

Risk Assessment for Recruitment and WP Residential Summer School



Assessment Ref No: WP/02/2025 v1	Assessed By: Sam Wade/Ivan Hay	Validated By: Peter Riley	Date of Assessment: June 2025	Review Date: July 2026
Location: Various campus buildings		Activity: Widening Participation summer school on campus 21 July to 23 July 2025. Activity is for 40 Year 10 (Age 14-15) learners from the Greater Manchester area		
Overall Assessment of the Risk of Injury or Ill Health after Control Measures have been Implemented:			<input type="checkbox"/> LOW <input checked="" type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH	
Other Risk Assessments Related to this Activity: risk assessment for: residential groups; external venue; product design and engineering, chemistry, biology taster sessions; and transport, individually assessed where applicable				

Overall assessment of the risk of harm or ill health after control measures have been implemented: <i>(Tick the highest risk indicated in the Risk column below)</i>	<input type="checkbox"/>	1 - 3
	<input checked="" type="checkbox"/>	4 - 6
	<input type="checkbox"/>	8 - 12
	<input type="checkbox"/>	15 - 25

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risk?	Likelihood (L)	Impact (I)	Risk rating (LxI)	Is any further action needed?
Slip, trip, fall hazards (i.e. poor housekeeping, spillages, damaged or uneven flooring, trailing cables)	Staff and visitors: Impact injuries from slips, trips, falls	<ul style="list-style-type: none"> Good general housekeeping Spills cleaned up All areas well lit, including stairs No trailing cables or leads Staff keep work area clear e.g. no boxes left in walkways, deliveries stored immediately Damage to floor coverings reported promptly to helpdesk or reception Annual workplace health and safety inspection Any spillages to be reported to reception 	3	2	6	<ul style="list-style-type: none"> This RA pertains to external parties visiting campus to take part in an event at the University, either individually or as a school or college group The external parties will be escorted around the campus . Agreed adult-child

						ratios will be maintained with one adult at both the front and the rear of the group when moving between buildings
Child Protection	Children under the age of 18 on campus	<ul style="list-style-type: none"> The University has a Safeguarding policy in place and all staff and Ambassadors have received information on the policy Event lead or other designated safeguarding lead to be immediately notified of any incidents or concerns and to action in accordance with safeguarding policy Staff and Ambassadors can access wellbeing resources and support via the University; visitors will be signposted to appropriate services (e.g. their school) We will maintain an appropriate supervision ratio: for children aged 13-18, our standard supervision ratio is 1 adult to 10 children (with adults comprising student ambassadors, university staff and school staff). 	2	3	6	<ul style="list-style-type: none"> Student ambassadors working on the event will complete a session on Safeguarding as part of their training before the event. This training has been approved by one of the University's safeguarding leads. Staff, who have completed safeguarding training, will also be reminded of policies related to that in the training. All supervising staff and students have completed an enhanced DBS check.
Risk of radicalisation or exposure to extremist views	Visitors may share or come across extremist views during a visit	<ul style="list-style-type: none"> The University has in place a Prevent policy in recognition of the risk of radicalisation and the challenges posed by violent extremism All staff and Student Ambassadors have received Prevent training and information on our obligations under Prevent is also included in Student Ambassador training 	1	3	3	

		<ul style="list-style-type: none"> Any incidents or comments made which raise concerns will be reported to the supervising member of staff who will escalate it within the University in accordance with the Prevent policy 				
Terrorism, protest	Staff and visitors may get caught in a terrorist incident while on campus	<ul style="list-style-type: none"> The University has emergency evacuation procedures in place for all buildings, and staff and student ambassadors are trained on evacuation procedures In the event of an incident occurring, the supervising staff will immediately contact security who will advise on the appropriate action Manchester Metropolitan University utilises a centralised Incident Response and Crisis Management approach, which encompasses a pool of resources and skilled personnel. The University has an approved 'Incident Response and Crisis Management Plan' which will be followed in such emergencies 	1	4	4	
Manual handling: Carrying, lifting, pushing, pulling etc.	Staff and visitors: Musculoskeletal injuries/back problems if heavy/bulky objects moved unsafely	<ul style="list-style-type: none"> Staff trained in correct manual handling techniques Untrained staff and visitors to ask for assistance where necessary Top shelves used for the storage of light objects only Trolley available for transporting goods where appropriate Visitors will not be asked to carry anything other than their personal belongings or small materials that may be used during workshops Staff, Ambassadors should only carry their own belongings 	2	2	4	
Ill health	Staff, students, and visitors: transmission of communicable disease/infection, stress, fatigue	<ul style="list-style-type: none"> Individuals who are unwell are advised not to attend on-campus events Details on how to contact First Aiders to be accessible to both staff and visitors Staff aware of how to contact Security: by calling 2222 or via SafeZone app Emergency services will be used where appropriate All parties will be responsible for carrying and administering their own medication; they should report lost or missed medication to supervising staff Staff and Ambassadors advised to install SafeZone app Staff can access wellbeing resources and support via the Wellbeing pages Parents/guardians will be contacted as appropriate 	2	1	2	<ul style="list-style-type: none"> Pupils are asked not to attend on campus events if they are feeling unwell and not to bring unwell pupils to events Supervising staff to consult parents/guardians as necessary if medication is lost/missed

