GENERAL RISK ASSESSMENT FORM

Visits away from UWE campus – Future Quest Team

Ref: Visits Away from Campus_01

Describe the activity being assessed:	**Assessed by:**	**Endorsed by:**
Visits away from UWE campus by UWE staff and students (Student Ambassadors and volunteers) to host schools and colleges located within the UK – the vast majority of visits will take place in Bristol, South Gloucestershire and Bath / North East Somerset. Purpose of visits will include holding face-to-face workshops, assemblies, training sessions with host staff and children / students, as well as and attending careers/HE fairs. Work activities relating to workshop activities where significant additional risk is identified will have individual risk assessments in place (e.g. subject-linked workshops). These will be available on request.	Future Quest and Widening Access Team	Stacey Giles, Head of Widening Access and Collaborative Outreach Projects
Who might be harmed: UWE staff and students, host staff and student, members of the public **How many exposed to risk:** 2-250	**Date of Assessment:** August 2025	**Review date:** August 2026

RISKS AND CONTROL MEASURES

Hazards Identified ***(state the potential harm)***	**Existing Control Measures**	**S**	**L**	**Risk Level**	**Additional Control Measures**	**S**	**L**	**Risk Level**	**By whom and by when**	**Date completed**
Moving resources to required locations, set up and pack down presents risks to staff and Student Ambassadors and volunteers of injuries such as strains, slips, trips, and falls.	• Appropriate equipment such as trolleys is used to transport heavy/bulky resources. • All staff undertake manual handling training in line with UWE policy and are referred to UWE manual handling risk assessment. • Student Ambassadors are provided with training to set up and dismantle displays, banner stands, tables and promotional materials.	2	2	4		2	2	4	FQ team to review staff training needs. Staff members responsible for keeping mandatory training up to date.	All control measures completed in advance of UWE visiting a host and thereafter when on location.

	Staff, ambassadors and volunteers should ensure all equipment for the event is not obstructing any fire exits/ escape routes, loose cables are made safe. • Annual review of staff and SA training.								Student Ambassador scheme to review student ambassador training.	
Safeguarding	• Safeguarding information is provided to all those in roles with contact with young/vulnerable individuals. • Enhanced DBS is provided for those staff working with these groups. DBS certificates are renewed every 3 years for UWE staff members. • Where appropriate Student Ambassadors/ volunteers will work under the supervision of DBS cleared UWE/school/college staff. • All staff / students / volunteers to carry UWE ID • Student Ambassadors and volunteers will not necessarily be DBS checked but are informed of appropriate conduct whilst in school environment. • SA's and volunteers who do not have a DBS will not be left with young people unsupervised. • The school children remain the responsibility of the school during a WACOP visit. • Minimum of 1 school representative present at all times. With a larger group such as assemblies, a suggested ratio is at least 1:50. • All WACOP representatives attending host schools follow policy and practice as advised by staff at host school on arrival.	2	1	2	• Risk assessments available. • Safeguarding information available • Check with school that the teacher is staying in the classroom at the start of the session.	2	1	2	FQ team to review staff training needs. FQ team member coordinating activity and FQ team member facilitating activity to ensure SA's and volunteers are provided with safeguarding info. HR will contact to let team member know if DBS due to expire – these need to be renewed every 3 years. FQ team member to follow up and carry out instructions to renew DBS if needed.	All control measures completed in advance of UWE visiting a host and thereafter when on location.

SEND needs	• FQ team to request SEND information from schools during confirmation of the booking. • School/College contacts to send any particular requirements one week ahead of the activity so that adjustments can be made.	3	2	4	• Staff to create materials and resources that are accessible, with a variety of methods used during activities to cater for needs.	2	1	4		
Photography during events - risk of images being captured without appropriate consent - may cause confrontational situation (includes under 18s risk of data breach)	• Consent to be obtained for photography. • Consent to be sought from those with parental responsibility or school as appropriate. • Children without photo consent will be identified to the photographer • Children and young people are informed if photographs will be taken. They can say on the day if they do not want photos taken – even if parents / school have given prior consent. • Data collected on paper forms is stored securely. Once recorded in attendance data, destroyed in confidential waste.	1	1	1	• UWE staff to only use UWE cameras or work phones to take photos. Where this isn't possible due to quality issues, staff able to use own camera with a UWE photocard which is downloaded as soon as possible to the UWE systems and held securely. Photos deleted immediately from device/ card. • Remind Student Ambassadors and Volunteers not to take photos of children and young people on their devices.	1	1	1	FQ team member coordinating activity and FQ team member facilitating activity	Control measures completed prior to scheduled visits and during time of scheduled visits
Accident when travelling to or from a non-UWE Bristol campus location	• Staff and students aware that business insurance is required if driving to an event. Use alternative travel arrangements if not in place. • Staff can use their own vehicles if appropriate insurance is in place or UWE pool cars if preferred • If using own cars, staff are responsible for obtaining an MOT and appropriate maintenance on their vehicles • Staff member checks Student Ambassadors or volunteers arrive and follows up any no shows. • Staff and student ambassadors are provided with an emergency contact number. • Event specific information (including location/directions) given to Student Ambassadors in face-to-face briefing and/or email confirmation prior to the event	3	2	6	• Staff / ambassadors / volunteers check routes before travelling to avoid accidents / red spots.	3	1	3	FQ team member coordinating activity and WACOP team member facilitating activity	All control measures completed in advance of UWE visiting a host and thereafter when on location.
Food allergies	• Schools to advise FQ is provided snacks can be consumed by students. • Medical procedure to be followed if allergic reaction occurs	2	1	6	•	2	1	4	FQ team member	Control measures completed prior to scheduled visits and during time of scheduled visits

Risk to personal safety due to extreme weather events (extreme heat, flooding, snow)	• Staff follow any guidance from UWE around campus closures or actions to take such as how to look after yourself in extreme heat • Staff consider travel arrangements and appropriateness of these i.e. consider use of taxis in extreme heat for transport from Student Ambassadors / volunteers as alternative to bus	2	2	4	• Staff in consultation with managers and UWE decide if an event needs to be cancelled i.e. in flooding, dangerous driving conditions	2	2	4	UWE to provide guidance in extreme weather – will be provided on intranet. FQ team member coordinating activity and FQ team member facilitating activity to follow guidance, consider appropriate transport.	All control measures completed in advance of UWE visiting a host and thereafter when on location.

RISK MATRIX: (To generate the risk level).

Very likely 5	**5**	**10**	**15**	**20**	**25**
Likely 4	**4**	**8**	**12**	**16**	**20**
Possible 3	**3**	**6**	**9**	**12**	**15**
Unlikely 2	**2**	**4**	**6**	**8**	**10**
Extremely unlikely 1	**1**	**2**	**3**	**4**	**5**
Likelihood (L) ↑ / Severity (S) →	**Minor injury – No first aid treatment required 1**	**Minor injury – Requires First Aid Treatment 2**	**Injury - requires GP treatment or Hospital attendance 3**	**Major Injury 4**	**Fatality 5**

ACTION LEVEL: (To identify what action needs to be taken).

POINTS:	RISK LEVEL:	ACTION:

1 – 2	NEGLIGIBLE	No further action is necessary.
3 – 5	TOLERABLE	Where possible, reduce the risk further
6 - 12	MODERATE	Additional control measures are required
15 – 16	HIGH	Immediate action is necessary
20 - 25	INTOLERABLE	Stop the activity/ do not start the activity