

# 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](http://www.safety.ncl.ac.uk).

<b>Title of project or activity</b>	University Survival Guide Residential Summer School
<b>Assessor</b>	Laura Jones (Student Recruitment Co-ordinator)
<b>School</b>	Marketing and Student Recruitment Directorate
<b>Date of assessment</b>	15/04/2019
<b>Location of work</b>	Newcastle University

### 1.1: Brief description of project or activity

A residential summer school providing a varied and fun programme of activities designed to give pupils an insight into what student life is really like, what studying at university may involve and the range of subjects available to study.

### 2.1: Details of hazards, risks and implemented controls

Hazard 1	HEALTH & SAFETY
Risks	<b>1. General Safety</b>
Controls	<ul style="list-style-type: none"> <li>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. <i>All SRT staff are first aid trained.</i></li> <li>Leader in building to be aware of the location of the nearest first aid kit. <i>A first aid kit will be kept at all central helpdesks and will be carried by event staff when off campus.</i></li> <li>Event leader to ensure a first aid kit is kept at the event help desk at all times. <i>A first aid kit will be kept at all central helpdesks and will be carried by event staff when off campus.</i></li> <li>Event Organiser to identify and assess any general risks to Health and Safety with reference to the University's Health and Safety Policy. University Health and Safety Policy available at: <a href="http://www.ncl.ac.uk/ohss/assets/documents/UniSafetyPolicy.pdf">www.ncl.ac.uk/ohss/assets/documents/UniSafetyPolicy.pdf</a></li> <li><i>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.</i></li> <li>Event Organiser to give full detailed Health and Safety induction to all event participants. <i>Health and safety information will be included in the Welcome Talk given to all participants at the start of the event.</i></li> </ul>
Risks	<b>2. Medical conditions/special needs</b>
Controls	<ul style="list-style-type: none"> <li>Registers of pupil names available. Must include any medical conditions/individual needs, allergies and emergency contact details of parent/carer. Copies to be held by both Session Leader and Event Organiser and preferably also at a central Help Desk. <i>Detailed registers will be kept at the central helpdesk and held by the Event Organiser at all times. Student Representatives will also carry a register their person at all times and will have an awareness of any individual requirements and/or medical conditions.</i></li> <li>Health Care Plans will be requested for any pupils that currently have them. <i>Health Care Plans will be requested in advance of the event and all necessary arrangements will be in place before the participant arrives at the event.</i></li> <li>All dietary requirements will be catered for taking into account allergies. <i>Dietary requirements have been requested from both students and parents and will be catered for. A list of all dietary requirements will be kept by the Event Organiser. Anyone</i></li> </ul>


	with a severe allergy will be required to arrive with their epi-pen and will need to carry this on their person at all times. Staff working on the event and Student Reps will be made aware of any severe allergies or specific dietary requirements.
Risks	<b>3. Specific risk assessments for practical work, lab-based work and fieldwork</b>
Controls	<ul style="list-style-type: none"> <li>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: <a href="http://www.ncl.ac.uk/ohss/chemical/risk.htm">www.ncl.ac.uk/ohss/chemical/risk.htm</a> Session Leaders will carry out their own risk assessment if they are leading a session that involves using equipment or University facilities that would require such assessment. Any such risk assessment will be passed on to Laura Jones (<a href="mailto:laura.jones8@ncl.ac.uk">laura.jones8@ncl.ac.uk</a>) for review.</li> <li>All contractors/external companies used during the event will be vetted by the Event Organiser using a Health and Safety questionnaire. All contractors/external companies will complete the Health and Safety questionnaire and be provided with all relevant University policies.</li> </ul>
<b>Hazard 2</b>	<b>FIRE (or other cause for evacuation)</b>
Risks	<b>1. General</b>
Controls	<ul style="list-style-type: none"> <li>Event Organiser and Session Leader to be aware of evacuation procedures from any room/building used for an activity. Session Leaders should inform Student Representatives of the nearest fire exit and assembly point at the start of their session. Participants will be told to follow the instructions given by their Student Representative in the event of a fire.</li> <li>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 (PEEP) 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 <a href="http://www.ncl.ac.uk/ohss/">www.ncl.ac.uk/ohss/</a> and the Disability Support can offer advice <a href="http://www.ncl.ac.uk/students/wellbeing/disability-support/index.htm">www.ncl.ac.uk/students/wellbeing/disability-support/index.htm</a>. A PEEP will be carried out for any students that is attending the summer school with a hearing or visual impairment or mobility difficulty. A named member of staff will be responsible for ensuring that the student and all relevant staff members are aware of the details of the individual PEEP.</li> <li>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.</li> <li>Participants given guidance by the Event Organiser and Session Leader about evacuation procedures in the event of a fire. Session Leaders should inform Student Representatives of the nearest fire exit and assembly point at the start of their session. Participants will be told to follow the instructions given by their Student Representative in the event of a fire. Student Representatives 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.</li> <li>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. There are no planned fire brigade strikes as yet.</li> </ul>
Risks	<b>2. Terrorist Attack</b>
Controls	<ul style="list-style-type: none"> <li>Staff and Student Representatives 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.</li> </ul>