Allergies, intolerances, medical incidents related to pre-existing conditions		<ul style="list-style-type: none"> Our buildings are open to the public, we cannot guarantee an allergen-free environment. Pupils/staff and/or parents/guardians will be asked to disclose, prior to the event, if they have any intolerances or allergies of any kind Parents/guardians will be contacted ahead of event to discuss allergies and intolerances, and given information on limitations outlined in this risk assessment Catering operate control a food management system which clearly shows the step by step process from the time the product is delivered until it has been cooked and served Pupils/staff will be instructed to check with catering staff and/or consult food packaging, prior to consumption Medical episodes will be responded to with First Aid and, where appropriate, emergency services intervention If medication is required (e.g. EpiPen), this should be provided and managed by the individual Parents/guardians will be contacted as appropriate Staff aware of how to contact Security: by calling 2222 or via SafeZone app 	2	2	4	<ul style="list-style-type: none"> Any injuries or medical incidents will be reported to the event lead or other relevant supervisory staff, and reported on the H&S incident reporting portal Ratio of 1 adult to 10 children can be maintained by one adult attending to the issue with the support of roaming member of staff. This allows the rest of the group to continue activities with agreed adult-child ratio.
Other medical incident		<ul style="list-style-type: none"> Medical episodes will be responded to with First Aid and, where appropriate, emergency services intervention Parents/guardians will be contacted as appropriate 	1	3	3	<ul style="list-style-type: none"> Any injuries or medical incidents will be reported to the event lead or other relevant supervisory staff, and reported on the H&S incident reporting portal
Regular computer use	Staff: May suffer from upper limb disorders or eyestrain/headaches	<ul style="list-style-type: none"> Display Screen Equipment (DSE) self-assessment of computer workstation carried out and sent to Manager Issues identified in the self-assessment will be reviewed by a trained DSE assessor DSE assessments renewed when necessary in line with the procedure 	1	2	2	<ul style="list-style-type: none"> Any prolonged lab sessions for visitors will incorporate breaks to reduce the continuous time spent on computers

Computer/AV equipment use	Visitors: may experience discomfort with prolonged usage	<ul style="list-style-type: none"> Intensity/time engaged with AV equipment will be appropriate Breaks from equipment will be encouraged All activities to be supervised Lab-based/interactive sessions to be independently risk assessed Medical conditions relevant to AV equipment use should be disclosed by visitors ahead of the event 	1	2	2	
Electrical equipment: PC, printer/photo copier, extension leads etc.	Staff, visitors, and contractors: Could suffer electric shocks or burns	<ul style="list-style-type: none"> All office equipment used and maintained in accordance with manufacturer's instructions Portable Appliance Testing carried out Staff and visitors discouraged from bringing in own electrical equipment as maintenance cannot be assured Annual workplace health and safety inspection 	2	2	4	<ul style="list-style-type: none"> Ensure coiled extension cables are fully unravelled
Thermal comfort	Staff and visitors: General discomfort due to office temperature and/or humidity levels	<ul style="list-style-type: none"> Building temperatures kept as reasonable as possible with some buildings being controlled by automatic systems Ambassadors/staff will open/close windows where possible to regulate temperature Any issues to be reported to a member of staff who will inform the helpdesk 	1	1	1	
Space	Staff and visitors: Impact injuries due to contact with furniture if insufficient space to move around. Injuries due to resulting delays to emergency evacuations.	<ul style="list-style-type: none"> Individual space requirements are considered when an area is selected for an event or activity Individual space requirements are re-considered if numbers of visitors is more than originally planned for Furniture in room to be rearranged in advance of visitors arriving (if required) to ensure the layout is suitable for the activity planned for the space Adequate thoroughfares and evacuation routes maintained at all times 	1	1	1	
Lighting	Staff and visitors: Possible eyestrain/headaches if the lighting is insufficient or the wrong type.	<ul style="list-style-type: none"> Lighting levels are sufficient for the room Window blinds fitted where necessary to reduce glare Any issues reported to the helpdesk and Estates will check lighting levels as necessary 	1	1	1	
Hygiene and welfare	Staff and visitors: Could experience general discomfort.	<ul style="list-style-type: none"> Toilets supplied with hot/cold water, soap and hand drying All areas (particularly toilet facilities) maintained in a clean and tidy condition 	1	2	2	<ul style="list-style-type: none"> Any issues to be reported to reception

