Newcastle University
General Risk Assessment

Guidance on completing this form is provided on the Risk Assessment page of the OHSS website www.safety.ncl.ac.uk.

<table>
<thead>
<tr>
<th>Title of project or activity</th>
<th>Year 8 Night at the Museum Residential Event</th>
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<tbody>
<tr>
<td>Manager / Responsible person</td>
<td>Emma Weatherly (Student Recruitment Co-ordinator)</td>
</tr>
<tr>
<td>School</td>
<td>Marketing and Student Recruitment Directorate</td>
</tr>
<tr>
<td>Date of assessment</td>
<td>16/11/2018</td>
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<tr>
<td>Location of work</td>
<td>Newcastle University</td>
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1.1: Brief description of project or activity
This event is Night at the Museum gives Year 8 students the opportunity to discover more about university life in a fun and unusual way. Pupils will get to explore the campus, learn more about subject areas, and experience an overnight stay at the Great North Museum: Hancock. The programme will include interactive taster sessions, team building projects and social activities.

2.1: Details of hazards, risks and implemented controls

<table>
<thead>
<tr>
<th>Hazard 1</th>
<th>HEALTH &amp; SAFETY</th>
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<tbody>
<tr>
<td></td>
<td>Red text indicates further information regarding control</td>
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<tr>
<td></td>
<td>Blue text is relevant to staff delivering sessions</td>
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Risks 1. General Safety

- Event Organiser to ensure that an appropriate number of trained first aiders are present at the event. These may be staff, student helpers or members of a voluntary organisation.
  - All SRT staff are First Aid Trained
- Session Leader in building to be aware of the location of the nearest first aid kit.
- Event leader to ensure a first aid kit is kept at the event help desk at all times.
  - First Aid Kit will be located in the Great North Museum: Hancock throughout the event.
- Event Organiser to identify and assess any general risks to Health and Safety with reference to the University’s Health and Safety Policy.
- Session Leader to identify and assess any general risks to Health and Safety within their School/Faculty with reference to their School/Faculty policy and the University’s Health and Safety Policy.
- Event Organiser to give full detailed Health and Safety induction to all event participants.
  - Health and Safety information will be given during Welcome Presentation to all participants

Risks 2. Medical conditions/special needs

- Registers of pupil names available. Must include any medical conditions/individual needs, allergies and emergency contact details of parent/carer.
  - Event Organiser will have a full register of students attending, including medical conditions, individual requirements and emergency contact details.
- Copies to be held by both Session Leader and Event Organiser and preferably also at a central Help Desk.
  - Student Ambassadors will have a register of pupil names attending sessions and will be informed of any medical information that is relevant to their group.
- Health Care Plans will be requested for any pupils that currently have them.
- All dietary requirements will be catered for taking into account allergies.

Risks 3. Specific risk assessments for practical work, lab-based work and fieldwork

- Session Leaders must identify and assess any specific risks that apply to sessions that they run e.g. for all materials, chemicals and equipment for practical or labwork.
  - NB The Health and Safety officer advises that in COSHH no chemical should be used with a rating worse than “harmful”. bioCOSHH substances should not be more harmful than Class 1. PPE (Personal Protective Equipment) should be supplied as required.
  - The University Safety Office’s webpage on working with chemicals may be useful for staff: www.ncl.ac.uk/ohss/chemical/risk.htm
- All contractors/external companies used during the event will be vetted by the Event Organiser using a Health and Safety questionnaire.

