s contact details. | **High** |  |
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| **Medium** |  | **Medium** |  |
|
| **Low** | **X** | **Low** | **X** |
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| --- | --- | --- | --- | --- | --- |
| **Hazards,**  **hazard events, and reasonably foreseeable worst-case consequences** | **Inherent risk (no controls)  from matrix  (mark with X)** | | **Controls  (measures to reduce risk)** | **Residual risk (with controls)  from matrix  (mark with X)** | |
| Not aware of pre-existing medical condition  Ill health | **High** |  | Participants disclose medical conditions on their event application form.  Student Ambassadors and relevant staff are made aware of when a participant needs to take medication and the dosage. Medical assistance sought as per procedure above if necessary. For school groups the teacher is responsible for ensuring pupils take medication.  Student Ambassadors are briefed on the first aid procedure. Medical information about participants is obtained prior to the event and Student Ambassadors are made aware of any conditions about participants in their group.  Some Student Ambassadors are first aid trained; all security officers are first aid trained. A first aid kit is carried at the event at all times.  Student Ambassadors have the contact numbers of security. | **High** |  |
|
| **Medium** | **X** | **Medium** |  |
|
| **Low** |  | **Low** | **X** |
|
| Traffic accident on site  Injury, distress | **High** |  | Participants accompanied by University staff or Student Ambassadors.  Groups advised to act in a safe manner and use appropriate road crossing points.  Student Ambassadors trained on safety and emergency procedures.  Student Ambassadors to be made aware of any participants with mobility difficulties or who require additional support. Accessible routes around campus will be used. | **High** |  |
|
| **Medium** | **X** | **Medium** |  |
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| **Low** |  | **Low** | **X** |
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| Lost person  Distress | **High** |  | Staff and Student Ambassadors are trained on the event lost person procedure and sign to say they have read and understood it.  Student Ambassadors allocated a group of participants to look after. Student Ambassadors are made aware of the timetable. Event Manager and Student Ambassador to investigate any unaccounted absences straight away. Student Ambassadors are responsible for the whereabouts of their groups at all times. Telephone participant’s mobile phone in the first instance, call the police if the participant cannot be found.  When taking groups offsite Student Ambassadors and Event Manager has a list of all participants, head counts are regularly carried out. Event Manager notified in the first instance, then procedure carried out as above. | **High** |  |
|
| **Medium** | **X** | **Medium** |  |
|
| **Low** |  | **Low** | **X** |
|
| Fire  Injury, burns, shock, smoke inhalation | **High** |  | Participants, staff and student mentors are all briefed on the fire/emergency evacuation procedures and shown where emergency exits are and advised of any planned drills.  All emergency exits are clearly signed. Adequate fire extinguishers are provided.  Event organisers know who will be attending and will be able to call a register in the event of an evacuation.  Campus tours or any other event would avoid an area of the campus where there is an emergency. Alternative venue would be found. | **High** |  |
|
| **Medium** | **X** | **Medium** |  |
|
| **Low** |  | **Low** | **X** |
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| **Hazards,**  **hazard events, and reasonably foreseeable worst-case consequences** | **Inherent risk (no controls)  from matrix  (mark with X)** | | **Controls  (measures to reduce risk)** | **Residual risk (with controls)  from matrix  (mark with X)** | |
| Theft / Vandalism  Distress | **High** |  | Participants are advised not to bring valuables with them, participants are advised that they do so at their own risk.  For residential events participants are issued with their own room key.  There is a clear statement in the code of conduct and joining instructions to participants that any damage must be paid for. | **High** |  |
|
| **Medium** |  | **Medium** |  |
|
| **Low** | **X** | **Low** | **X** |
|
| Allergies, stings, bites, choking  Anaphylactic shock, allergic reaction | **High** |  | Students will be purchasing lunch from university outlets. All food in shops are marked with ingredients and allergy information.  Student Ambassadors are briefed on the first aid procedure. Medical information about participants is obtained prior to the event and Student Ambassadors are made aware of any conditions about participants in their group.  Some Student Ambassadors are first aid trained, all security officers are first aid trained. A first aid kit is carried at the event at all times.  Student Ambassadors have the contact numbers of security and Radio taxis (if transport to A&E/Walk in centre is required. | **High** |  |
