

Newcastle University - Risk Assessment

Project title	RO ASM – Wednesday 15 th April 2025																											
Description of work activity	<p>The Academic Skills Module forms part of the Realising Opportunities Programme. Successful completion of the Academic Skills Module forms an integral part of the Realising Opportunities Programme and students’ future offers from Realising Opportunities partner universities.</p> <p>The event will run from 9:30am – 4:30pm, with approximately 120 Year 12 student attendees. All sessions throughout the day will run on Newcastle University’s campus as per the below schedule:</p> <table><tr><th>Time</th><th>Session</th><th>Location</th></tr><tr><td>9.30-9.50am</td><td>Registration & Welcome</td><td>Lindisfarne Room – Hadrian Building</td></tr><tr><td>10-10.50am</td><td>Academic Note Taking</td><td>Lindisfarne Room – Hadrian Building</td></tr><tr><td>11am-12pm</td><td>Academic Subject Stream Lecture</td><td>Herschel LT1, LT2, LT3, (subject stream depending)</td></tr><tr><td>12-12.45pm</td><td>Lunch</td><td>Lindisfarne Room – Hadrian Building</td></tr><tr><td>12.45pm-1.35pm</td><td>Academic Note Taking – small group work</td><td>Lindisfarne Room – Hadrian Building</td></tr><tr><td>1.45-2.45pm</td><td>Referencing</td><td>Lindisfarne Room – Hadrian Building</td></tr><tr><td>2.45-3.30pm</td><td>Round up, evaluation, ASM quizzes & Q&A session</td><td>Lindisfarne Room – Hadrian Building</td></tr><tr><td>3.30-4.30pm</td><td>Optional Campus Tour</td><td>Loop around campus, starting from Lindisfarne Room – Hadrian Building</td></tr></table> <p>The event will be taught in collaboration with Newcastle University academic lecturers, giving students a taste of university-level study and an opportunity to develop their study skills. We will also have Student Recruitment staff and Student Ambassadors helping to run the day.</p>	Time	Session	Location	9.30-9.50am	Registration & Welcome	Lindisfarne Room – Hadrian Building	10-10.50am	Academic Note Taking	Lindisfarne Room – Hadrian Building	11am-12pm	Academic Subject Stream Lecture	Herschel LT1, LT2, LT3, (subject stream depending)	12-12.45pm	Lunch	Lindisfarne Room – Hadrian Building	12.45pm-1.35pm	Academic Note Taking – small group work	Lindisfarne Room – Hadrian Building	1.45-2.45pm	Referencing	Lindisfarne Room – Hadrian Building	2.45-3.30pm	Round up, evaluation, ASM quizzes & Q&A session	Lindisfarne Room – Hadrian Building	3.30-4.30pm	Optional Campus Tour	Loop around campus, starting from Lindisfarne Room – Hadrian Building
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Unit name	UK Student Recruitment - External Relations	Location	Primary Location: Lindisfarne Room – Hadrian Building
Assessor	Sam Mead	Approver (Manager / Responsible person)	Dawn Dowling
Date of assessment	17/03/2025	Review Date (2 years)	01/04/2026

	Hazards	Risks (Who might be harmed & how?)	Controls
1.	Spread of covid amongst prospective students, their guests and colleagues	Attendees, university staff (including student ambassadors) and teachers.	<ul style="list-style-type: none"> • Pre-booking required to ensure no. of attendees is managed. • In line with the most up to date governmental guidance (available here), students are advised to not travel to the event if they test positive for Covid, or have symptoms. • Should attendees test positive for Covid-19 or develop symptoms while attending the event, they will be encouraged to inform the event leader and/or their teacher as soon as possible. • Students will be advised to return home immediately and follow government guidance • Regular cleaning of main touchpoints inside venues by the estates. • Consultation with OHSS and Estates Support Service on event plans in relation to Covid protocols and measures. • Attendees will be asked to adhere to all University guidance in place and reminded of specific rules.
2.	General health and safety of staff, students and guests	Risk of injury to guests or staff, due to slips, or trips	<ul style="list-style-type: none"> • The Event Lead is First Aid trained and a first aid KIT will be available in Boiler House. • Majority of Student Recruitment team are trained in first aid. • All Security staff are first aid trained and can be contacted quickly via telephone (0191 2086666) • Trip hazards to be removed, or made aware off
3.	General health and safety of staff, students and guests	Poor communication of health and safety information to marshals or suppliers leading to a delay in providing assistance to students or guests	<ul style="list-style-type: none"> • University Health & Safety Policy available via: https://www.ncl.ac.uk/student-progress/policies/policies/health/ • Key information including emergency and/or evacuation procedures and first aid provision/support information is provided in the 'Day Notes'. This information will be highlighted to colleagues in advance of the day. • Any incident will be reported via the OHSS Incident database.