Hazard 2 FIRE (or other cause for evacuation)

Risks 1. General

- Event Organiser and Session Leader to be aware of evacuation procedures from any room/building used for an activity.
- If Event Organisers are made aware in advance of any participant with hearing or visual impairments or mobility difficulties, they must complete a Personal Emergency Egress Plan for each student for each room they will be using, and send this to each relevant Fire Warden before the event. Further information is available at the Safety Office website [www.ncl.ac.uk/ohss/](http://www.ncl.ac.uk/ohss/) and the Disability Support can offer advice [www.ncl.ac.uk/students/wellbeing/disability-support/index.htm](http://www.ncl.ac.uk/students/wellbeing/disability-support/index.htm).
- If a student with hearing or visual impairment or mobility difficulty arrives for an event that does not have pre-registration, Event Organisers must make all reasonable adjustments to ensure the safety of that student.
- Participants given guidance by the Event Organiser and Session Leader about evacuation procedures in the event of a fire.
  - The Event Organiser will include this information in the Welcome presentation and session leaders must cover this at the start of each subject taster session.
- Student Ambassadors will have a group register on their person at all times in order to enable the checking of names in the event of an evacuation from anywhere on campus.
- In the event of a fire brigade strike, trained staff should be present at the event/in the building to undertake a building sweep procedure.
  - No fire brigade strike is planned

### Risks

#### 2. Terrorist Attack

- Staff and Student Ambassadors will be given the correct advice as to what to do in the event of terrorist attack so that they can place themselves in safety and pass on the information to students in their group.
- Ambassadors will be told to inform participants to ‘Run, hide, tell’ in the event of a terrorist attack.
  - Ambassadors were given this advice at training

### Hazard 3 SAFEGUARDING STAFF AND PUPILS (Applicable if participants are under 18)

#### Risks

1. General

#### Controls

- Event Organiser to be aware of SRT Framework for Safeguarding Children, and Child Protection Policy, and must brief Session Leaders/Ambassadors accordingly.
  - Student Ambassadors and Session Leaders are provided with relevant Child Protection documents
- Training to be offered to key staff on the Framework for Safeguarding Children.
  - Student Ambassadors are given Child Protection training as part of their contract
- Disclosures and Barring Service (DBS) enhanced checking to be carried out for lead staff and Student Ambassadors who have substantial unsupervised access to under 18s. (Refer to the Procedure for Safeguarding SRT Staff).
- All participating staff told to avoid unsupervised access to pupils on a one-to-one basis e.g. by avoiding situations where pupils have to work alone, or by involving another member of staff.
- All participating staff to have read and completed the Code of Conduct for Staff Delivering Academic Subject Sessions.

### Hazard 4 TRAVEL & TRANSPORT

#### Risks

1. General

#### Controls

- A reputable bus company should be used i.e. one that has appropriate Health and Safety policies in place.
  - N/A
- Students on buses/organised transport should be supervised by responsible adults to maintain discipline at all times.
  - N/A
- Any organiser of off-site excursions needs to be aware of and consult the following documents: [www.ncl.ac.uk/ohss/assets/documents/UniSafetyPolicy.pdf](http://www.ncl.ac.uk/ohss/assets/documents/UniSafetyPolicy.pdf)  [www.ncl.ac.uk/ohss/assets/documents/Transport-risk-assessment.pdf](http://www.ncl.ac.uk/ohss/assets/documents/Transport-risk-assessment.pdf)
  - N/A
- Drop off and collection points need to be identified (e.g. marked coach bays on King’s Road).
  - N/A

#### Risks

2. On Campus

#### Controls

- There will be appropriate supervision of pupils when moving around campus (1:10).
  - The ratio of pupils to staff on campus will be 1:5 where possible with a maximum of 1:10
- Pupils will always be supervised if they go through into an area via a security door.
- Registration procedures will be in place to establish who is on campus and that appropriate supervision is in place.

### Hazard 5 GROUP SIZE

#### Risks

1. Size

#### Controls

- Appropriate staff to pupil ratios will be observed (1:10).