	Possible spread of infection/ill health if inadequate facilities	<ul style="list-style-type: none"> Visitors should bring their own personal hygiene products, including those necessary for an overnight stay 				
Fire	Staff and other building users: Potential for smoke inhalation or burns if the risk of fire is not effectively managed and/or effective evacuation procedure is adequately not maintained.	<ul style="list-style-type: none"> All new staff complete Essential H&S course which includes fire awareness Access to fire exits kept clear Annual fire drill carried out Regular removal of combustible waste Briefing at the start of the day to include emergency evacuation procedure, including assembly points Fire evacuation procedure for residential stays to be communicated at the start of the stay Security and some Facilities staff are already trained in the use of Evac Chairs to assist individuals with mobility issues as appropriate As part of the booking process visitors are asked to make us aware of any impairments which may affect safe evacuation Electrical equipment suitably maintained No smoking policy implemented Access to fire extinguishers is available for use by trained users and anyone to use to aid in their evacuation 	1	3	3	<ul style="list-style-type: none"> Staff / visitors advised to self-evacuate if the fire alarm activates and to meet at the relevant assembly point Visitors informed if there is a fire alarm test due during their visit Ask visitors and event participants to make the organiser aware if they require support in an evacuation
Antisocial behaviour	Staff, Ambassadors, pupils: distress or physical injury, misuse of substances, weaponry	<ul style="list-style-type: none"> The University has a Safeguarding policy in place and all staff have received information on the policy Staff aware of how to contact Security: by calling 2222 or via SafeZone app Instigators of aggression or violence will be escorted from the campus by Security and the Police will be contacted Substance carrying/misuse or weapon carrying will result in removal from the summer school and notification of relevant parties (e.g. police, school, parents) Incidents to be reported to event organiser/lead Pupils will be advised, and reminded during the event as necessary, about appropriate conduct 	1	1	1	<ul style="list-style-type: none"> Code of Conduct will be reiterated in the briefing with all visitors clear that they can be sent home for not following the rules
Not knowing how to report an emergency	Staff, visitors and student Ambassadors	<ul style="list-style-type: none"> Event organiser/lead will inform staff to direct anybody requiring first aid to contact Security: by calling 2222 or via SafeZone app All Manchester Met Security staff are trained first aiders and are on hand around the campus 	2	1	2	<ul style="list-style-type: none"> At the start of the event visitors will be briefed on the evacuation procedure

