

<b>Task/Activity/Environment:</b> School/College Visit Days		<b>Location:</b> Peel park, Frederick road and MediaCity campus		<b>Date of Assessment:</b> November 2021	
<b>Identify Hazards which could cause harm:</b>		<b>Identify risks = what could go wrong if hazards cause harm:</b>			
<b>No.</b>	<b>Hazard</b>	<b>No.</b>	<b>Risk</b>		
1	Observing Classroom/lab based activities	1	Contact with equipment or chemicals in the area, or being used in experiments/demonstrations		
2	Moving around campus and to accommodation sites	2	Possibility of trips, slips and falls while moving around campus		
3	Feeling unwell or having an accident and needing assistance	3	Becoming ill or injured during the visit and not knowing how to summon assistance, could result in delayed response or worsening of condition etc.		
4	Contact with Machinery/construction activities	4	Contact with plant moving around campus or building sites could result in severe injury		
5	Fire in a building	5	Fire occurring in a building and visitors not knowing action to take or how to escape, resulting in becoming trapped		
6	Pupils getting lost, separated from their group or encountering strangers whilst walking around campus	6	Pupils could be hurt, injured or distressed		
7	Equipment in lecture room/workshop	7	Tripping over trailing wires, tables and chairs ; injury by mishandling equipment and machinery in workshops		
8	Food allergies and special dietary requirements	8	Allergic reactions, distress, serious illness		
9	Confrontations between pupils, UoS staff or students	9	Verbal and/or Physical abuse resulting in injury to person(s) or damage to room, equipment etc or personal distress.		
10	Lack of awareness/inexperience of young people	10	Students may not know how to use equipment or be aware of the potential dangers of an activity or action.		
11	Mental and physical maturity of students	11	Pupils could be hurt, injured or distressed through their or another students actions. This could be through a keenness to impress or desire to show off resulting in attempting tasks beyond their mental or physical capability		
<b>List groups of people who could be affected:</b> Visitors – pupils and teachers/careers advisors Staff Student Ambassadors Student helpers				<b>What numbers of people are involved?</b> Maximum 200 visitors	
<b>What risk controls are in place to reduce risks?</b>				<b>Risk level with risk controls</b>	
<b>No.</b>	<b>Risk Control</b>				
1	For taster sessions in academic departments a briefing and any local instructions will be provided to the observers by the academic in charge.  University qualified first aid staff will be on site to provide first aid if necessary. All staff know how to contact first aiders and student ambassadors are fully briefed.			<b>Acceptable</b>	
2	Routes around campus are well signed and maintained in good condition.  University qualified first aid staff will be on site to provide first aid if necessary. All staff know how to contact first aiders and student ambassadors are fully briefed.			<b>Adequate</b>	
3	Visitors will be informed to contact a student ambassador or member of staff if they require assistance or feel unwell.  Signs are posted in buildings advising of the number to ring if first aid is required.  University qualified first aid staff will be on site to provide first aid if necessary. All staff know how to contact first aiders, volunteers have been briefed and visitors will be accompanied at all times.			<b>Acceptable</b>	
4	Plant moving around site is minimal and controlled by banksmen at all times. There is no access to the constructions sites and they are enclosed by solid fencing and warnings are up at all gates to advise that no unauthorised people should be entering			<b>Acceptable</b>	

5	Fire evacuation plans are in place in all buildings. The student ambassadors will be fully briefed in the procedures and will be on hand to assist an evacuation. The academic in charge of any demonstrations or activities will also know the evacuation procedure and take charge of the group (as detailed in the Emergency Management COP)	Adequate
6	Pupils to be accompanied at all times and staff/ambassadors introduced at the start of the day/session	Acceptable
7	Activities to not include physical activity or operation of machinery. If subject activity involves experiments or use of equipment, host subject area to provide additional risk assessment for the activity	Adequate
8	Schools to disclose food allergies and dietary requirements in advance. Catering services informed of any food allergies and dietary requirements. Food to be purchased via catering services unless otherwise stated	Acceptable
9	Teachers from accompanying school to be present in all activities. Teachers are responsible for controlling and disciplining students. UoS staff and student ambassadors not to be left alone with pupils	Acceptable
10	Students are to be given an introduction to any activities that are undertaken, this includes setting expectations, listing the potential risk of activities and include how to report a accident or hazard. Students should be made aware of the "no blame culture" in respect to accident reporting at the university. If subject activity involves experiments or use of equipment, host subject area to provide additional risk assessment for the activity	Adequate
11	Expectations around behaviour should be set during the induction. Students should be supervised during activities to minimise the risk of students messing around.	Adequate
<b>What additional actions are required to ensure risk controls are implemented/effective or to reduce the risk further?</b> <b>No.</b>		<b>Risk level with additional risk controls</b>
1	Demonstration/lab activity risk assessments to be obtained beforehand and assistance sought from HS&W, if required, to ensure they are comprehensive enough to control local risks.	Acceptable
<b>Is health surveillance required?</b>  <b>NO</b>		<b>If YES, please detail:</b>
<b>Who will be responsible for implementing risk controls:</b> Event organisers, typically a member of the Outreach & Widening Participation Team		<b>By When:</b> Day of event

Completed by:

Carl Gleeson  
Outreach Team Leader

Date: 16/11/2021

Record of annual review  
conducted by:

Hannah Hudson

Date: 06/04/2023

Risk Rating:

<b>Very likely</b>	Adequate	Tolerable	Tolerable	Unacceptable	Unacceptable
<b>Likely</b>	Acceptable	Adequate	Tolerable	Tolerable	Unacceptable
<b>Fairly likely</b>	Acceptable	Adequate	Adequate	Tolerable	Tolerable
<b>Unlikely</b>	Acceptable	Acceptable	Adequate	Adequate	Tolerable
<b>Very unlikely</b>	Acceptable	Acceptable	Acceptable	Acceptable	Adequate
<b>Risk rating</b>	<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Catastrophic</b>

Action following risk rating:

<b>Unacceptable</b> = Stop activity and make immediate improvements/seek further advice
<b>Tolerable</b> = look to improve within specified timescale
<b>Adequate</b> = Look to improve at next review
<b>Acceptable</b> = No further action, but ensure controls are maintained

Guide to using the risk rating table:

Consequences	Likelihood
<b>Insignificant</b> – no injury	<b>Very unlikely</b> – 1 in a million chance of it happening
<b>Minor</b> – minor injuries	<b>Unlikely</b> – 1 in 100,000 chance of it happening
<b>Moderate</b> – up to three days absence	<b>Fairly likely</b> – 1 in 10,000 chance of it happening
<b>Major</b> – more than three days absence	<b>Likely</b> – 1 in 1,000 chance of it happening
<b>Catastrophic</b> – death or disabling	<b>Very likely</b> – 1 in 100 chance of it happening