

Access and Success (WP) team Risk Assessment Template
Inward visits to The University of Manchester campus

Notes relating to overall Risk Assessment (RA)

Persons in Danger:

- **Visitor/s** - this refers to: school pupils taking part in A&S activities, post 16 students taking part in A&S activities, external speakers supporting A&S activities, teachers, other school staff.
- **Student Ambassadors** - this refers to current University of Manchester students who are paid to support the delivery of A&S activities, including. student ambassadors, instructors, mentors and tutors
- **A&S Staff** - this refers to Access and Success team staff who are running / delivering an activity.
- **UoM Staff** - this refers to other University of Manchester who may be helping to run the A&S activity or may be at risk during their normal working day.
- **Greater Manchester Higher Staff** - this refers to other Staff and SAs from the Greater Manchester Higher network who may be helping to run the activity who are not employed by the University of Manchester. For the purposes of this risk assessment, GMH Staff can be considered as A&S staff in relation to column 10.
- **External Partner Staff** – this refers to staff from external organisations with whom the A&S team have a formal partnership, e.g. IntoUniversity, The Brilliant Club, Grit

Health and Safety: All SS receive health and safety training as part of their initial training and induction. In addition, a health and safety briefing (including manual handling) appropriate to the activity is provided for all SS in advance of each A&S event they work on. [A&S Staff resources available here.](#)

Commented [SF1]: Guidance note:
This section is a key and should not be edited.

Please specify at risk groups in column 10 of the RA.

Additional risk assessments – for activities/sessions outside the scope of this document:		Additional RA required?	Additional RA remit
Do any of the event sessions require an additional RA? Reasons for an additional RA • Physical social activities that take place as part of the visit should have their own risk assessment carried out (e.g. street dance lessons, Tai Chi). This should be carried out by the activity lead or A&S staff only if they have a good understanding of the activity and the risks associated with this. • Workshops using any unusual equipment or tools, equipment that requires eye protection or equipment that presents ingestion or choking hazard (e.g. STEM workshops) will have its own risk assessment carried out by the workshop lead.		N/A	(insert outline of what RA is needed for and who is producing that RA or N/A)

Working with unsupervised pre-16s – DELETE this box from your RA if not applicable for your event(s)
Where pre16 pupils are attending an event unsupervised (e.g. without teachers/members of school staff), A&S Staff will: • Ensure that we have parental consent for the pupil to take part in the activity including details of any medical conditions or additional needs. • Ensure that we have accurate emergency contact details for parents/carers. • Wherever possible have contact details (e.g. mobile phone number) of the pupil for use in an emergency situation. • Provide pupils with an emergency telephone number to use while taking part in the activity. • Ensure that pupils are chaperoned by Student Staff, External Parter Staff or a member of University Staff at all times. • Contact parent/carers should the pupil not attend the event as planned. • Request in advance of the event, written confirmation from parent/carers as to how the pupil will travel to and from the activity. Should this information change, parents/carers will need to be spoken to by a University member of Staff before the pupil leaves the event.

Date: (1) Tuesday 7 th – Thursday 9 th July 2026 (2 nights, 3 days)	Assessed by: (2) Rachael Law (Event Lead: Rachael Law)	Checked by: (3) (submit to manager to approve)	Location: (4) The University campus – Oxford Road / Burgess Park Halls of Residences	Assessment ref no: (5) Wise Up Summer School_7to9Jul_EB	Review date: (6) 01/07/2027
Task / premises: (7) Year 10 residential Summer School: 2 nights, 3 days; Tuesday 7th – Thursday 9th July 2026 - Taking place on UoM Oxford Road Campus and Burgess Park Hall of Residence and St Anselms Hall (Burgess Park hall is part of Canterbury Court) - Main University of Manchester campus locations: Roscoe Building (53), University Place (37), Student's Union (68), Samuel Alexander Building (campus map building numbers in brackets); residential location is Burgess Park Hall of Residence - Approximately 40 pupils from multiple schools across Greater Manchester expected. (Exact number unknown until event day and pupil registration) - Pupils will be attending the event unsupervised without teachers or parents. All attendees and staff involved in the summer school will be required to always wear event lanyards which will include emergency contact details of summer school staff and UoM security. - Students will be split into 6 day groups (approx. 7 per group) with one ambassador allocated to each group at all times throughout the programme. - Students will have individual rooms within flats where they will stay overnight with ambassador and/or staff member present within each flat. - Event mobile live 24/7 and circulated around Summer School staff on rota to ensure 24/7 access for ambassadors and attendees. Staff will have printed and digital records for all attendees, and their emergency contact always details.					
Event / activity name: Wise Up Year 10 Summer School 2026					
Event / activity date/dates: 7 th to 9 th July 2026 (7 th and 8 th includes evening and nighttime as this is a residential activity)					

Commented [EB2]: As I go through I am accepting your changes / updates in track changes to you don't have too many edits on there once I add mine too [@Rachael Law](#)

Commented [SF3]: Include here that pupils will be divided into smaller groups with a dedicated group ambassadors for daytime sessions and flat ambassadors overnight.

A: Year group(s) of pupils attending	B: Approx number of pupils attending event/activity in total:	C: Are pupils attending event supervised? And how?	D: If supervised, how many members of school Staff are expected?	E: How many different schools/colleges are taking part in the event/activity?	F: Please confirm here how visitors to campus will be provided with emergency contact details/phone number:														
Year 10	40	No Pupils are attending unsupervised and will be transported via organised coaches / minibuses / taxis organised by UoM.	None	The numbers below are expected at the Summer School: <table><tr><th>School Name</th><th>Number of attendees</th></tr><tr><td>Atherton High School (Wigan)</td><td>1</td></tr><tr><td>Burnage Academy for Boys (Manchester)</td><td>4</td></tr><tr><td>Coop North Academy (Blackley)</td><td>3</td></tr><tr><td>Denton Community college (Tameside)</td><td>6</td></tr><tr><td>Droylsden Academy (Tameside)</td><td>3</td></tr><tr><td>Hazelwood High School (Bury)</td><td>2</td></tr></table>	School Name	Number of attendees	Atherton High School (Wigan)	1	Burnage Academy for Boys (Manchester)	4	Coop North Academy (Blackley)	3	Denton Community college (Tameside)	6	Droylsden Academy (Tameside)	3	Hazelwood High School (Bury)	2	All attendees to the summer school will be required to wear event lanyards at all times which will include emergency contact details of summer school staff and UoM security. Details will also be added to the timetables for attendees, student ambassadors and staff. Meeting points on campus: 1. Paved area between University Place building and Kilburn building. 2. Paved area at the back of the Students Union Meeting points at halls of residence: 1. Pedestrian roundabout outside the flats 2. Outside Dalton Ellis reception
School Name	Number of attendees																		
Atherton High School (Wigan)	1																		
Burnage Academy for Boys (Manchester)	4																		
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Denton Community college (Tameside)	6																		
Droylsden Academy (Tameside)	3																		
Hazelwood High School (Bury)	2																		

Commented [SF4]: Guidance Note: If completing one RA for multiple events; please link to a location on sharepoint where these details can be found for each individual event

Commented [EB5]: Can you add in brackets the GM borough of each school, please? And ensure each school name is the formal and complete school name
to Rachel Law

				Longendale High School (Tameside)	2	
				Moorside High School (Salford)	2	
				Mount St Josephs RC High School (Bolton)	4	
				The Deanery Church of England High School (Wigan)	7	
				The Derby High School (Bury)	2	
				The East Manchester Academy (Manchester)	1	

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	ACTION	Risk rating (12)	Result (13)
1. During any part of Event	Fire	• Visitor/s • SAs • A&S staff • UoM Staff • GMH Staff • EP Staff All at risk of injury caused by fire and smoke inhalation, and additional risks caused by evacuation procedure	Premises are all maintained by Estates, and a system for reporting obvious defects likely to cause fire or related problems is in place (reporting line to Estates Helpdesk on x52424). When referring to 'Premises' from now on in this RA, please not that this includes the University of Manchester Teaching Campus locations on Oxford Road AND Burgess Park Hall of Residence and St Anselms Hall A&S Staff and UoM Staff will be familiar with the fire reporting, fire alarm and evacuation arrangements for all the building(s) involved. Including procedures for: • Alarm testing. • Reporting if fire is discovered. • Alarm sounds confirming fire risk. • Alarm sounds confirming evacuation necessary. • assembly point for the visitors and evacuees Guidance on fire alarm procedures given to all visitors and Staff at the start of the event. Event leads will acquire information prior to the visit about individual(s) who may need assistance during an evacuation (e.g. those with mobility disabilities). Visitors who are blind or deaf will be assigned a "buddy" during the visit where necessary. Event leads will ensure and refer to any Personal Evacuation Plans for visitors with a disability and	Staff and ambassadors to familiarise themselves with fire procedures if any buildings are used. A+S Staff to check fire alarms schedules for each building and share with staff and ambassadors working the event staff to keep checking parent/carer responses and update accordingly.	Likelihood: Virtually impossible Outcome: Major Risk level: Medium	A

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Commented [EB7]: Do you mean specifically A&S staff to check here?