	Staff and representatives will be told to inform participants to ‘run, hide, tell’ in the event of a terrorist attack.
<b>Hazard 3</b>	<b>SAFEGUARDING STAFF AND PUPILS (Applicable if participants are under 18)</b>
Risks	<b>1. General</b>
Controls	<ul style="list-style-type: none"> <li>Event Organiser to be aware of SRT Framework for Safeguarding Children, and Child Protection Policy, and must brief Session Leaders/Representatives accordingly. Session Leaders and Student Representatives will be provided with the SRT Framework for Safeguarding Children and the Child Protection Policy.</li> <li>Training to be offered to key staff on the Framework for Safeguarding Children. Student Representatives will be given a detailed Child Protection training session before the event.</li> <li>Disclosures and Barring Service (DBS) enhanced checking to be carried out for lead staff and Student Representatives who have substantial unsupervised access to under 18s. (Refer to the Procedure for Safeguarding SRT Staff). All event staff and Student Representatives will hold an enhanced DBS Certificate that has been obtained through the University within the last 3 years.</li> <li>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. This information will be in the Child Protection Policy and will be included in the Child Protection training given to Student Representatives.</li> <li>All participating staff to have read and completed the Code of Conduct for Staff Delivering Academic Subject Sessions. All Session Leaders will be given the Code of Conduct for University Staff to read before the event.</li> </ul>
<b>Hazard 4</b>	<b>TRAVEL &amp; TRANSPORT</b>
Risks	<b>1. General</b>
Controls	<ul style="list-style-type: none"> <li>A reputable bus company should be used i.e. one that has appropriate Health and Safety policies in place. All buses/coaches will be provided by Phoenix Coaches who are a University approved bus company.</li> <li>Students on buses/organised transport should be supervised by responsible adults to maintain discipline at all times. Students on buses/coaches will be supervised at all times by trained Student Representatives.</li> <li>Any organiser of off-site excursions needs to be aware of and consult the following documents:</li> <li><a href="https://newcastle.sharepoint.com/hub/orghas/Documents/University%20Health%20&amp;%20Safety%20Policy.pdf#search=university%20safety%20policy">https://newcastle.sharepoint.com/hub/orghas/Documents/University%20Health%20&amp;%20Safety%20Policy.pdf#search=university%20safety%20policy</a> <a href="https://newcastle.sharepoint.com/hub/orghas/Documents/Transport-risk-assessment.pdf">https://newcastle.sharepoint.com/hub/orghas/Documents/Transport-risk-assessment.pdf</a> Event Managers are aware of the above documents.</li> <li>Drop off and collection points need to be identified (e.g. marked coach bays on King’s Road). All buses/coaches will use the carpark at Castle Leazes to pick up and drop off students at the accommodation site. They will use the Claremont Road Bus Stop to pick up and drop off students on campus. They will use the bus stop on Bewick Street to pick up and drop off students at the Central Station.</li> </ul>
Risks	<b>2. On Campus</b>
Controls	<ul style="list-style-type: none"> <li>There will be appropriate supervision of pupils when moving around campus (1:10). Students will be accompanied by staff around campus on a maximum ratio of 1:10 at any time. For the majority of the event programme the staff to student ratio will be 1:5.</li> <li>Pupils will always be supervised if they go through into an area via a security door.</li> <li>Registration procedures will be in place to establish who is on campus and that appropriate supervision is in place.</li> </ul>