		<ul style="list-style-type: none"> Defibrillators are located across the campus. All event staff know how to report an accident 				and what to do in case of an emergency.
Missing or lost visitors	Visitors become distressed or anxious	<ul style="list-style-type: none"> Registers and routine headcounts will be undertaken at the start of each session and when leaving/arriving at a different building on campus Pupils will be under close supervision at all times, maintaining a suitable ratio of staff-students All visitors to be issued with a timetable highlighting where they should be at all times. This will include an emergency contact number Visitors will be told at the start of the day that, if they get lost, they should report to reception who will help them locate their group Staff to contact receptions in the first instance if missing child with escalation to calling parents if they can't be found quickly. 	2	2	4	<ul style="list-style-type: none"> Reception to be notified of what groups are in the building and where they are in case of lost individuals reporting to reception
Overnight stay: health and safety in accommodation	Staff and visitors could be involved in a general accident in accommodation	<ul style="list-style-type: none"> Pupils will be advised, and reminded during the event as necessary, about appropriate conduct. The code of conduct makes clear that pupils are not allowed in each other's rooms, and social activity will be supervised Bathrooms are en-suite Accommodation will be segregated by sex (i.e. male and female visitors will not share a flat). We reserve the option for opposite-sex staff to be located in any flat overnight, only <i>in extremis</i> All members of staff who work on the event are subject to Safeguarding training and an enhanced DBS check If any member of staff, or an Ambassador, is suspected of inappropriate behaviour they will be removed from the event and the incident investigated in line with the University's Safeguarding procedures An appropriate minimum staff/Ambassador: visitor ratio will be maintained in accommodation We reserve the right to remove participants from the programme for inappropriate behaviour; parents/schools will be contacted in such instances 	2	2	4	<ul style="list-style-type: none"> Designated lead staff to be assigned to respond to and manage incidents overnight Minimum learner: staff ratio of 7:1 to be maintained A member of the management team will be contactable at all times during the event to support in case of an emergency.
Overnight stay: inappropriate behaviours in	Staff and visitors could engage in inappropriate behaviours while in	<ul style="list-style-type: none"> Pupils will be advised, and reminded during the event as necessary, about appropriate conduct. The code of conduct makes clear that pupils are not allowed in each other's rooms, and social activity will be supervised 	2	3	6	<ul style="list-style-type: none"> Designated lead staff to be assigned to respond to and

accommodation	accommodation; visitor could exit accommodation unaccompanied	<ul style="list-style-type: none"> Bathrooms are en-suite Accommodation will be segregated by sex (i.e. male and female visitors will not share a residence). We reserve the option for opposite-sex staff to be located in any flat overnight, only <i>in extremis</i> All members of staff who work on the event are subject to Safeguarding training and an enhanced DBS check If any member of staff, or Ambassador, is suspected of inappropriate behaviour they will be removed from the event and the incident investigated in line with the University's Safeguarding procedures An appropriate minimum staff/Ambassador: visitor ratio will be maintained in accommodation We reserve the right to remove participants from the programme for inappropriate behaviour; parents/schools will be contacted in such instances 				<p>manage incidents overnight</p> <ul style="list-style-type: none"> In the event of a participant being removed from the programme their parent/carer will be contacted and asked to collect them. If this is not possible then transport arrangements will be made in agreement with the parent/carer, or school where applicable/open.
Lost property/theft	Students & other attendees lose possessions	<ul style="list-style-type: none"> Pupils to be responsible for their own belongings & discouraged from bringing valuables to events Each room to be checked for left items at the end of each session, and staff member to be notified of anything discovered 	1	2	2	<ul style="list-style-type: none"> Remind pupils at the start of an event about personal belongings and open access buildings. Any allegations of theft to be notified to security.
Safety when travelling to, around and between buildings and crossing roads	Staff, students, and pupils could be involved in a traffic accident	<ul style="list-style-type: none"> Travel on coaches will be supervised by University employees Coaches/travel will be independently risk assessed by the travel provider Coaches will be given clear instructions on where to drop off/pick up from visits Coach boarding/alighting to be supervised Groups of pupils will be accompanied as they travel between buildings, or if they have a campus tour School pupils to be told to walk not run as part of their induction When groups are travelling an ambassador or member of staff will travel at the front and at the rear of groups Crossing of roads will be kept to a minimum and will make use of crossings where possible. All crossings will be supervised 	2	3	6	<ul style="list-style-type: none"> Any incidents will be immediately escalated to the supervising member of staff The importance of following instructions and travelling in a responsible manner to be emphasised at the start of the event