Commented [EB8]: [@Rachael Law](#) consider moving this info the action table instead?

Commented [EB9]: Consider moving to action table as this is regarding the planning rather than the event [@Rachael Law](#)

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	ACTION	Risk rating (12)	Result (13)
			ensure those with caring responsibilities are also aware of this. <i>'At the time of the risk assessment being completed, A&S Staff have not been informed of any individuals taking part in the event who will have additional needs that will impact on their ability to safely evacuate a building.'</i>			
2. As above	Major incident on campus making venue unsafe for event to go ahead.	Visitor/s SAs A&S staff UoM Staff Campus unsafe. Potential scattering of individuals across campus	The University has an Emergency Management Plan and an on duty trained Emergency Incident Manager (on call 24 hours a day) to support and take the initial lead in the event of a significant incident. Our permanent University Security team is available across our teaching and accommodation campuses 24 hours a day, 7 days a week, 365 days a year and can provide an immediate response in the event of an emergency or incident. The Summer School has its own contingency plan The University has an Emergency Management Plan and an on duty trained Emergency Incident Manager (EIM) (on call 24 hours a day) to support take the lead on the institutional response which will be cascaded at great speed to all impacted staff and students (local to a specific location or the whole institution). Whilst awaiting any guidance from the lead EIM, A&S staff will operate a dynamic	None required	Likelihood: Virtually impossible. Outcome: Major Risk level: Medium	A

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Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	ACTION	Risk rating (12)	Result (13)
			risk assessment prioritising safety for all Summer School staff (internal and external) and visitors. Where required, pupils and teachers will be returned to school or to home (depending on the time of day). Please see attached contingency plan document. As part of the health and safety/house-keeping briefing at the start of each event day A&S Staff will: - Provide all visitors with Security's phone number who can be contacted if an individual has any concerns on an event day or if they get lost from the group and are unable to re-join the group easily. This is provided on the A&S Staff health and safety briefing document for visitors which our staff refer to at the start of every event. Details of how this information is provided is included in Box F on Page 2 of this risk assessment. - We will provide all visitors with Security's phone number who can be contacted if an individual has any concerns on an event day or if they get lost from the group and are unable to re-join the group easily. This is provided on the A&S Staff health and safety briefing document for visitors which our Staff refer to at the start of every event. Meeting points - Brunswick Park Outside Roscoe Building Grass area behind Alan Gilbert Learning Commons			

Commented [SF6]: Please refer to [Risk Level Evaluation Matrix.pptx](#) when completing this section

Commented [EB10]: [@Rachael Law](#) Where are we providing guidance on how these decisions regarding time of day will be made? Are you going to utilise the summer school contingency plan document template for this? [SRWP summer school contingency plan draft 2019 - redacted for schools.docx](#)

Commented [RL11R10]: I don't think in previous summer schools we have used the contingency plan. Do you think if I added into the main RA- that during school hours the safeguarding leads would be contacted and young people returned to school and then out of hours- parents/ emergency contacts contacted in the first instance- but school OOO leads informed aswell?

Commented [RL12]: Are these areas still appropriate for this year?

TBC when rooms booked

Commented [SF13]: Please add in emergency meeting points for when you are based at Halls.

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	ACTION	Risk rating (12)	Result (13)
			- Paved area behind Student's Union At the Accommodation - Roundabout/ carpark outside Canterbury Court - Dalton Ellis Reception			
3. As above	Threatening behaviour from a member of the public	Visitor/s SAs A&S staff UoM Staff We have an open campus and members of the public are able to access all the open spaces and some buildings. All at risk of threatening or unsafe behaviours from unknown individuals	The University has an Emergency Management Plan and an on duty trained Emergency Incident Manager (on call 24 hours a day) to support and take the initial lead in the event of a significant incident. Our permanent University Security team is available across our teaching and accommodation campuses 24 hours a day, 7 days a week, 365 days a year and will provide an immediate response in the event of an emergency or incident which includes access to CCTV across campus. Should any member of the group experience threatening behaviour from a member of the public the event lead will call University Security immediately and where possible, move the group away from the risk- ideally to a staffed University building or to another area of campus.	None required	Likelihood: Possible Outcome: Minor Risk level: Medium	A
4. Supervised visitors within a building (s) on campus - rooms and buildings will vary from visit to visit.	Tripping or falling	Visitor/s SAs A&S staff UoM Staff All at risk of injury caused by tripping or falling as part of movement between	Premises are all maintained by Estates, and a system for reporting obvious defects likely to cause slips and trip is in place (reporting line to Estates Helpdesk on x52424). Reasonable standards of cleanliness maintained. Any identified damages are reported to maintenance accordingly. Floor is kept clear of items and warning notice displayed if floors are wet.	Staff to check any venues being used for hazards	Likelihood: Possible Outcome: Insignificant Risk level: Low	A

Commented [SF6]: Please refer to [Risk Level Evaluation Matrix.pptx](#) when completing this section

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	ACTION	Risk rating (12)	Result (13)
		rooms and different buildings	Venues to be used by visitors will be inspected on the day by lead member of Staff before the group arrives to check that conditions are satisfactory. Building features such as stairs, atria, long distances between attractions or activities, will be checked on the day by lead member of Staff before the group arrives to ensure they are appropriate for the attendees, and steps will be taken to control any identified risk. Verbal warning regarding movement between rooms from lead member of Staff at beginning of visits to all attendees and Staff as part of health and safety briefing. Visitors are chaperoned at all times when moving around campus by SAs and/or A&S or EP staff. If the party is large and crushing or bunching is anticipated, then this will be addressed by splitting the party up into more manageable groups. Any accidents are reported to a first aider and recorded appropriately.			
5. Supervised visitor/s climbing up or going downstairs	Tripping or falling	Visitor/s SAs A&S staff UoM Staff All at risk of injury due to tripping, slipping or falling on the stairs.	Premises are all maintained by Estates, and a system for reporting obvious defects likely to cause slips and trip is in place (reporting line to Estates Helpdesk on x52424). Reasonable standards of cleanliness maintained. Any identified damages are reported to maintenance accordingly. Floor is kept clear of items and warning notice displayed if floors are wet.	Staff to check for any hazards and report an accidents	Likelihood: Possible Outcome: Minor Risk level: Medium.	A

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Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	ACTION	Risk rating (12)	Result (13)
			Venues to be used by visitors will be inspected on the day by lead member of Staff before the group arrives to check that conditions are satisfactory. Visitors are chaperoned at all times when moving around campus by SAs and/or A&S Staff/EP Staff. If the party is large and crushing or bunching is anticipated, then this will be addressed by splitting the party up into more manageable groups. Handrails are available on stairs and are cleaned regularly. Lifts available if required (for those with injury or mobility issues), however, to avoid crushing/bunching and risk of getting separated from group, all event attendees (disability / health permitting) will be advised to use stairs at all times. Any accidents are reported to a first aider and recorded appropriately.			
6. Supervised visitor/s within a building(s) on campus – rooms and buildings will vary from visit to visit.	Use of lifts on campus	Visitor/s SAs A&S staff UoM Staff All at risk of injury caused by trapping fingers in lift doors, overheating due to overcrowding in the lift, getting stuck in	Premises are all maintained by Estates, and a system for reporting obvious defects likely to cause slips and trip is in place (reporting line to Estates Helpdesk on x52424). Reasonable standards of cleanliness maintained. Any identified damages are reported to maintenance accordingly. Use of lifts to be restricted to visitors or any staff with injury or mobility issues. Visitor/s will be supervised	None required	Likelihood: Possible Outcome: Insignificant Risk level: Low	A

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Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	ACTION	Risk rating (12)	Result (13)
		the lift due to mechanical breakdown	by SAs and/or A&S or EP staff when using the lifts to ensure they are using them in a safe manner and that lifts are not overcrowded. To avoid crushing/bunching and risk of getting separated from group all event attendees will be advised to use stairs at all times (disability / health permitting). Lift capacities are visible on all lifts. Where use of lifts is necessary, large groups will be split up to enter the lift in smaller groups or advised to use the stairs if possible. Emergency buttons available in all University lifts. Lifts not to be used out of hours or in an emergency situation.			
7. Supervised visitor/s moving around campus on foot	Tripping or falling	Visitor/s SAs A&S staff UoM Staff All at risk injury caused by tripping or falling as part of movement between rooms and different buildings	Appropriate verbal Health and Safety directions will be given by A&S staff /SAs as required in relation to use of pavements. Pupils are chaperoned at all times when moving around campus by SAs and/or A&S Staff. SAs to ensure pupils walk rather than run and that extra care is taken in wet or icy weather conditions. Any accidents are reported to first aider and recorded appropriately. Action - Lead Staff to ensure any specific activities taking place on campus that will make movement on campus more dangerous is included and controlled	Staff to check for any hazards and report an accidents. <i>Staff to check for any specific activities taking place on campus that will make movement of group on campus more dangerous.</i>	Likelihood: Possible Outcome: Minor Risk level: Medium	A

