

Newcastle University - Risk Assessment

Project title	On campus events 2022-23		
Description of work activity	On campus events, bookable by teachers/advisors for their school group. Events are bespoke to each booking, with events available for years 7 through to 13. Event aims include, supporting aspirations and inform attendees about higher education. More information about the available offering is available here: https://www.ncl.ac.uk/schools/		
Unit name	UK Student Recruitment External Relations	Location	Newcastle University Campus Key rooms used include: Hadrian Building, Lindisfarne Armstrong Building, King's Hall Boiler House ARMB 1.49 HDB 1.09 Smaller seminar-style rooms may be used for ad-hoc events
Assessor	David Metcalfe	Approver (Manager / Responsible person)	Jack Chamberlain
Date of assessment	01/01/2024	Review Date (2 years)	01/01/2025

	Hazards	Risks (Who might be harmed & how?)	Controls
1.	Spread of Illness (including Covid-19)	Attendees, university staff (including student ambassadors) and teachers.	<ul style="list-style-type: none"> In line with the most up-to-date governmental guidance (available here). If an attendee or member of staff has symptoms of a respiratory infection (including COVID-19) they will be advised to stay at home

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			<ul style="list-style-type: none"> • Should attendees develop symptoms while attending the event, they will be encouraged to inform the event leader and/or their teacher as soon as possible. • Event leader will consult with school teacher to establish the most suitable course of action, to reduce any potential spread, while ensuring that the student can return home safely with the rest of the school group. • 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	Attendees, university staff (including student ambassadors) and teachers. Risk of injury due to slips, or trips.	<ul style="list-style-type: none"> • All students will be accompanied by a teacher(s) who is likely to be first aid trained and will be the first point of call for any first aid needs. • The Event Lead is First Aid trained and a first aid KIT will be available in the room at all times. • All members 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 • Event Lead to be aware of the location of the nearest first aid kit.
3.	General health and safety of staff, students and guests	Attendees, university staff (including student ambassadors) and teachers. Risk of injury while using specialistic equipment, venues or substances	<ul style="list-style-type: none"> • Events and activities do not typically involve specialist equipment or venues • If any specialist equipment is due to be used (for example laboratory equipment), a separate risk assessment will be completed in advance of the event, to ensure that appropriate controls are in place. This risk assessment will be completed by an expert within their field and shared with the school group leader in advance of the event.

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4.	General health and safety of staff, students and guests	Attendees, university staff (including student ambassadors) and teachers. 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 Event lead(s) in advance of the day. Any pertinent items will be raised with Student Ambassadors during a briefing before the event begins. Any incident will be reported via the OHSS Incident database. 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 208 6666 or 9-999 in the event of an emergency.
5.	General health and safety of staff, students and guests	Attendees. Adequate health and safety provision for students/guests with medical conditions and specific needs	<ul style="list-style-type: none"> Students will be accompanied by a teacher at the event and the teacher will take responsibility for the medical conditions/specific needs of the students. It is the responsibility of the school contact to inform the Event Leader in advance of any medical conditions/individual needs that impact on the running of the event.
6.	General health and safety of staff, students and guests	Attendees. 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 at all times by their school teacher in a ratio as determined by/acceptable to the school's external visit policy. All students will be accompanied by 1-2 Student Ambassadors on the day. Student Ambassadors will be briefed at the beginning of the event to include: <ul style="list-style-type: none"> Where to return their group if leaving the main delivery room, for example during campus tours. The procedure to follow if a student attendee is missing. This includes notifying campus security and notifying the event lead as soon as possible.

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			<ul style="list-style-type: none"> • 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. • Child Protection Policy is accessible online: <ul style="list-style-type: none"> ○ https://www.ncl.ac.uk/schools/contact/#health&safety
7.	Slips, trips and falls	<p>Attendees, university staff (including student ambassadors) and teachers.</p> <p>Colleagues, students or guests may be injured if they trip over objects or slip on spillages</p>	<p>General:</p> <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.
8.	Rooms used across campus	<p>Attendees, university staff (including student ambassadors) and teachers.</p> <p>Accessibility</p> <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 • Lighting is adequate in all areas. • Balcony area (King's Hall) adequately protected with building regs compliant barriers. • If a visitor has a mobility issue this should be flagged to the event organiser prior to a school

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		<p>also potential issues of accessibility e.g. wheelchair access/fire escapes/existence of induction loops.</p> <ul style="list-style-type: none"> • Capacity – overcrowding and entrapment 	<p>group attending. Personal emergency egress evacuation plans (PEEPS) arranged where visitors have notified the event organiser of a disability in advance and the activities that they intend to take part in. Attendees are then given copies of PEEPS and any relevant members of staff are informed.</p> <ul style="list-style-type: none"> • 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)
9.	Fire (or other cause for evacuation)	<p>Attendees, university staff (including student ambassadors) and teachers.</p> <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 	<ul style="list-style-type: none"> • Event staff to be aware of evacuation procedures from all rooms/buildings used for an activity, and be aware of the fire assembly points • Event Lead to give health and safety briefing to Student Ambassadors and event attendees, 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. Teachers who are accompanying all students will maintain registration lists and check-off names in the event of an evacuation. • 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.

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		<ul style="list-style-type: none"> Burns, fractures and fatalities 	<ul style="list-style-type: none"> 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. All staff are trained in healthy and safety, including fire prevention.
10.	Threat of attack	<p>Attendees, university staff (including student ambassadors) and teachers.</p> <ul style="list-style-type: none"> Bomb threat, firearms or weapons attack on campus risking colleagues and guests There is a low possibility of a bomb threat or Firearms use occurring during on campus visits. Lack of Policy and procedures and the understanding of them 	<ul style="list-style-type: none"> Event Leads to familiarise themselves with the University Policy and Guidelines on Receipt of Bomb Threats, available online here: https://www.ncl.ac.uk/schools/about-outreach-services/health-and-safety/ 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.
11.	Travel and transport	<p>Attendees.</p> <p>Travel around campus</p> <ul style="list-style-type: none"> Visitors may go into prohibited areas or 	<ul style="list-style-type: none"> Event Leaders and teachers will be in attendance at each event. There will be appropriate supervision of pupils when moving around campus (maximum 10:1 staff to student ratio). Security are available for assistance 24/7 via 0191 208 6666 School group leader to check-in with event lead at the start of the day.

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		<p>areas which are a traffic thoroughfare.</p> <ul style="list-style-type: none"> • 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"> • School leaders to carry registers of attendees and be responsible for ensuring all students are present throughout the day. Register will include the ability to contact the attendees (eg via mobile phone). • School group leader to check-out with event lead at the end of the day • Student helpers will be based at key arrival points to direct the participants to the correct event space. Where student helpers are not available to support, event lead to notify school leaders.
12.	Safeguarding Staff and Pupils (Participants are under-18)	<p>Attendees, university staff (including student ambassadors) and teachers.</p> <ul style="list-style-type: none"> • Participants under 18 may disclose something • Risk of 1:1 contact with staff and students 	<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. Policy available online: <ul style="list-style-type: none"> ○ https://www.ncl.ac.uk/schools/about-outreach-services/health-and-safety/ • All staff/student helpers will have undertaken child protection training • 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.
13.			

Additional Controls (is there anything you need to plan for?)	Who	Target Date	Completion Date
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	[Insert Name]	Click or tap to enter a date.	Click or tap to enter a date.
Emergency procedures			
<ol style="list-style-type: none"> 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)

Jack Chamberlain – Student Recruitment Manager, 15/08/2023