#### Risks

2. Cohesion

#### Controls

- A lost and found area e.g. Central Help Desk will be identified by staff (and pupils) as a meeting point.
  - This will be identified to pupils and staff as the Great North Museum. An event mobile number will also be given out to pupils and staff to allow them to contact the Event Organiser directly
### Hazard 6  ROOMS

#### Risks

**1. Accessibility**
- Rooms have been checked for their appropriateness to the target audience and also potential issues of accessibility e.g. wheelchair access/fire escapes/existence of induction loops.
- Rooms can be checked against existing University lists (e.g. at common user room bookings on the University website). [www.ncl.ac.uk/timetable/room/](http://www.ncl.ac.uk/timetable/room/).

#### Risks

**2. Evacuation**
- When booking rooms, restrict, as far as possible, to those that can be easily evacuated

#### Risks

**3. Room Capacity**
- Event Organiser and Session Leaders to be aware of the safe capacity of any room used for an event (e.g. by using the maximum occupancy information at common user room bookings on the University website) [www.ncl.ac.uk/timetable/room/](http://www.ncl.ac.uk/timetable/room/).
- Leaders must ensure that this capacity is not exceeded on the day of the event.

### Hazard 7  RESIDENTIAL EVENTS

#### Risks

**1. Emergency Procedures**
- Pupils will be briefed by the Event Organiser about: Museum Health and Safety Regulations, action in the event of a fire and Museum evacuation procedures.

#### Risks

**2. Safeguarding Pupils and Staff**
- Staff trained in first aid should be on duty at all times during the residential.
  - 4 x First Aid trained staff will be available throughout the event.
- Staff who have significant contact with pupils must be selected on the basis of their experience with younger age groups and skills, and will be trained in Child Protection and Health and Safety issues.
  - Specific event training is provided to Student Ambassadors working on this event. All other Student Recruitment Team staff have significant experience working with this age group.
- Every effort should be made to ensure that staff who have significant contact with pupils are checked against the lists of unsuitable people held by the Disclosures & Barring Service (DBS).
  - All Student Recruitment Team Staff & Student Ambassadors hold Enhanced DBS checks.

#### Risks

**3. Supervision**
- A team of staff will be on night duty to supervise pupils overnight. This will include the following:
  - A Designated Child Protection Officer
  - An equal number of male and female staff members
  - Trained Museum Security Staff
  - Trained Student Ambassadors
  - An additional Designated Child Protection Officer will be on call throughout the event
- Floors will be single-sex occupancy.
- Trained supervisors of both sexes will be on each floor to ensure appropriate conduct.
- Museum security will be made aware that no pupil is to leave the Museum unaccompanied without prior permission.

#### Risks

**4. Alcohol and Illegal Substances**
- Pupils under the age of 18 will be notified prior to arrival that they must conform to the event’s Code of Conduct that strictly forbids the use of alcohol and illegal substances. Examples of Summer School Codes of Conduct are available from the Student Recruitment Team.
- Trained responsible adults should be resident in the Museum to ensure that no illegal substances are present during the event.

#### Risks

**5. Diet and Special Needs**
- Identification of special requirements at least two weeks in advance of the event (i.e. allergies, medical conditions) in consultation with the University Disability Officer, Safety Officer and a first aid adviser to address specific needs of individuals.
  - Individual Requirements are requested from parents at least 3 weeks before the event.
- A list of the emergency contact numbers of pupils must be held in the event of any problems.
- An Accident Form must be used to report any incidents.

### Hazard 8  OTHER (To be completed by Session Leaders. Must include additional risks not listed above that relate to a specific session e.g. those involving fieldwork or practical work).

#### Risks

**Controls**
- Staff are advised to call 9-999 or security on 6-666 in an emergency where there is an immediate threat to life or property.
### 3.1: Assessor

<table>
<thead>
<tr>
<th>Name: Emma Weatherly</th>
<th>Signature</th>
<th>Date: 08/01/2018</th>
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### 3.2: Manager / Responsible person

<table>
<thead>
<tr>
<th>Name: Gemma Kirkbride</th>
<th>Signature</th>
<th>Date: 08/01/2018</th>
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