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Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	ACTION	Risk rating (12)	Result (13)
			for here. (E.g. known building works, road or pavement works). A) Where we know in advance of events, building work or disruption to access, please give details and relevant mitigations here. If any buildings are occupied at the time of the event, we will relocate activities to unaffected building.			
8. Supervised visitor/s moving around campus on foot and crossing roads	Traffic on Campus	Visitor/s SAs A&S staff UoM Staff Injury due to failure to use official road crossings.	Appropriate verbal Health and Safety directions will be given by A&S staff /SAs as required in relation to use of pavements and road crossings. Visitors are chaperoned at all times when moving around campus by SAs and/or A&S staff. The attendees are split in 6 day groups and have an ambassador leading them throughout the duration of the summer school. SAs to ensure visitors walk rather than run and that extra care is taken in wet or icy weather conditions when crossing roads. Any accidents are reported to first aider and recorded appropriately. Action - Lead Staff to ensure any specific activities taking place on campus that will make movement on campus more dangerous is included and controlled for here. (E.g. known building works, road or pavement works).	<i>Staff to check for any specific activities taking place on campus that will make movement of group on campus more dangerous</i>	Likelihood: Possible Outcome: Major Risk level: High	A

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Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	ACTION	Risk rating (12)	Result (13)
			Where we know in advance of events, building work or disruption to access, please give details and relevant mitigations here.			
9. Supervised visitor/s walking around campus for tours and other outdoor activities	Getting lost or separated from group	Visitor/s Visitors could become split up from their group and find themselves lost and unsupervised on campus	Visitors warned to keep close to SAs at all times. Students are allocated to a group and ambassador for the duration of the Summer School who they will be with throughout sessions. Students will also be allocated a specific individual room in a flat, which is staffed with staff and/or ambassador for the duration of the residential All visitors aged under 18 /vulnerable adults supervised at all times via combination of A&S Staff/UoM/EP Staff and SAs. Pupils and other Visitors to be given guidance on the day's central meeting point to go to if lost or separated from group; and provided with a contact telephone number for use in such emergencies. Full details of how this will be arranged for this event are confirmed in Box F on page 2.	Provide contact details in email comms pre-event and on lanyards used at the event. Student ambassadors and staff will take registers for their group, when walking to and from campus to accommodation	Likelihood: Possible Outcome: Minor Risk level: Low	A
10. Movement of resources for activities around campus	Lifting and carrying boxes or equipment	SAs A&S staff UoM Staff Injury (particularly to back) as a result of lifting boxes incorrectly/dropping of boxes/resources	A&S Staff all receive manual handling training as part of their induction (either online or face to face). SAs receive manual handling training as part of Student Ambassador induction training and will receive a manual handling briefing as part of the event briefing. SAs to use wheels and trolleys to transport heavy and awkward items at all times.	None	Likelihood: Possible Outcome: Minor Risk level: Low	A

Commented [SF6]: Please refer to [Risk Level Evaluation Matrix.pptx](#) when completing this section

Commented [SF15]: In this section, include information about attendees having a dedicated groups ambassador, flat ambassadors and transport ambassadors.

You can then refer to these various ambassador groupings more easily throughout the rest of the RA.

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	ACTION	Risk rating (12)	Result (13)
			Resource boxes or cases kept to a reasonable weight. SAs briefed on correct lifting technique. SAs not to carry/transport more than they are capable/comfortable with. Event leads to provide antiviral wipes / sanitiser to enable Staff to clean boxes and equipment after and before use. High frequency of hand washing for at least 20 seconds on each occasion is recommended. (https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/) Any accidents are reported to a first aider and recorded appropriately.			
11. Moving tables and chairs	Movement of heavy furniture	SAs A&S staff UoM Staff Injury (particularly to back and hands) as a result of lifting boxes incorrectly/dropping of boxes/resources	A&S Staff all receive manual handling training as part of their induction (either online or face to face). SAs receive manual handling training as part of Student Ambassador induction training and will receive a manual handling briefing as part of the event briefing. Where possible, building porters will be asked to move furniture in advance. Furniture movement to be avoided as much as possible as rooms on campus have been set up to support Covid safety protocols.	None	Likelihood: Possible Outcome: Minor Risk level: Medium	A

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Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	ACTION	Risk rating (12)	Result (13)
			Where this is not possible, A&S Staff will ensure that there is enough time for furniture to be moved in a safe manner and is returned to its previous setting at the end of a session or an event. Safe methods are used by A&S Staff and SAs. Pupils will be kept away from furniture movement. Furniture will be stacked out of the way of the activity in a safe manner. Pupils will be warned about the dangers of climbing on any stacked furniture and chaperoned by SAs always. High frequency of hand washing for at least 20 seconds on each occasion is recommended. (https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/) Event leads to provide antiviral wipes / sanitiser to enable Staff to clean tables, chair and other furniture at frequent intervals through the event.			
12. Consumption of food and drink	Choking Allergic reactions	Visitor/s SAs A&S staff UoM Staff All may choke on food which is not consumed carefully whether provided as part of event or brought by individual themselves.	Allergic reactions: All visitors and SAs are asked to provide dietary requirements and details of allergies in advance of the event to ensure these foods are catered for. Staff and SAs will be aware of any attendees with allergies and ensure that these individuals do not eat food that will cause an allergic reaction where possible. Details of all allergens will clearly be displayed by catering companies providing food for the event. Where a severe allergy is known about in advance, first aiders will be informed in advance and be aware of the procedure to treat the reaction should it occur e.g. EpiPen and ensure that	RL to monitor attendees and add any needs to the spreadsheet.	Likelihood: Possible Outcome: Major Risk level: High	A

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Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	ACTION	Risk rating (12)	Result (13)
		All at risk from allergic reaction to food, if food provided not clearly labelled with contents.	appropriate food is kept separately for other food items. Students and staff have been asked to provide any dietary requirements prior to summer school. This information is shared with catering providers and halls of residence and event staff. Attendees will have a range of options to choose from each day/night, and all will be clearly labelled with allergens as per university protocol. All staff will have a register of those who have declared allergies in their group. ACTION: Lunches will be provided by Hospitality on campus, Canterbury Court Accommodation and University of Manchester Students Union who will do so in line with university catering policy and safety protocols. Known allergies: Students • 1 x Nut allergies (pistachio, cashew, macadamia) and Grass • 1x Nut allergy (not specified) Airborne • 9x Halal • 1 x No pork • 1 x Penicillin • 1x Vegan (no egg and milk) and Halal Staff	Staff to share allergy updates with accommodation and hospitality on campus.		

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Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	ACTION	Risk rating (12)	Result (13)
			2 x Halal 1X Veggie 1x Dairy free Ambassadors 1x Type 1 Diabetic 1x Halal and Vegetarian 1x no fish, Mushroom Allergy 6xHalal Visitors - Shell Fish Allergy - Gluten - Gluten and dairy free - Gluten free/halal/vegetarian - Halal x2 In the event that an ambulance is required dial (9)999 and notify University Security (69966) that an ambulance has been called. Security will facilitate access for the paramedics.			
13. Use of Hot water (for tea/coffee)	Scalding during filling or use of hot water flasks. Hot drinks	Visitor/s SAs A&S staff UoM Staff	Hot water provision should be avoided unless provided by Taste Manchester will do so in line University catering Covid policy and safety protocols. Where hot drinks are provided by external catering, A&S staff and SAs to follow any instructions provided re safe use of hot water vessels. Staff to supervise attendees if using any hot water vessels.		Likelihood: Possible Outcome: Major Risk level: High	

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Commented [EB16]: Assume "I" should be 1 [@Rachael Law](#). Didn't correct in case I am wrong and it's a different number

Commented [EB17]: Move to existing measures column [@Rachael Law](#)