	Event staff and Student Representatives will hold registers to establish who is on campus at all times.
<b>Hazard 5</b>	<b>GROUP SIZE</b>
Risks	<b>1. Size</b>
Controls	<ul style="list-style-type: none"> <li>Appropriate staff to pupil ratios will be observed (1:10). A maximum staff to student ratio of 1:10 at any time. For the majority of the event programme the staff to student ratio will be 1:5.</li> </ul>
Risks	<b>2. Cohesion</b>
Controls	<ul style="list-style-type: none"> <li>A lost and found area e.g. Central Help Desk will be identified by staff (and pupils) as a meeting point. A central helpdesk will be situated in the Medical School and at Castle Leazes Accommodation. Students and staff will be informed that this is the 'lost and found' area.</li> </ul>
<b>Hazard 6</b>	<b>ROOMS</b>
Risks	<b>1. Accessibility</b>
Controls	<ul style="list-style-type: none"> <li>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. All rooms used on campus will be accessible.</li> <li>Rooms can be checked against existing University lists (e.g. at common user room bookings on the University website). <a href="http://www.ncl.ac.uk/timetable/room/">www.ncl.ac.uk/timetable/room/</a>.</li> </ul>
Risks	<b>2. Evacuation</b>
Controls	<ul style="list-style-type: none"> <li>When booking rooms, restrict, as far as possible, to those that can be easily evacuated</li> </ul>
Risks	<b>3. Room Capacity</b>
Controls	<ul style="list-style-type: none"> <li>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) <a href="http://www.ncl.ac.uk/timetable/room/">www.ncl.ac.uk/timetable/room/</a>.</li> <li>Leaders must ensure that this capacity is not exceeded on the day of the event.</li> </ul>
<b>Hazard 7</b>	<b>RESIDENTIAL EVENTS</b>
Risks	<b>1. Emergency Procedures</b>
Controls	<ul style="list-style-type: none"> <li>Staff and students will be briefed by the Event Organiser about accommodation evacuation procedures. Student Representatives will act as fire wardens in the event of a fire evacuation during night time hours in the accommodation. They are situated in rooms on each corridor of the site and will be instructed to knock on students doors during their own evacuation procedure. Students will be briefed on what to do and where to go in the event of an evacuation at the accommodation site. Staff and Student Representatives will hold room registers so checks can be made, with the University Security Team, to ensure all participants have successfully evacuated the relevant accommodation block.</li> </ul>
Risks	<b>2. Safeguarding Pupils and Staff</b>
Controls	<ul style="list-style-type: none"> <li>Staff trained in first aid should be on duty at all times during the residential. There will be first aid trained SRT staff staying residentially on site at all times. In addition to this there will be University Security Officers based at the accommodation overnight who are also first aid trained.</li> <li>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. All Student Representatives have been appointed on the basis of their ability to work with young people and will all receive Child Protection and Health and Safety training before the event.</li> <li>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 and Barring Service (DBS). All SRT staff and Student Representatives will hold an enhanced DBS Certificate issued by the University within the last 3 years.</li> </ul>

Risks	<b>3. Supervision</b>
Controls	<ul style="list-style-type: none"> <li>• A team of staff will be on night duty to supervise pupils overnight. This will include the following: <ul style="list-style-type: none"> <li>- 2 x Designated Child Protection Officers (on call overnight)</li> <li>- 6 x SRT Staff members (both male and female)</li> <li>- 2 x Trained University Security Staff (manning the Castle Leazes Reception desk overnight)</li> <li>- 2 x Trained Overnight Student Representatives (manning the Event Helpline &amp; Helpdesk overnight)</li> <li>- 1 x additional Designated Child Protection Officer will be on call via a confidential helpline throughout the event</li> </ul> </li> <li>• Floors will be single-sex occupancy.</li> <li>• Trained Student Representatives will be on each floor to ensure appropriate conduct</li> <li>• University security will be made aware that no pupil is to leave the Accommodation Site unaccompanied without prior permission</li> </ul>
Risks	<b>4. Alcohol and Illegal Substances</b>
Controls	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Trained responsible adults should be resident in at the Accommodation Site to ensure that no illegal substances are present during the event. (Refer to point 3. Supervision above)</li> </ul>
Risks	<b>5. Diet and Special Needs</b>
Controls	<ul style="list-style-type: none"> <li>• 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. Special requirements were requested on the initial application form and have been requested again 6 weeks in advance of the event from students and parents.</li> <li>• A list of the emergency contact numbers of pupils must be held in the event of any problems. A full list of emergency contact details are held for all students and Student Representatives in the Central Helpdesk File and carried round by the Event Organiser/overnight cover staff at all times.</li> <li>• An Accident Form must be used to report any incidents. Accident Forms are available from the Helpdesk File and will be completed as and when incidents occur.</li> </ul>
<b>Hazard 8</b>	<b>OTHER</b> (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).
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Risks	
Controls	

<b>2.3: Emergency procedures</b>
<ul style="list-style-type: none"> <li>• Staff are advised to call 9-999 followed by security on 6-666 in an emergency where there is an immediate threat to life or property.</li> </ul>

<b>3.1: Assessor</b>		
Name: Laura Jones	Signature 	Date: 15/04/2019
<b>3.2: Manager / Responsible person</b>		
Name: Gemma Kirkbride	Signature	Date: 15/04/2019

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