|
| **Medium** | **X** | **Medium** |  |
|
| **Low** |  | **Low** | **X** |
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| **Hazards,**  **hazard events, and reasonably foreseeable worst-case consequences** | **Inherent risk (no controls)  from matrix  (mark with X)** | | **Controls  (measures to reduce risk)** | **Residual risk (with controls)  from matrix  (mark with X)** | |
| Substance abuse  Injury, disruption of event, distress | **High** |  | All participants complete and sign a code of conduct; all incidents referred to the event organiser in the R&O Office. Procedure in place to remove a participant from the event and send them home if there are in breach of code of conduct. Referral to police as appropriate.  Student Ambassadors trained on handling such situations. | **High** |  |
|
| **Medium** | **X** | **Medium** |  |
|
| **Low** |  | **Low** | **X** |
|
| Child protection issue / safeguarding issue | **High** |  | University staff and Student Ambassadors are DBS checked by the university. If a member of staff/student ambassador is not DBS checked they will not be allowed to be left alone with groups or individuals.  If a workshop leader is not DBS checked they will have a member of staff or student ambassadors who is supporting them. | **High** |  |
|
| **Medium** | **X** | **Medium** |  |
|
| **Low** |  | **Low** | **X** |
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| **Hazards,**  **hazard events, and reasonably foreseeable worst-case consequences** | **Inherent risk (no controls)  from matrix  (mark with X)** | | **Controls  (measures to reduce risk)** | **Residual risk (with controls)  from matrix  (mark with X)** | |
| Incident associated with unauthorised access to restricted areas of the University  Injury | **High** |  | Participants are briefed to not access any restricted area of the University at the start of an event. Participants are supervised during their visit.  Building works will be fenced in by Estates and Facilities to stop visitors gaining access. | **High** |  |
|
| **Medium** | **X** | **Medium** |  |
|
| **Low** |  | **Low** | **X** |
|
| First aid incident  Injury | **High** |  | Student Ambassadors are briefed on the first aid procedure. Medical information about participants is obtained prior to the event and Student Ambassadors are made aware of any conditions about participants in their group.  Some Student Ambassadors are first aid trained, all security officers are first aid trained. A first aid kit is carried at the event at all times.  Student Ambassadors have the contact numbers of security  With school groups, teacher to follow school procedures in terms of contacting parents. | **High** |  |
|
| **Medium** | **X** | **Medium** |  |
|
| **Low** |  | **Low** | **X** |
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| **Hazards,**  **hazard events, and reasonably foreseeable worst-case consequences** | **Inherent risk (no controls)  from matrix  (mark with X)** | | **Controls  (measures to reduce risk)** | **Residual risk (with controls)  from matrix  (mark with X)** | |
| Overcrowding / capacity issue  Injury, distress | **High** |  | Venues are booked that are suitable for the number of participants.  For large groups of visitors, security officers will click visitors in and out of the building and queue visitors once capacity has been reached to ensure overcrowding does not occur.  Campus tours should not exceed 20 people. | **High** |  |
|
| **Medium** |  | **Medium** |  |
|
| **Low** | **X** | **Low** | **X** |
|
| Wet weather / Very hot weather  Illness | **High** |  | Student Ambassadors will be provided with rain ponchos.  Visitors have been asked to come prepared for all weathers.  Water will be available to student ambassadors and participants. Seating will be available.  Security Officers are first aid trained and staff and student ambassadors will have their contact details if required. | **High** |  |
|
| **Medium** |  | **Medium** |  |
|
| **Low** | **X** | **Low** | **X** |
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| **Hazards,**  **hazard events, and reasonably foreseeable worst-case consequences** | **Inherent risk (no controls)  from matrix  (mark with X)** | | **Controls  (measures to reduce risk)** | **Residual risk (with controls)  from matrix  (mark with X)** | |
| Tiredness  Stress, potential injury | **High** |  | Staff and Student Ambassadors are allocated regular breaks and event organiser ensures that individual shifts are not too long. | **High** |  |
|
| **Medium** |  | **Medium** |  |
|
| **Low** | **X** | **Low** | **X** |
|
| Risk of injury from electrical equipment  Injury, burns, shock | **High** |  | All electrical equipment used at the events will be PAT tested | **High** |  |
|
| **Medium** | **X** | **Medium** |  |
|
| **Low** |  | **Low** | **X** |
|