

GENERAL RISK ASSESSMENT FORM

Visits away from UWE campus – Future Quest team

Ref: Visits Away from
Campus_01

<p>Describe the activity being assessed: 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 Future Quest 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.</p> <p>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.</p>	<p>Assessed by: Future Quest Primary, Secondary and College Delivery Teams including: Laura Davies – Future Quest Project Manager Sarah Gettings – Future Quest Coordinator Svenja Keese- Future Quest Coordinator Chloe Pearce – Graduate Intern Mary Zlobec-Short - Future Quest Coordinator</p>	<p>Endorsed by: Laura Davies</p>
<p>Who might be harmed: UWE staff and students, host staff and student, members of the public</p> <p>How many exposed to risk: 5-250</p>	<p>Date of Assessment: March 2024</p>	<p>Review date: August 2024</p>

RISKS AND CONTROL MEASURES

Hazards Identified <i>(state the potential harm)</i>	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.	<ul style="list-style-type: none"> 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. 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. 	2	2	4		2	2	4	Future Quest team to review staff training needs. Student Ambassador scheme to review student ambassador training.	All control measures completed in advance of UWE visiting a host and thereafter when on location.
Safeguarding	<ul style="list-style-type: none"> Safeguarding information is provided to all those in roles with contact with young/vulnerable individuals. 	2	1	2	<ul style="list-style-type: none"> Share Risk Assessments on website for schools to access 	2	1	2	Future Quest team to review	All control measures completed

	<ul style="list-style-type: none"> Enhanced DBS is provided for those staff working with these groups. 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. The school children remain the responsibility of the school during a Future Quest visit. Minimum of 1 school representative present at all times. All Future Quest representatives attending host schools follow policy and practice as advised by staff at host school on arrival. 				<ul style="list-style-type: none"> Safeguarding information available on FQ website here Check with school that the teacher is staying in the classroom at the start of the session 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. All photo consents in place before photos taken. 				<p>staff training needs.</p> <p>DBS arranged through HR</p>	<p>in advance of UWE visiting a host and thereafter when on location.</p>
Accident when travelling to or from a non-UWE Bristol campus location	<ul style="list-style-type: none"> Staff and students aware that business insurance is required if driving to an event. Use alternative travel arrangements if not in place. Staff are able to use their own vehicles if insurances 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 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	<ul style="list-style-type: none"> Staff / ambassadors / volunteers check routes before travelling to avoid accidents / red spots 	3	1	3	Coordinator arranging event	All control measures completed in advance of UWE visiting a host and thereafter when on location.
Risk to personal safety due to extreme weather events (extreme heat, flooding, snow)	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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		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
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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