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	ACTION	Risk rating (12)	Result (13)
			Where A&S Staff are using UoM owned urns/flasks - All electrical equipment is PAT tested annually. Pre-event: • Ensure that care is taken when filling flask – use appropriate vessels to fill flask (do not attempt to angle and place beneath boiler) • Use suitable flask containers which seal for carrying. • Off button stopping use of how water flask to be in use once filling complete During Event: • Use of suitable flat surface for location of serving area. • Hot water only to be accessible to visitors and staff above the age of 18. • Visitors asked to behave safely with hot drinks, especially when in presence of other visitors aged under 18. • Off button stopping use of hot water flask to be in use once usage period is complete • Where the event is busy, a Student Ambassador will be asked to be responsible for the serving area and cleaning up any spills promptly. Post Event: • Off button stopping use of hot water flask to be in use once usage period is complete and during transportation at end of event. Care to be taken when emptying flask to ensure remaining hot water cannot cause injury. In the event that an ambulance is required dial			

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Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	ACTION	Risk rating (12)	Result (13)
			(9)999 and notify University Security (69966) that an ambulance has been called. Security will facilitate access for the paramedics.			
14. All Activities (including Workshops and presentations)	Injury from activity or equipment (cutting, burn, exposure to dangerous chemicals)	Visitor/s SAs A&S staff UoM Staff	Qualified first aiders available at all times via University Security. Lead member of Staff for each activity will give full briefing and instructions on the correct use of any tools and equipment prior to use. Equipment deemed not necessary for the activity will be inaccessible to pupils. Workshop leaders to ensure all equipment is returned and accounted for at the end of each activity. Workshops using any unusual equipment or tools, equipment that requires eye protection or equipment that presents an ingestion or choking hazard will have its own risk assessment carried out by the workshop lead which will sit alongside this risk assessment. Lead A&S staff member to ensure that any additional RAs are requested from workshops leads and should refer here as to whether there are/will be any additional risk assessments for this event or activity. High frequency of hand washing for at least 20 seconds on each occasion is recommended. (https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/) In the event that an ambulance is required dial (9)999 and notify University Security (69966) that an	None	Likelihood: Virtually Impossible Outcome: Minor Risk level: Low Risk	A

Commented [SF6]: Please refer to [Risk Level Evaluation Matrix.pptx](#) when completing this section

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	ACTION	Risk rating (12)	Result (13)
			ambulance has been called. Security will facilitate access for the paramedics.			
15. University engaging with young people under the age of 18.	Child protection issues relating to the wellbeing of young people unaccompanied on campus	Visitors As a university we have a requirement to safeguard the emotional and physical well-being of young people on campus SAs A&S staff Need to protect self from potential of allegations.	Physical wellbeing covered in other areas of the risk assessment. <u>Emotional wellbeing:</u> All A&S staff have undertaken an enhanced child workforce (with barred list) DBS check carried out by The University of Manchester as part of their appointment to the team and are aware of the University's Child Protection Policy. All A&S staff have undertaken the online NSPCC introduction to Child Protection training module as part of their induction. All A&S Staff have completed the online Home Office provided Prevent training, helping Staff recognise young people's vulnerability to being drawn into terrorism and being aware of what action to take in response. SAs working on regulated activities or events will have received enhanced child workforce (with barred list) DBS check carried out by The University of Manchester and are aware of the University's Child Protection Policy. All A&S staff and SAs are trained in child protection matters and good practice when working with young people and are asked to read the University's Child Protection Policy in as part of their training and induction.	<i>Given the sustained level of contact at the Summer School, (and the number of attendees), the possibility for disclosure is greater than it is on one day visits. Taking this into consideration, 'likelihood' has been rated as 'possible'.</i> <i>Disclosure training provided during Summer School Training will ensure Student ambassadors are aware of the relevant protocols and procedures.</i>	Likelihood: possible Outcome: major Risk level: high.	A

Commented [SF6]: Please refer to [Risk Level Evaluation Matrix.pptx](#) when completing this section

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	ACTION	Risk rating (12)	Result (13)
			A&S Staff and SAs are trained to never share personal details (e.g. personal mobile phone number, social media accounts) with the young people they are working with. A&S Staff and SAs are trained in the University's disclosure process and how to manage a disclosure from a young person. A&S Staff and SAs advised avoiding being alone with pupils at all times. DJ who is working the Wednesday evening Disco at ST Anselm's Hall, has shared enhanced DBS and Public Liability Insurance Certificates. Staff are gathering safeguarding and additional needs data from parents and schools, and these will be shared with ambassadors and staff working the event to know how to support attendees. This information is to be included in point 21 of the RA (post sending out to schools)	Staff to share DJ relevant documents with accommodation		
16. Collection and storage of personal and sensitive data relating to the pupils attending the activity	Data breach	Visitors A&S staff UoM staff The University of Manchester Via data breach	As part of the booking process for the A&S Staff events, personal and sensitive data relating to the visitors taking part will be collected. This may include: • Name • Postcode • Gender • Medical conditions This information is collected via a consent form that includes a fair collection notice.	None	Likelihood: Possible Outcome: Major Risk level: High Risk	A

Commented [SF6]: Please refer to [Risk Level Evaluation Matrix.pptx](#) when completing this section

Commented [EB18]: Is this disco still taking at slern's? If so all the location information across the RA needs to updates (e.g. task . Premises box). [@Rachel Law](#)

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	ACTION	Risk rating (12)	Result (13)
			This data is held in accordance with the University's data protection policy and is only accessed by A&S Staff who require this information for the safety of the pupils. After the event, sensitive data (medical conditions) is destroyed. Personal information is retained, where we have the relevant permission, to enable tracking and evaluation of the activity. The University's Privacy Notice for participants on pre university events and initiatives is available to download here: www.manchester.ac.uk/discover/privacy-information/data-protection/privacy-notices/ Greater Manchester Highter's Privacy Notice can be found here: https://gmhigher.ac.uk/wp-content/uploads/2021/07/3.-GMH-Student-Privacy-Note-update-AUG-2021.pdf			
17. Student Action on campus	Disruption caused by student protests, demonstrations and building occupation. Risk to physical safety and comfort: crowding/congestion in public spaces. Disrupted access to buildings and facilities. Risk to emotional wellbeing:	Visitor/s SAs A&S staff UoM Staff	The University respects the right of students to participate in peaceful protest which does not breach our student disciplinary regulations. In the event of peaceful student action: • Ongoing protests will be monitored up to and including the day of the event. • A&S Managers (grade 7) will monitor operational updates from UoM senior management team (SLT) and share relevant information with event leads. • Event leads will follow any recommendations / direction from SLT regarding on campus activities.	Staff to check for hazards prior to event that may impact summer school.	Likelihood: possible Outcome: Major Risk level: Medium Risk	A

Commented [SF6]: Please refer to [Risk Level Evaluation Matrix.pptx](#) when completing this section

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	ACTION	Risk rating (12)	Result (13)
	Exposure to noise and crowds. Exposure to slogans and imagery that may be distressing.		- Event lead will communicate relevant messages / updates to teachers due to attend. - A&S Staff and SAs will be briefed on current guidance at the beginning and throughout the event. - If necessary planned activities and venues may be adjusted at short notice to ensure the safety of attendees and smooth running of activities - In the event of significant disruption to University operations, where it is deemed there may be significant risk to physical or emotional wellbeing or where it is possible that events may escalate rapidly, visits may be postponed, moved to online delivery or cancelled. At the time of writing, we are not aware of any current or planned student action on campus.			
18. Use of shared equipment and mixing of staff, ambassadors and members of the public, including school pupils, teachers and advisers in shared spaces on campus.	Public Health Emergencies: Spread of infectious diseases – e.g. SARS-CoV-2 (COVID-19)	Visitors A&S staff UoM staff SAs	Hand sanitiser dispensers are positioned at building entrances and exits. Surface sanitising wipes are available in teaching rooms and offices around campus. If mandated by the government or the University at the time of the event, social distancing will be practiced at all times, by staff, ambassadors and visitors not from the same household – indoors and outdoors. All Visitors will be informed of this expectation via email ahead of visit. They will also be reminded not to	Staff and visitors to comply with all signage and maintain social distancing.	Likelihood: Possible Outcome: Minor Risk level: Low	A

Commented [SF6]: Please refer to [Risk Level Evaluation Matrix.pptx](#) when completing this section

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	ACTION	Risk rating (12)	Result (13)
			attend if they are showing any symptoms of diseases of concern. If mandated by the government or the University at the time of the event, All A&S Staff, SAs and visitors will be asked to wear a mask when indoors (unless exempt). Spares will be available on the day. Staff will hand these out and ensure hands are sanitised before doing so. Where possible, good ventilation and an adequate supply of fresh air will be encouraged in less open areas e.g. by opening doors and windows. Where resources / equipment needs to be shared, sharing will be limited to pupils from the same school or college, and hand sanitiser and wipes will be available for cleaning items before and after every exchange. Event leads will provide antiviral wipes/sanitiser to enable all attendees to clean tables, chairs and other items at regular intervals/on request.			
19. Pre 16 pupils attending on campus activity unsupervised (without teachers or parents/carers) and the hazards that could occur during any	Visitors becoming unwell	Visitors Visitors may get ill while taking part in any element of the summer school as a result of: illness. allergies. ongoing medical conditions.	Parental/Carer consent provided ahead of the activity to ensure the pupil is fit to take part in the event. A&S staff are aware of any allergies and/or on-going medical conditions in advance of event. Parents/Carers and pupil reminded that prescribed and over the counter medicine must be brought to summer school by the pupil and cannot be administered by Summer School staff (including SA's	<i>With 40 young people on campus for 3 days, it is likely a small number may become unwell.</i> <i>We have put steps in place to ensure this</i>	Likelihood: Possible Outcome: Minor Risk level: Medium.	

