

GENERAL RISK ASSESSMENT FORM

Visits to UWE campuses – Future Quest team

Ref:
Visitors to Campus_01

<p>Describe the activity being assessed: All FQ activities where visitors (school and college students/staff) are on UWE campuses.</p> <p>This includes campus visits and campus tours which include small groups being escorted around campus by members of UWE staff/Student Ambassadors. Ages of visitors can vary from Primary aged children to mature students. Campus tours will last approximately 45 – 90 mins (Secondary and Post 16) and 45-60 minutes (Primary) – specific routes and locations visited can be provided on request. Visits may include meeting with UWE staff members on request. All visits to Campus to be administered through a booking system.</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).</p>	<p>Assessed by:</p> <ul style="list-style-type: none"> • Future Quest Secondary and College Delivery Teams including: Laura Davies – Future Quest Project Manager Sarah Gettings – Future Quest Coordinator Svenja Keese- Future Quest Coordinator Mary Zlobec-Short - Future Quest Coordinator Becky Baxter – Future Quest Coordinator Stacey Giles – Head of Widening Access and Collaborative Projects Jenny Street – Future Quest Project Manager Eve Miller – Future Quest Evaluation Manager 	<p>Endorsed by:</p> <p>Sarah Gettings – Future Quest Coordinator Svenja Keese- Future Quest Coordinator Mary Zlobec-Short - Future Quest Coordinator Becky Baxter – Future Quest Coordinator</p>
<p>Who might be harmed: UWE staff and students, visiting school/college staff and students</p> <p>How many exposed to risk: 10-200</p>	<p>Date of Assessment: July 2024</p>	<p>Review date: July 2025</p>

RISKS AND CONTROL MEASURES										
Hazards Identified	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 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. • Student Ambassadors are provided with training to set up and dismantle displays, banner stands, tables and promotional materials. • Staff and ambassadors should ensure all equipment for the event is not obstructing any fire exits/ escape routes, loose cables are made safe. • Following event set up, a walk-around / inspection takes place to ensure no obstructions in place. Depending on the 	2	2	4	Actively informing student visitors about stands and objects. FQ to be aware of student safety around banners, signs and displays.	2	2	4	FQ team managers to review staff training needs. FQ team members to keep up to date with mandatory training. Student Ambassador scheme to	Control measures completed prior to scheduled visits and during time of scheduled visits.

	<p>nature of the event, this may be repeated throughout the day.</p> <ul style="list-style-type: none"> Annual review of staff and SA training. When using new or different spaces ensure all staff and SA are aware of emergency escape routes and exits to ensure they are not obstructed. Ensure staff aware of the porter service which can be booked to move large quantities / heavy / bulk items around campus. 								review student ambassador training.	
Vehicles and construction traffic on campus could lead to accidents	<ul style="list-style-type: none"> Speed restrictions in place on campus. Avoid pathways adjacent to construction sites For events with young people and vulnerable adults, visitors are accompanied by Student Ambassadors on tours and lunch breaks. SA's are not always DBS checked but will not be left alone with any groups if they are not DBS checked. Any primary aged children will be accompanied by their teachers or school staff UWE staff and ambassadors to be aware of use of pavements and recommended crossing sites. UWE staff and ambassadors to be aware of general traffic and public risk such as animal excrement, particularly with young students. 	4	1	4	<ul style="list-style-type: none"> Visiting school/college students and school staff are briefed as part of the induction. 	4	1	4	FQ team member when briefing SA's and Staff	Control measures completed prior to scheduled visits and during time of scheduled visits
Embarking / Disembarking from transport (visitor buses, coaches arrival and departure)	<ul style="list-style-type: none"> All schools are provided with a mobile number to ring in case of getting lost / late arrival and for use during the day if needed - 07884182946 Pre-arrival joining information for schools and colleges contains full details of where to park, travel advice. Liability remains with visitors prior to disembarking from coach or minibus. Safe pick up and drop off points identified. For large scale events members of transport staff manage flow of buses and coaches. Student Ambassadors or UWE staff members meet staff and students embarking from buses and accompany them to base room. Student Ambassadors or UWE members of staff accompany students and staff back to buses. 	2	2	4	<ul style="list-style-type: none"> Primary schools requested to bring and wear high vis vests during movements around campus - where this option is not available for the school, alternative agreed such school approved identification method (wrist bands / temp tattoos / badges), For pre-16 and post, Future Quest will provide individual lanyards for all visiting students. The lanyards provided to visiting teachers and staff will contain emergency contact information. 	2	1	2	FQ team member coordinating visit and FQ team member facilitating visit	Control measures completed prior to scheduled visits and during time of scheduled visits
Students / visitors getting lost on campus	<ul style="list-style-type: none"> All schools are provided with a mobile number to ring in case of getting lost / late arrival and for use during the day if needed - 07884182946 Provide all visitors with pre-visit information including arrival instructions, parking arrangements and pre-determined meeting points. Provide campus information, maps and programme details. 	1	3	3	<ul style="list-style-type: none"> Security can be contacted to locate missing students. Student Ambassadors/UWE staff accompany groups around campus during the day. For large group visits (51-200 students) security, the SU, InfoPoint and grounds team will be contacted with details of the visit. This 	1	2	2	FQ team member coordinating visit and FQ team member facilitating visit	Control measures completed prior to scheduled visits and during time of

