Teesside University

**Risk Assessment Record**

**As required by the Health and Safety at Work Regulations 1999**

**Task/Activity:** General - On campus school visit **Department:** Student Recruitment & Marketing

 **Date:** 02/02/2023 **Assessment carried out by:** Dan Iceton

**Who is at Risk?** Staff / students / visitors

|  |  |
| --- | --- |
| **Overall pre-control risk rating** | 0 x I / 0 x H / 6 x M / 4 x L / 0 x T = Medium |
| **Overall post-control risk rating** | 0 x I / 0 x H / 0 x M / 8 x L / 2 x T = Low |

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| --- | --- | --- | --- |
| HAZARD | **RISK** | CONTROL MEASURES |  |
| **Identified Hazards** | **Probability.****VL.L. M. H.** | **X** | **Hazard Effect****L. M. H.** | **=** | **Risk Rating****T. L. M. H. I.** | **Actions Taken to Reduce Risk** | **Residual Risk****T. L. M. H. I.** |
| Visitors on campus – getting lost | M |  | L |  | L | Minimum staff:student ratios will be observed throughout the event including during campus tours. Event staff to be briefed and supervise pupils.Staff accompanying pupils onto campus will be provided with clear directions for arrival.On arrival and departure from Teesside University, school staff will check registers/numbers to ensure all students are in attendance.Any tour groups will be met by SRM staff/student ambassadors and escorted around campus. Staff accompanying students will be briefed on what to do in the case of emergencies or if they get lost and provided with an event contact phone number and directions to a meeting point. Signage will be used within buildings to support staff and all visitors to find the event locations.Reception staff at the meeting point will be provided with details of the event and an event organiser details. | T |
| Movement around campus: trips; falls | M |  | M |  | M | Campus regularly maintained and structural tripping hazards addressed. If wintry conditions, where appropriate, main throughfare areas are gritted.  | **L** |
| Injuries sustained from or during activity e.g. trips/falls, accidental injuries sustained while using equipment. | M |  | M |  | M | Activities will be led by an expert familiar with the content and any equipment used. Where equipment poses potential additional hazards (eg. hydrotherapy pool, climbing wall, flight simulator, use of flash photography etc.) the academic School will be required to provide an additional activity-specific risk assessment, to be shared with the event organiser. Instructions are provided to students regarding safe conduct as relevant, including the correct and safe use of equipment if appropriate.Pupils are supervised and advised on their behaviour where required.Staff:student ratios are adequate throughout campus tour and activities. Good housekeeping and university policies on health and safety procedures and staff training will be observed. | L |
| Distress caused or risk of radicalisation by activity content  | M |  | L |  | L | Young people on the programme will not be given any material that is unsuitable for their age group or maturity. All presenters will be briefed on student demographic and use of age-appropriate content. External speaker form to be completed where appropriate and approval sought as per university policy. | L |
| Overcrowding in rooms/event areas | M |  | L |  | L | Event organiser and session leaders to be aware of the safe capacity of any room/area, book spaces accordingly and ensure this capacity is not exceeded. | T |
| Improper conduct or allegations of the same | L |  | H |  | M | All SRM staff/student ambassadors work regularly with young people and are recruited following safer recruitment processes. All SRM staff/student ambassadors to have received safeguarding training and be aware of Teesside University’s safeguarding policy and procedures. All SRM staff/student ambassadors assigned to the event will hold enhanced DBS certificates. Visiting students are supervised at all times and staff briefed on expected standards of behaviour and action to take where this is not observed.Any other staff (for example, building staff, lecturers, catering staff) will not be left alone with visitors.Designated Safeguarding Officer (DSO) will be assigned to the event and have oversight of event plans. | L |
| Defective electrical equipment | M |  | M |  | M | All equipment used on day should be PAT tested and any extension cables should not be overloaded. Any cables to be secured with appropriate tape or covered with mat to avoid trip hazard | L |
| Refreshments – food poisoning or adverse reactions | L |  | M |  | L | Refreshments, if required, will be available across the campus and served in accordance with University guidelines regarding food hygiene.Catering will follow University guidelines on food preparation/selling to customers. All allergens will be prominently identified on products and alternative arrangements will be made for visitors who identify a dietary requirement. | L |
| Major incident leading to risk of injury, emotional trauma or death e.g. terrorist attack | L |  | H |  | M | Event staff/student ambassadors to be briefed on the process to follow in the case of a major incident e.g. terrorist attack so that they can place themselves in safety and pass on the information to visitors in their group. The event organiser will inform staff and participants to ‘Run, hide, tell’ in the event of a terrorist attack. Event organiser will inform the relevant institutions’ emergency security contact and/or call emergency services as appropriate. | L |
| Fire leading to risk of injury or death | L |  | H |  | M | Event staff to familiarise themselves with evacuation procedures for rooms/buildings in use at the event. Any visitors/students/staff with individual requirements will be highlighted to event leads in advance. Fire alarm systems are checked on a regular basis in line with existing Teesside schedules. Only electronic equipment that has been PAT tested will be used for the event, in line with the institution’s health and safety policies.Good housekeeping and university policies on fire safety procedures and staff training will be observed. | L |
| FURTHER CONTROLS: |
| **Probability Key:**Very Low = So unlikely that probability is close to zeroLow = Unlikely but conceivableMedium = Could occur several timesHigh = Occurs repeatedly and could be expected | Hazard Effect KeyLow = Superficial wounds or temporary ill healthMedium = More serious wounds and ill health leading to permanent minor disabilityHigh = Fatality, life threatening wounds and life shortening diseases, Reportable Accidents. | **Key:** VL x L = T VL x M = T VL x H = LL x L = TL x M = L L x H = MM x L = LM x M = MM x H = HH x L = MH x M = HH x H = I | Residual RiskTrivial & Low = Acceptable Risk LevelMedium, High & Intolerable Risk Level = Additionalactions required such as implementing Control Measures to reduce risk |
| At the time of producing this assessment, as far as I can reasonably foresee, the risks involved with this activity have been reduced as far as reasonably practicable.**Name:** Dan Iceton **Position:** Recruitment Officer**Date:**  03/02/2023 **Signature:** **Reviewed by: Gary Crawley and Amy Newton Position: Student Recruitment and Outreach Manager****Signature:**  **Date:3/2/2023** | Review date:03/02/2024 |