Commented [SF6]: Please refer to [Risk Level Evaluation Matrix.pptx](#) when completing this section

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	ACTION	Risk rating (12)	Result (13)									
activity during the event		dehydration.	and workshop leads) with the exception of emergency EpiPens during a severe allergic reaction.	would be identified early and actioned appropriately.											
			All attendees to carry a water bottle and have access to water throughout the days to prevent dehydration.												
			During the parent webinar attendees and parents advised prior to event to bring suncream, hats, appropriate clothing suitable for the weather/ activities.												
			Confirmed first aider for this event: Rachael Law and Izaak Murray t and UOM campus Security.												
			First aiders are also available via University Security staff 24 hours a day.												
			Known allergies: TO BE GAINED AND UPDATED. See section 14 for allergen list.												
			Additional Requirements:												
			<table><tr><th>Needs</th><th>More information/ medication</th><th>Staff Support</th></tr><tr><td>ADHD-medicated</td><td>Xaggatin XL 27mg a day</td><td>Does not need additional support.</td></tr><tr><td>Can be overwhelmed and have</td><td></td><td>All staff aware of diagnosis</td></tr></table>	Needs	More information/ medication	Staff Support	ADHD-medicated	Xaggatin XL 27mg a day	Does not need additional support.	Can be overwhelmed and have		All staff aware of diagnosis			
Needs	More information/ medication	Staff Support													
ADHD-medicated	Xaggatin XL 27mg a day	Does not need additional support.													
Can be overwhelmed and have		All staff aware of diagnosis													

Commented [SF6]: Please refer to [Risk Level Evaluation Matrix.pptx](#) when completing this section

Commented [SF19]: Include somewhere in this section, precautionary measures taken to avoid dehydration/overheating - e.g. all attendees to carry a water bottle, attendees and parents advised prior to event to bring suncream, hats, appropriate clothing etc.

Commented [RL20]: TBC

Commented [EB21R20]: @Rachael Law - I think the formatting on this table is incorrect. Rows don't match columns and column headings are missing; but I know this information is also still being collected

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)			ACTION	Risk rating (12)	Result (13)
			emotional regulatory struggles		and medication needs.			
			Autistic Traits-	loud environments can be overwhelming	Staff to be made aware and pupil to be supported to use quiet spaces when needed.			
			On SEND register for working memory issues.	n/a	Needs regular rest breaks			
			Asthma	Has inhaler	Staff to check student has brought inhaler			
			Suspected dyslexia Hay fever	Young person takes medication listed below. Lymecycline 408mg 1 tablet in the morning plus 1 hay-fever tablets. Epiduo	Staff aware of medication needs and will ensure student has medication with them. Remind them we cannot be responsible for administering			

Commented [SF6]: Please refer to [Risk Level Evaluation Matrix.pptx](#) when completing this section

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)			ACTION	Risk rating (12)	Result (13)
				face cream applied at night.				
			Asthma	Inhaler	Staff to check they have brought inhaler			
			Suspected Dyslexia	n/a	Staff to be aware in workshop settings.			
			Mental health Support	n/a	Staff to be aware.			
			Nut Allergy	Student to carry epi pen.	Staff to be aware- all catering outlets informed			
			Additionally: - SA's asked to monitor pupil well-being through the event and report any concerns to lead member of A&S staff. - First aiders are available via University Security staff 24 hours a day (both on main campus and at halls of residence) - Pupils given event team phone number to call in emergencies, including feeling unwell. - Water available for pupils at all mealtimes and on request from A&S staff at all other times. - Event led to have access to emergency contact details at all times in case a pupil becomes unwell. - If a pupil feels mildly unwell, a phone call to parents/carers should be made and a decision					

Commented [SF6]: Please refer to [Risk Level Evaluation Matrix.pptx](#) when completing this section

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	ACTION	Risk rating (12)	Result (13)
			made about whether to return them home or to accompany pupil to A&E. - If a pupil becomes seriously unwell, they should be taken to A&E or an ambulance called; and parents/carers immediately informed. - Consent for First Aid Treatment and the application of care in emergency situations has been provided by parents/carers ahead of attendance at the summer school. The procedure remains the same regardless of whether an incident takes place on or off campus during the summer school. In rare instances, a disclosure from a student may indicate the school contact (day and / or out of hours) or other government agencies should be contacted as well as or instead of parents. The Summer School lead will make the decision on the most appropriate course of action as part of dynamic, situation specific risk assessment with the support of their line manager and / or the EIM.			
20. Pre 16 pupils attending on campus activity unsupervised (without teachers or parents/carers) and the hazards that could occur during any activity during the event.	Inappropriate behaviour while on campus or accommodation	- Visitor/s - SAs - UoM Students - A&S staff - UoM Staff - GMH Staff	All young people will sign a Code of Conduct at the start of the summer school activity- this includes information about appropriate and safe behaviours on campus. (Appendix I) A&S staff and/or Student advocates will give briefing and instructions on expected standards of behaviour at the start of the event and monitor behaviour throughout. In the event of a breach of the Code of Conduct, or	Staff to share RA with accommodation.	Likelihood: Possible Outcome: Major Risk level: Medium.	A

Commented [SF6]: Please refer to [Risk Level Evaluation Matrix.pptx](#) when completing this section

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	ACTION	Risk rating (12)	Result (13)
			any other serious incidents of misbehaviour (e.g. fighting, racial abuse or the use of illegal substances) the student(s) concerned will not be allowed to continue on the summer school. Parents and teachers will be contacted, and students will be sent home/back to school.			
21. Pre 16 pupils attending on campus activity unsupervised (without teachers or parents/carers) and the hazards that could occur during any activity during the event.	Pupil does not attend activity as planned. Wellbeing- need to know where pupil is if not attending as planned	Visitors	Written parental consent is required before a pupil is able to attend an unsupervised summer school activity. All pupils are being collected from their school by coaches or taxis booked for the Summer School by the University of Manchester. A link teacher at each school will be responsible for supervising and organising pupils at a designated waiting point ready for collection to attend the summer school (timing of collection provided by A&S staff on school specific transport plan). Designated Transport ambassadors (SAs) will supervise pupils during the journeys. Where a pupil is not at school to be collected as expected, UoM staff/SAs will take information / instruction from the link teacher as appropriate. On arrival at campus, UoM staff will contact the parent/carer of any pupils who were expected to attend to confirm that they are not attending the event as planned. This is in addition to any contact that school staff have with the parent/carer of the young person. During the summer school, pupils will be chaperoned at all times by a Student Advocate and/or a member of A&S staff. Should a pupil go missing, there is a procedure in place for meeting points on campus and	Transport ambassadors to call summer school staff if this occurs.	Likelihood: possible Outcome: Minor Risk level: Medium.	A

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Commented [EB22]: Is anyone travelling unsupervised
@Rachel Law

Commented [RL23R22]: No one will travel unsupervised

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	ACTION	Risk rating (12)	Result (13)
			an emergency telephone number for the pupil to use, which is on their lanyards which they wear at all times. Should a young person go missing, the following protocol will apply: • 0 to 10mins - Group student ambassador to inform one of the summer school leads. • 15 mins – Summer school leads to try contacting young person via young person's mobile (if they have one). • 30 mins – Summer School lead to inform A&S Manager of situation. • Action after this point to be directed by A&S Manager. Summer school lead or A&S manager to inform Kelly-Ann Mallon (G8 Head of Careers and Employability) or EIM. (Rachael Law)			
22. Pre 16 pupils attending on campus activity unsupervised (without teachers or parents/carers) and the hazards that could occur during any activity during the event.	Need to contact the pupil in an emergency	Visitors Wellbeing- need to communicate change of plan or contact from home	A&S staff will have emergency contact details for parents/carers of all pupils attending the activity. A&S staff will have mobile phone contact details of all pupils attending the activity (where possible). Both will be checked with the pupil at registration for the event to ensure records are up to date. A&S will use the shared event phone to call students, where necessary, and NEVER use their own personal number. Pupils will never be alone unless at night in their own rooms. Parents/ carers and schools have provided and additional needs list to staff for students, and a staff have this to hand to ensure support for young people.	All staff to have additional needs list for students in their groups. Information will be added to this risk assessment for staff, after being shared with schools. This is to protect personal data.	Likelihood: possible Outcome: Insignificant Risk level: Low Risk	A

Commented [SF6]: Please refer to [Risk Level Evaluation Matrix.pptx](#) when completing this section

Commented [RL24]: Add names of staff members here, so people know who exactly to escalate too

Commented [RL25]: Needs Clarifying as informed Melissa is off.