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			<ul style="list-style-type: none"> Event Leader to identify and assess any general risks to health and Safety with the event location prior to the visit. Staff to contact security on 0191 2086666 or 9-999 in the event of an emergency.
4.	General health and safety of staff, students and guests	Adequate health and safety provision for students/guests with medical conditions and specific needs	<ul style="list-style-type: none"> Students should have notified Event team in advance of any extra requirements needed, and to be aware off. Event Staff to put any precautions in place and have information to hand PEEPS to made and shared with Students (if needed) in advance of the event
5.	General health and safety of staff, students and guests	Child protection (applicable as all participants will be under 18) <ul style="list-style-type: none"> Lost students Emotional or physical abuse Disclosures to staff or Student Ambassadors. 	<ul style="list-style-type: none"> All students will be accompanied by 1-2 Student Ambassadors on the day, and advised to return to the Lindisfarne Room – Hadrian Building 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 staff and Student Ambassadors have received training on Child Protection and know the procedure to follow if a disclosure is made. All UKRT Managers are trained Designated Safeguarding Leads and can be contacted in case of any issues on the day
6.	Slips, trips and falls	Colleagues, students or guests may be injured if they trip over objects or slip on spillages	General: <ul style="list-style-type: none"> Ramps/lifts available for disabled access to all areas. Good housekeeping i.e. the areas being used for the event will be tidy, in good repair and free of obstructions. No trailing cables or obstructions in walkways. Any cable will be secured to the floor using adhesive tape or cable protectors. Adequate lighting to be provided at the various areas being used. Steps and changes in level are highlighted. Any spillages will be cleaned up promptly.
7.	Rooms used across campus	Accessibility <ul style="list-style-type: none"> Rooms should be checked for their appropriateness to the target audience and 	<ul style="list-style-type: none"> Appropriate floor surfaces within venue (all in good condition). Good housekeeping and maintenance to ensure clear access to pedestrian walk ways. Internal areas all open aspect and clear of obstructions. It is expected that the Event Lead would be notified in advance of a disability to ensure that appropriate measures are put in place

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		<p>also potential issues of accessibility e.g. wheelchair access/fire escapes/existence of induction loops.</p> <p>Capacity – overcrowding and entrapment</p>	<ul style="list-style-type: none"> • Lighting is adequate in all areas. • Personal emergency egress evacuation plans (PEEPS) arranged where visitors have notified us of a disability in advance and the activities that they intend to take part in. If a visitor has a mobility issue this should be flagged up prior to attending. They are then given copies of PEEPS and any relevant members of staff are informed. • The suitability of rooms will be checked in advance against existing University lists (e.g. at common user room bookings on the University's internal website)
8.	Fire (or other cause for evacuation)	<p>Fire</p> <ul style="list-style-type: none"> • A fire strike • Colleagues not being aware of evacuation procedures from room/building being used • Fire Wardens not present in all buildings out of term time/normal working hours • Evacuation of attendees with mobility difficulties • Entrapment <p>Burns, fractures and fatalities</p>	<ul style="list-style-type: none"> • Event staff to be aware of evacuation procedures from any room/building used for an activity and be aware of the fire assembly points • Event Lead to give health and safety briefing, including pointing out fire exits and fire extinguishers, as part of the welcome talk to all event participants. • If event staff 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 the room they will be using. Further information about Disability Support can be found on their webpages. • If a student with hearing or visual impairment or mobility difficulty arrives for an event that does not have pre-registration, staff must make all reasonable adjustments to ensure the safety of that student. • Participants given guidance by the Event Lead about evacuation procedures in the event of a fire. • Event Leader will take responsibility for checking rooms to ensure all visitors have been evacuated. • Registers will be made by event staff ahead of the event to be used in an emergency • All visitors to sign in and out of event • 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. • An event such as a fire strike will be communicated to the Fire Safety Advisor who will issue specific guidance. All staff are made aware of the fire evacuation procedure. • Staff who have completed Evac chair training are in all university buildings and listed in staff briefing documents.

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			<ul style="list-style-type: none"> All staff are trained in healthy and safety, including fire prevention.
9.	Threat of attack	<p>Bomb threat, firearms or weapons attack on campus risking colleagues and guests</p> <p>There is a low possibility of a bomb threat or Firearms use occurring during on campus visits.</p> <p>Lack of Policy and procedures and the understanding of them Cuts, bruises, burns, fatality</p>	<ul style="list-style-type: none"> Event Leads to familiarise themselves with the University Policy and Guidelines on Receipt of Bomb Threats: http://www.ncl.ac.uk/estates/internal/bombpolicy.pdf Security are in close communication with the Counter Terrorism Safety Advisors who have provided several training sessions and audits. Event leads advised to contact Security immediately upon discovering this situation and then inform Event Manager. Security provided with event plans in advance.
10.	Travel and transport	<p>Travel around campus</p> <ul style="list-style-type: none"> Visitors may go into prohibited areas or areas which are a traffic thoroughfare. Getting lost in unfamiliar locations, slips, trips and falls Registration procedures should be in place to establish who is on campus. 	<ul style="list-style-type: none"> Event Leaders and Student Ambassadors will be in attendance at each event. There will be appropriate supervision of pupils when moving around campus. Security are available for assistance 24/7 Student helpers will be based at key arrival points to direct the participants to the correct event space.
11.	Safeguarding Staff and Pupils (Participants are under-18)	<ul style="list-style-type: none"> Participants under 18 may disclose something <p>Risk of 1:1 contact with staff and students</p>	<p>General</p> <ul style="list-style-type: none"> Event Lead aware of the Student Recruitment team Framework for Safeguarding Children along with the Child Protection Policy and will brief assisting staff/student helpers accordingly All staff/student helpers will have undertaken child protection training

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			<ul style="list-style-type: none"> All staff/student helpers have an Enhanced Check from the Disclosures and Barring Service (DBS) All participating staff told to avoid unsupervised access to students on a one-to-one basis e.g. by avoiding situations where students have to work alone All participating staff to have to have read and completed the Code of Conduct for Staff Delivering Academic Subject Sessions, where Academics are being used.

Additional Controls (is there anything you need to plan for?)	Who	Target Date	Completion Date
	[Insert Name]	Click or tap to enter a date.	Click or tap to enter a date.
Emergency procedures			
Staff are advised to call 9-999 or security on 0191 2086666 in an emergency where there is an immediate threat to life or property.			

Signature of Responsible Person (Double click on the signature box below)

18/03/2025

X D Dowling

Signed by: ndm70