	<ul style="list-style-type: none"> Emergency contact details provided for staff and student ambassadors at events. For pre-16 and post, Future Quest will provide individual lanyards for all visiting students and staff. The staff lanyard will contain emergency contact information. Student Ambassadors are clearly identified and able to direct visitors around the campus. Visitors provided with briefing at start of day. Primary aged children always remain under the supervision of their teachers and follow directions from UWE staff 				<ul style="list-style-type: none"> will include the location of the base room, contact details for the relevant FQ staff on the day. Primary schools requested to bring and wear high vis vests during movements around campus - where this option is not available for the school, alternative agreed such school approved identification method (wrist bands / temp tattoos / badges), 					scheduled visits
Photography during events - risk of images being captured without appropriate consent - may cause confrontational situation (includes under 18s risk of data breach)	<ul style="list-style-type: none"> 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 Visiting 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. Young people, particularly in the older age groups may want to take photos of buildings and friends while on campus. FQ to check with school if they happy with this happening. Remind young people to check friends happy to be in photos and to try not get people in the background. Filming by YP is not permitted. 	1	1	1	<ul style="list-style-type: none"> 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 visit and FQ team member facilitating visit	Control measures completed prior to scheduled visits and during time of scheduled visits
Medical emergencies	<ul style="list-style-type: none"> Ensure staff and Student Ambassadors are briefed prior to event on medical emergency procedures they need to follow. Red emergency phones located across campus which go straight to operations and security control room. Using internal phones all staff or Student Ambassadors can call 9999 or using an external line call 0117 3289999 A Student Ambassador making the call should inform a member of UWE staff straight away. Accident/near miss reports to be completed as appropriate. Brief visitors at start of day how to access First Aider support. Ask in advance for staff or students medical requirements 	2	2	4	<ul style="list-style-type: none"> For large group visits (51-200 students) security, the SU, InfoPoint and grounds team will be contacted with details of the visit. This will include the location of the base room, contact details for the relevant FQ staff on the day. The school to provide relevant medical information regarding students if required. 	2	2	4	FQ team member coordinating visit and FQ team member facilitating visit	Control measures completed prior to scheduled visits and during time of scheduled visits
Accessing high risk areas	<ul style="list-style-type: none"> For any activity undertaken in a high-risk area there will be a specific risk assessment to accompany that activity. This may be held locally by the host department and is available on request. 	3	1	3	<ul style="list-style-type: none"> Confirmation risk assessments have been completed and are current. 	2	1	2	FQ team member coordinating visit and FQ	Control measures completed prior to scheduled

	<ul style="list-style-type: none"> Staff and Student Ambassadors trained to deliver laboratory and skills activities. Visitors always accompanied by experienced staff and Student Ambassadors whilst in laboratory/ skills areas. 								team member facilitating visit	visits and during time of scheduled visits
Major incident	<ul style="list-style-type: none"> UWE Staff / Student Ambassadors / Volunteers follow any direction from UWE Security Children and young people always remain under the supervision of their teachers and follow directions from UWE staff Staff requested to download 'Callmy' App to phones in order to follow central directions in major incident 	5	1	5		5	1	5	FQ team member facilitating visit	Control measures completed prior to scheduled visits and during time of scheduled visits
Safeguarding	<ul style="list-style-type: none"> 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. In the event of a primary aged child needing to use the bathroom, a teacher or staff from the school will accompany them Schools are requested to bring at least 1 member of staff per 20 students to ensure student safety whilst on campus. 	2	1	2	<ul style="list-style-type: none"> Safeguarding information available on FQ website here 	2	1	2	<p>FQ team member coordinating visit and FQ team member facilitating visit to ensure SA's and volunteers are provided with safeguarding info.</p> <p>HR will contact to let team member know if DBS due to expire – these need to be renewed every 3 years.</p> <p>FQ team member to follow up and carry out instructions to renew DBS if needed.</p>	Control measures completed prior to scheduled visits and during time of scheduled visits

Licensed products being consumed by under 18s	<ul style="list-style-type: none"> All catering outlets advised of specific under-age events and where there is uncertainty, ID to be sought. Alcohol does not form any part of a school or college visit to UWE campus. 	2	1	2		2	1	2	FQ Team member coordinating visit	Control measures completed prior to scheduled visits and during time of scheduled visits
Prevent Strategy – risk of radicalisation	<ul style="list-style-type: none"> All staff are aware of UWE’s duty to safeguard those vulnerable to radicalisation and report concerns. This forms part of mandatory training module for staff. 	2	1	2	<ul style="list-style-type: none"> Remind staff of where to locate information and guidance about reporting prevent concerns. This follows the same process as the Future Quest safeguarding process. 	2	1	2	FQ team members are responsible for keeping mandatory training up to date.	Ongoing
Risk to personal safety due to extreme weather events (extreme heat, flooding)	<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 	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. 	2	2	4	FQ team member coordinating visit and FQ team member facilitating visit	Control measures completed prior to scheduled visits and during time of scheduled visits

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