Commented [EB26R25]: Summer school lead or A&S manager to inform Kelly-Ann Mallon (G8 Head of Careers and Employability) or EIM. ([@Rachael Law](#))

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	ACTION	Risk rating (12)	Result (13)
			Each school has provided a named safeguarding contact for duration of summer school all staff and ambassadors working the event have access to this on their masterplan.			
23. Movement of group- coach and taxi travel	Traffic accidents	Coach driver A&S staff SAs Visitors Other road users/pedestrians Personal injury because of traffic accident	Coaches and Taxies booked with UoM approved supplier to ensure company is reputable and have relevant insurances in place. Please see appendix for movement details of coach bookings. Which specifies time and pickups for inbound journeys to summer school and out bound journeys post summer school. There are 40 students being picked up from 12 schools across Greater Manchester. Outbound Journey numbers are subject to change, as some parent carers will be taking children home from summer. Parents/carers will provide information via Qualtrics before graduation, to let us know if their child requires university transport back to school post event. Post graduation, staff will sign all attendees out via a register and confirm students taking UOM transport. These Students will be accompanied by student ambassadors on transport home, and they will meet with teachers at school to drop off young people. The Coaches are booked through Swans, who are an approved supplier at UOM. There contacts information is Stanley House, Oldham Broadway	Staff to maintain contact with coach companies and ambassadors to ensure travel is going according to plan. Transport plans to be shared with safeguarding leads at schools and in the parent carer webinar. Staff to update master cohort sheet for outbound journeys as and when information arrives. This information to be shared with schools and with	Likelihood: Possible Outcome: Major Risk level: High Risk	A

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Commented [RL27]: TBC

Commented [EB28R27]: Do we want specify here this includes OOO? @Rachael Law

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	ACTION	Risk rating (12)	Result (13)									
			Business Park, 9 Broadgate, Chadderton, Oldham OL9 9XA Phone: 0800 799 9423 Transport information to be circulated to safeguarding leads at schools via email/ Coach/Taxi travel: Current best practice is followed in respect of driving and rest hours- 30 mins for 5.5 hours of driving. We do not expect any of the coach/taxi journeys as part of the event to last for more than 2 hours. <table><tr><th>Date</th><th></th><th></th></tr><tr><td>Tuesday 7th July</td><td>Collection from Burgess Park halls of residence (to pick up ambassadors) to various schools (to pick up students), then drop off at campus</td><td>Approx. journey time - between 15min and 90mins depending on school (multiple school stops per vehicle in many instances)</td></tr><tr><td>Thursday 9th July</td><td>Collection from UoM campus – returned to individual schools (various journeys)</td><td>Approx. journey time - between 15 min and 90mins depending on school (multiple school stops</td></tr></table>	Date			Tuesday 7 th July	Collection from Burgess Park halls of residence (to pick up ambassadors) to various schools (to pick up students), then drop off at campus	Approx. journey time - between 15min and 90mins depending on school (multiple school stops per vehicle in many instances)	Thursday 9 th July	Collection from UoM campus – returned to individual schools (various journeys)	Approx. journey time - between 15 min and 90mins depending on school (multiple school stops	transport ambassadors before the end of summer school.		
Date															
Tuesday 7 th July	Collection from Burgess Park halls of residence (to pick up ambassadors) to various schools (to pick up students), then drop off at campus	Approx. journey time - between 15min and 90mins depending on school (multiple school stops per vehicle in many instances)													
Thursday 9 th July	Collection from UoM campus – returned to individual schools (various journeys)	Approx. journey time - between 15 min and 90mins depending on school (multiple school stops													

Commented [SF6]: Please refer to [Risk Level Evaluation Matrix.pptx](#) when completing this section

Commented [SF29]: Note changes: I've updated some of the wording here to be clear that this refers to both coach and taxi travel

Commented [SF30]: Please add in detailed travel itinerary for all journeys when known. This can be added as an appendix if preferred.
This should included:
- pick up and drop off times and location
Expected number of travellers
Name + phone number of Coach company
Booking reference

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)			ACTION	Risk rating (12)	Result (13)
					per vehicle in many instances)			
			To minimise risks on the transport: • All passengers to sit in seats with seat belts fastened while the vehicle is moving. • Exits/doors to be kept clear of luggage or equipment. • Transport ambassadors will register all students as they board the coach/taxi. • Pupils and SAs will not be allowed to move around the vehicle when it is in motion. • Passengers must not distract the driver when the vehicle is in motion- SA's to monitor behaviour at all times while on the coach. • Staff leads to have supply of water and sick bags and anti-bacterial wipes in case pupils become travel sick. If an accident does occur on normal roads • Pupils will be kept in the vehicle, if it is safe to do so. • Advice will be taken from the driver as relevant. • If not, the pupils will be moved to a safe location protected from oncoming traffic. • When moving pupils, A&S staff and SAs will supervise the pupils at all times and follow the Highway Code to avoid danger. If the accident is serious and there are injuries (to either UoM party or other road users): • Move those able to walk away from the scene of the accident, keeping them safe throughout.					

Commented [SF6]: Please refer to [Risk Level Evaluation Matrix.pptx](#) when completing this section

Commented [SF31]: And anti-bacterial wipes

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	ACTION	Risk rating (12)	Result (13)
			- Advice will be taken from coach driver as relevant. - SA's to deal with casualties until emergency help arrives. Dynamic risk assessment to take place by lead A&S staff to ensure the well-being of UoM party and UoM visitors. EIM will be informed.			
24. Movement of group- coach and taxi travel	Getting lost from the group	Visitors Danger of being left unaccompanied due to not getting back on the coach prior to departure	SAs/A&S staff will take registers of pupils when getting on and off the coach / taxi to ensure that no pupils are left behind at any point of the travel. This includes any comfort breaks. Should a young person go missing, the following protocol will apply: 0 to 10mins - Group student ambassador to inform one of the summer school leads. 15 mins – Summer school leads to try contacting young person via young person's mobile (if they have one). 30 mins – Summer School led to inform A&S Manager of situation. - Action after this point to be directed by A&S Manager. Summer school lead or A&S manager to inform Kelly-Ann Mallon (G8 Head of Careers and Employability) or EIM. Rachael Law	None	Likelihood: Virtually Impossible Outcome: Minor Risk level: Low Risk	A
25. Staff and Student Advocates working a	A&S Staff and Student Ambassadors working long days	A&S staff Student Ambassadors	Staff and student ambassadors will have breaks factored into the event days and will be advised to drink plenty of water.	<i>Breaks for staff and ambassadors to be added into</i>	Likelihood: possible Outcome:	A

Commented [SF6]: Please refer to [Risk Level Evaluation Matrix.pptx](#) when completing this section

Commented [SF32]: Copy in the procedure from section 21 for actions taken in the event that pupil goes missing.

Commented [RL33]: What is the escalaton

Commented [EB34R33]: Sorry Racheal I did add info to escalate to Kelly Ann during day after A*S manager, and EIM at night. I didn't save

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	ACTION	Risk rating (12)	Result (13)
residential activity	and hours and being on call over night	Physical and emotional well-being of summer school staff working long and tiring days	Student ambassadors to let us know if they're feeling unwell, and support ambassadors on hand who can take over if a group ambassador is unwell. Ambassadors or staff to let us know of any additional needs they may have. A&S Staff will carry out daily check ins and de-briefs with ambassadors. This will provide an opportunity for them to raise any issues with their group and well as any personal wellbeing concerns. A different member of A&S staff will be on call each night of the residential. Rowan Fitzsimmons is on duty Night 1, and Izaak Murray is on Duty night 2.	<i>masterplan on each day – and all made to take them.</i>	Minor Risk level: Low Risk	
26. Students and Staff sleeping over at accommodation for residential	Students going in each other's rooms.	Students/ staff/ ambassadors	Attendees have individual en-suite rooms, in flats of 10. The ratio in flats are 2 staff/and or ambassadors to 8 attendees (max). This is in line with accommodation protocol of 1:10 staff to attendee ratio for Under 18's. All attendees will be assigned a single-occupancy study bedroom with ensuite bathroom. Attendees are not permitted to enter anybody else's bedroom and will sign consent to this rule in the code of conduct. Staff and Ambassadors have received safeguarding training including guidance that they should avoid entering a student's room alone where possible. If a student needs assistance which requires a staff member to enter the room, staff are required to have another staff member or student ambassador with them. In the event of emergency where there is not	Staff in flats to take register of attendees before breakfast and before bed to ensure all accounted for in flat. Refer to code of conduct if attendees are found in incorrect flats and remove them from summer school.	Likelihood: possible Outcome: Major Risk level: Medium Risk	A

Commented [SF6]: Please refer to [Risk Level Evaluation Matrix.pptx](#) when completing this section

Commented [SF35]: Include daily check ins and evening debriefs with ambassadors which should include checking on ambassador wellbeing as well as anything related to the attendees.