Off site activities	Staff, ambassadors or pupils could be at risk of injury or other harm while off site	<ul style="list-style-type: none"> The travel protocols and general supervisory principals detailed elsewhere in this document will apply The venue will provide it's own risk assessment and insurance as appropriate An appropriate staff-pupil ratio will be maintained at all times 	2	3	6	<ul style="list-style-type: none"> Any incidents will be immediately escalated to the supervising member of staff The importance of following instructions and travelling in a responsible manner to, from, and at the venue to be emphasised at the start of the event
Injury caused during activities	Staff, Ambassadors or pupils may become injured while working on activities in classrooms	<ul style="list-style-type: none"> Workshops will only make use of standard stationery materials such as pens, papers, and flipchart Any use of sharp implements will be supervised, with help and support provided if needed Any activities involving the use of laboratory, or other specialist materials or equipment, will be risk assessed separately by the staff conducting this activity <ul style="list-style-type: none"> Chemistry taster <ul style="list-style-type: none"> Location: Dalton Building Validator: Vittorio Caprio RA ref: RA_13021 Biology taster <ul style="list-style-type: none"> Location: Dalton Building Assessor name: Rebecca Shears RA ref: RA_15931 Product Design/Engineering taster <ul style="list-style-type: none"> Location: Dalton Building Assessor name: Jason Condliffe RA ref: RA_15847 	2	4	8	<ul style="list-style-type: none"> Any injuries or medical incidents will be reported to the event lead or other relevant supervisory staff
First Aid	Staff, Student Ambassadors, and visitors may need treatment for an injury	<ul style="list-style-type: none"> All staff and students working on the day have received instructions to direct anybody requiring first aid to contact Security: by calling 2222 or via SafeZone app All accidents will be recorded in the accident book In the event of hospital treatment being required for a school pupil, pupils will be accompanied by someone from the University. 	1	2	2	<ul style="list-style-type: none"> Any injuries or medical incidents will be reported to the event lead or other relevant supervisory staff

		Parents/schools will also be contacted. We expect parents to attend hospital in such instances				
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Risk Grading Matrix			IMPACT				
			Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Severe (5)
Health			<i>Requires short break from the work activity</i>	<i>Short period of ill health <7 days off work</i>	<i>Ill health requiring >7 days off work</i>	<i>RIDDOR reportable disease</i>	<i>Life changing or life limiting disease</i>
Safety			<i>Minor injury / first aid treatment</i>	<i>Injury resulting in <7 days off work</i>	<i>Injury resulting in >7 days off work</i>	<i>Major injury: loss of limb or broken bones</i>	<i>Injury requiring extensive rehabilitation or fatality</i>
Compliance			<i>Raised as Audit/Inspection observation</i>	<i>Raised as minor non-conformance</i>	<i>Raised as major non-conformance</i>	<i>Breach of legislation: reported to/visit from regulator</i>	<i>Regulator improvement notice, prosecution</i>
LIKELIHOOD	Rare (1)	<i>May never happen/only in exceptional circumstances (e.g., probability <0.1 %)</i>	1	2	3	4	5
	Unlikely (2)	<i>Not expected to happen but may occur (e.g., probability 0.1-1%)</i>	2	4	6	8	10
	Possible (3)	<i>Has happened before, may happen again (e.g., probability 1-10%)</i>	3	6	9	12	15
	Likely (4)	<i>Will probably happen (e.g., probability 10-50%)</i>	4	8	12	16	20

	Almost Certain (5)	<i>Expected to happen in most circumstances (e.g., probability >50%)</i>	5	10	15	20	25
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Risk Rating	Action Required to Control the Risk
1-3	No action – no further action but ensure controls are maintained and reviewed
4-6	Monitor – look to improve at next review or if there is a significant change
8-12	Action – improve within specified timescale
15-25	Urgent action – Stop the activity and take immediate action to maintain existing controls rigorously

Action plan: <i>(insert actions identified in last column of the risk assessment and assign an owner and deadline)</i>	By who?	By when?	Done
All student ambassadors working on the event to undergo safeguarding training	Event Lead	Before event	
Risk assessments for all activities to be collected and reviewed	Event Lead	Before event	
Inform visitors of where to report on arrival, and drop off/pick up for any transport	Event Lead	Before event	
Instruct staff and visitors not to attend if they are unwell	Event Lead	Before event	
Any staff or students delivering campus tours to be briefed on appropriate route and safe crossing of roads	Event Lead	Before event	
Check rooms are clear of obstructions and furniture is arranged appropriately for the session with adequate space	Event/session Lead	Before event	
Visitors to be reminded to always keep personal items with them	Event Lead	Start of event	
Raise awareness that staff are responsible for clearing any spillages they make	Event/session Lead	Start of event	
Health and safety briefing at start of event to include fire evacuation procedure	Event Lead	Start of event	