Commented [SF36]: Note updated wording.

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	ACTION	Risk rating (12)	Result (13)
	Students during social time		time to wait for another staff member, A&S staff/Student Ambassadors are advised to prop doors open until another person can attend them. There is school split across flats to minimise interactions between students from the same schools who may have existing friendships. Students and staff are briefed on bedtime policy, in rooms for 10pm each night with lights out at 10:30pm. Throughout the residential students do not have the opportunity to return to flats unsupervised. All free and social time is supervised in a communal space at the accommodation by staff and student ambassadors. Ambassadors and staff have access to event phone to call in case of emergency within flats. Adequate supervision arrangements exist: Rowan Fitzsimmons on call night 1 and Izaak Murray on call night 2. All staff working the event are in possession of an up-to-date university issued enhanced DBS certificate. All students will be supervised during social times in accommodation. Staff and ambassadors will be stationed in rooms and at exits to prevent students leaving the premises.			

Commented [SF6]: Please refer to [Risk Level Evaluation Matrix.pptx](#) when completing this section

Commented [SF37]: Please note this addition

Commented [SF38]: This wording needs clarifying. Is it referring to minimising interactions between students with other students, or students and staff?

Commented [EB39]: I am not quite sure what this means. How does the split minimise interactions [@Rachael Law](#)

Commented [RL40R39]: It was to mean interactions with those who may have existing relationships. I can amend this wording.

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	ACTION	Risk rating (12)	Result (13)
27. Students and Staff sleeping over at accommodation for residential	Fire Hazards: Electrical Smoking	Students, staff and ambassadors	All attendees are not allowed to use kitchens in flats. These are out of bounds, and all food and drinks will be consumed in the communal food and dining area. Attendees will be shown emergency exits and fire safety points on arrival. Students are not permitted to vape or smoke at the summer school and have signed a code of conduct stating this. There will be scaffolding in place outside the dining room and St Anselm's Hall.	Staff to ensure kitchens are not used. Staff will monitor areas around scaffolding to ensure that no one is able to climb the frames.	Likelihood: possible Outcome: Major Risk level: Medium Risk	A
28. Competencies of driver	pupils and other road users may be involved in road accidents / collisions causing bruises, cuts, fractures and death.	Student Staff	Driver(s) have a current, clean driving licence which is checked annually. Drivers are made aware of their overall personal responsibility for providing a safe service by ensuring; the road worthiness of the vehicle, personal fitness to drive (effected by medication, alcohol, drugs or tiredness), weight is evenly distributed, the maximum weight capacity of the vehicle is not exceeded, seatbelts are worn and luggage is securely stowed Rachael Law (van driver) Arooj Can Rowan Fitzsimmons Jack Walker will be listed as the drivers for event.	Rachael to check in with Arooj if she is able to drive daily. There is a separate on campus events RA for Arooj	Likelihood: possible Outcome: Major Risk level: Medium Risk	A
29. The vehicle – meets legal requirements	Staff, pupils and other road users may be involved in road accidents / collisions causing bruises, cuts, fractures and death.	Staff Student	The car MUST be fitted with seatbelts. The vehicle is correctly licensed. The vehicle is maintained in accordance with the manufacturer's instructions. Where the vehicle is over one year old it will have a valid MOT certificate.	Ensure all insurance documents are stored.	Likelihood: possible Outcome: Major	A

Commented [SF6]: Please refer to [Risk Level Evaluation Matrix.pptx](#) when completing this section

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	ACTION	Risk rating (12)	Result (13)
			Adequate motor vehicle insurance provided by the university	Staff to check all persons in the car wears seatbelt	Risk level: Medium Risk	
30. Lone Working	Staff and pupils could experience physical or psychological harm / abuse.	Staff Student	Specific lone working policy from UOM Microsoft Word - Chapter 10 Lone working -v1.5 (DocID13891) Procedures for managing lone working are implemented.	Staff to check in with colleagues when arriving and leaving destination.	Likelihood: possible Outcome: Major Risk level: Medium Risk	A
31. Child Protection	Staff and pupils could experience physical or psychological harm / abuse	Staff Student	Driver(s) / Escort(s) will receive a DBS check prior to work. Staff aware of safeguarding children reporting procedures and designated safeguarding officer. Consent to be obtained from parent / carer prior to journey. Is there a need to use the child locks (rear seats) to prevent 'runners'		Likelihood: possible Outcome: Major Risk level: Medium Risk	A
32. Discovery of offensive items by event staff or visitors (e.g. knives, guns other weaponry etc.)	Risk of injury and/or panic amongst attendees	Visitors SAs A&S staff Injury to self or others	Upon discovery of such items event leads with support of wider team staff to do the following in the order as best as possible 1. Ensure any visitors are moved away from the item(s) to another part of the room or outdoor location (if necessary, remove them from the room or outdoor location entirely) 2. Call Security and inform them of them of the arising incident and ask for immediate arrival	Ensure all staff are aware of this process. Staff to swap room prior to use	Likelihood: possible Outcome: Major Risk level: High Risk	A

Commented [SF6]: Please refer to [Risk Level Evaluation Matrix.pptx](#) when completing this section

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	ACTION	Risk rating (12)	Result (13)
			and advice on moving the item (whether to do so yourselves or to wait for security) 3. Event staff (preferably the event lead) should either A) Isolate item by moving/spacing out/asking attendees to vacate the room if/where possible (avoiding any all contact when/where appropriate) OR B) If agreed with security, remove item (avoiding direct contact) from its original location to a location away from visitors and supervise item until security arrive to dispose of it. 4. If it is safe to do so, an additional sweep of the area (room or outdoor location) should be undertaken to identify if any other offensive items are around, and steps 1 and 3 should be followed if more items are located. If it is not safe for the event team to undertake step four, security should be asked to do so. 5. At the earliest suitable point whilst undertaking steps 1 to 4, the event lead or staff member in the location should Inform their line manager and their ASDS Manager.			
33. Extreme Weather - Heatwave	Increased risk of illness, heat exhaustion and dehydration	Visitors A&S staff UoM staff SAs	The weather during summer school is expected to be between 24-27 degrees Celsius. - Participants have been advised to wear suitable clothes, sunscreen and bring a reusable water bottle with them. - Staff will ascertain whether any attendees are particularly susceptible to heat related illness, e.g. due to pre-existing conditions or medication and ensure that additional	Staff to monitor the weather during the programme	Likelihood: possible Outcome: Major Risk level: High Risk	

Commented [SF6]: Please refer to [Risk Level Evaluation Matrix.pptx](#) when completing this section

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	ACTION	Risk rating (12)	Result (13)
			support is in place for any participants who require it. - Staff will ensure that participants are aware of the location of water fountains in the vicinity of where activities are taking place and ensure that participants and staff have opportunities to fill up their water throughout the day. - Bottled water will be kept on hand in case of emergency, including on the walk to and from campus each day - On each day of the event, staff will check the buildings/rooms they're using to ensure that that the temperature is reasonable. - Staff will locate cooler areas nearby which can be used for breaks/respice if anyone is suffering ill effects from heat. - Limit time outside in full sun. If the programme includes campus tours or outdoor activity these will be scheduled earlier in the day when it is likely to be cooler. Where possible groups should stay in the shade. If too hot to safely have a campus tour and alternative activity will be provided. - Staff and student ambassadors will watch for signs of heat related illness in all attendees including visitors, staff and student ambassadors and call Campus Security on 0161 306 9966 or via the SafeZone app if anyone needs medical attention. - Signs of heat related illness include: - Feeling tired, dizzy, faint, or weak - Feeling sick			

Commented [SF6]: Please refer to [Risk Level Evaluation Matrix.pptx](#) when completing this section

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	ACTION	Risk rating (12)	Result (13)
			- o Feeling an intense thirst - o A headache - o Heavy sweating - o Painful cramps in the arms, legs, and stomach • Where the University has provided specific safety guidance, this will be followed. [If specific guidance has been provided at the time of the event, please link to it here] Extreme Heat guidance issued 22nd June 2026: Extreme heat: looking after each other StaffNet The University of Manchester			

Commented [SF6]: Please refer to [Risk Level Evaluation Matrix.pptx](#) when completing this section

In addition:

- All visitors to be made aware by the University lead Staff member of the action to be taken in the event of a fire.
- All medical conditions, including allergies, are to be highlighted to the University lead Staff member when sending in parental consent forms/booking forms.
- Where attendees are under the age of 18, University Staff and students in **regulated activity** will have an enhanced DBS check.
- All University security Staff are first aid trained and can be contacted 24 hours a day on 0161 306 9966
- The staff: pupil ratio should not exceed 1:15 including university staff, teachers, postgraduate facilitators/demonstrators and SAs.
- SAs receive a health and safety briefing (including manual handling) appropriate to the activity in advance of each A&S Staff event they work on.
- Event leads will consider whether any attendee requires a PEEP (personal exit and evacuation plans). This is particularly relevant for events which require regular participation or for overnight stays. Reference Risk 1, page 3. Further information is available at www.healthandsafety.manchester.ac.uk/toolkits/fire/peeps

Action plan (14) (event lead to complete)				
Ref No	Further action required	Action by whom	Action by when	Done
19	To confirm dietary requirements for students - Send to catering teams providing food. -Use this information for ordering snacks	RL	June 2026	yes
19	To confirm additional mobility/accessibility requirements for attendees	RL/AA	June 2026	Ongoing
19	Create PEEP's if necessary	RL	July 2026	ongoing
19	Monitor if any other activities on campus that will make movement on campus more dangerous	RL/JB	Ongoing before July 2026	ongoing
	To create additional risk assessments for workshops / activity if necessary (requiring specialist equipment, etc.)	RL	Ongoing before July 2026	n/a
	Staff to familiarise themselves with the on-campus RA for staff Member AC	All	Before July	Ongoing
1.	<i>Note of fire alarms in buildings being used.</i> <i>Roscoe Building – test alarm is Thursdays @ 9:15AM which will not impact our event.</i> Samuel Alexander Building- Every Thursday at 12:50pm – staff and students to be made aware of this. university Place takes place every Thursday at 11:30 am.			

Notes to accompany General Risk Assessment Form

This form is the one recommended by Safety Services and used on the University's risk assessment training courses. It is strongly suggested that you use it for all new assessments, and when existing assessments are being substantially revised. However, its use is not compulsory. Providing the assessor addresses the same issues, alternative layouts may be used.

- (1) **Date:** Insert date that assessment form is completed. The assessment must be valid on that day, and subsequent days, unless circumstances change and amendments are necessary.
- (2) **Assessed by:** Insert the name and signature of the assessor. For assessments other than very simple ones, the assessor should have attended the University course on risk assessments (THS 15 Principles of Risk Assessment)
- (3) **Checked / Validated* by** delete one.

Checked by: Insert the name and signature of someone in a position to check that the assessment has been carried out by a competent person who can identify hazards and assess risk, and that the control measures are reasonable and in place. The checker will normally be a line manager, supervisor, principal investigator, etc. Checking will be appropriate for most risk assessments.

Validated by: Use this for higher risk scenarios, e.g. where complex calculations have to be validated by another "independent" person who is competent to do so, or where the control measure is a strict permit-to-work procedure requiring thorough preparation of a workplace. The validator should also have attended the University's risk assessment course or equivalent and will probably be a chartered engineer or professional with expertise in the task being considered. Examples of where validation is required include designs for pressure vessels, load-bearing equipment, lifting equipment carrying personnel or items over populated areas, and similar situations.

- (4) **Location:** insert details of the exact location, i.e. building, floor, room or laboratory etc. If off campus, provide information about expected location(s) or attach itinerary.
- (5) **Assessment ref no:** use this to insert any local tracking references used by the school or administrative directorate.
- (6) **Review date:** insert details of when the assessment will be reviewed as a matter of routine. This might be in 1 years' time, at the end of a short programme of work, or longer period if risks are known to be stable. Note that any assessment must be reviewed if there are any significant changes – to the work activity, the vicinity, the people exposed to the risk, etc.
- (7) **Task / premises:** insert a brief summary of the task, e.g. typical office activities such as filing, DSE work, lifting and moving small objects, use of misc. electrical equipment. Or, research project [title] involving the use of typical laboratory hardware, including fume cupboards, hot plates, ovens, analysis equipment, flammable solvents, etc.
- (8) **Activity:** use the column to describe each separate activity covered by the assessment. The number of rows is unlimited, although how many are used for one assessment will depend on how the task / premises is sub-divided. For laboratory work, activities in one particular lab or for one particular project might include: use of gas cylinders, use of fume cupboard, use of computer or other electrical equipment, use of lab ovens, hot plates or heaters, use of substances hazardous

to health, etc

- (9) **Hazard:** for each activity, list the hazards. Remember to look at hazards that are not immediately obvious. For example, use of a lathe will require identification of the machine hazards, but also identification of hazards associated with the use of cutting oils (dermatitis), poor lighting, slipping on oil leaks, repetitive actions, etc. The same activity might well have several hazards associated with it. Assessment of simple chemical risks (e.g. use of cleaning chemicals in accordance with the instructions on the bottle) may be recorded here. More complex COSHH assessments e.g. for laboratory processes, should be recorded on the specific COSHH forms.
- (10) **Who might be harmed and how:** insert everyone who might be affected by the activity and specify groups particularly at risk. Remember those who are not immediately involved in the work, including cleaners, young persons on work experience, maintenance contractors, Estates personnel carrying out routine maintenance and other work. Remember also that the risks for different groups will vary. Eg someone who needs to repair a laser may need to expose the beam path more than users of the laser would do. Vulnerable groups could include children on organised visits, someone who is pregnant, or employees and students with known disabilities or health conditions (this is not a definitive list).

For each group, describe how harm might come about, e.g. an obstruction or wet patch on an exit route is a hazard that might cause a trip and fall; use of electrical equipment might give rise to a risk of electric shock; use of a ultraviolet light source could burn eyes or skin.

- (11) **Existing measures to control the risk:** list all measures that already mitigate the risk. Many of these will have been implemented for other reasons but should nevertheless be recognised as means of controlling risk. For example, restricting access to laboratories or machine rooms for security reasons also controls the risk of unauthorised and unskilled access to dangerous equipment. A standard operating procedure or local rules (e.g. for work with ionising radiation, lasers or biological hazards) will often address risks. Some specific hazards may require detailed assessments in accordance with specific legislation (e.g. COSHH, DSEAR, manual handling, DSE work). Where this is the case, and a detailed assessment has already been done in another format, the master risk assessment can simply cross-reference to other documentation. For example, the activity might be use of a carcinogen, the hazard might be exposure to hazardous substances, the existing control measures might all be listed in a COSHH assessment. Controls might also include use of qualified and/or experienced Staff who are competent to carry out certain tasks; an action plan might include training requirements for other people who will be carrying out those tasks.
- (12) **Risk Rating:** the simplest form of risk assessment is to rate the remaining risk as high, medium or low, depending on how likely the activity is to cause harm and how serious that harm might be.

The risk is **LOW** - if it is most unlikely that harm would arise under the controlled conditions listed, and even if exposure occurred, the injury would be relatively slight.

The risk is **MEDIUM** - if it is more likely that harm might actually occur and the outcome could be more serious (e.g. some time off work, or a minor physical injury).

The risk is **HIGH** - if injury is likely to arise (e.g. there have been previous incidents, the situation “looks like an accident waiting to happen”) and that injury might be serious (broken bones, trip to the hospital, loss of consciousness), or even a fatality.

Schools or administrative directorates may choose to use other rating systems. Typical amongst these are matrices (of 3x3, 4x4, 5x5 or even more complex) which require the assessor to select a numerical rating for both “likelihood that harm will arise” and “severity of that harm”. These may give a spurious sense of accuracy and reliability – none are based on quantitative methods. There are methods of estimating risk quantitatively, and these may be appropriate for complex design of load bearing structures and the like. Advice on methods of risk assessment is available from Safety Services. Whatever system of assessment is adopted, it is **essential** that the assessor has received suitable training and is familiar with the meaning of the terms (or numbers) used.

- (13) **Result:** this stage of assessment is often overlooked but is probably the most important. Assigning a number or rating to a risk does not mean that the risk is necessarily adequately controlled. The options for this column are:

T = trivial risk. Use for very low risk activities to show that you have correctly identified a hazard, but that in the particular circumstances, the risk is insignificant.

A = adequately controlled, no further action necessary. If your control measures lead you to conclude that the risk is low, and that all legislative requirements have been met (and University policies complied with), then insert A in this column.

N = not adequately controlled, actions required. Sometimes, particularly when setting up new procedures or adapting existing processes, the risk assessment might identify that the risk is high or medium when it is capable of being reduced by methods that are reasonably practicable. In these cases, an action plan is required. The plan should list the actions necessary, who they are to be carried out by, a date for completing the actions, and a signature box for the assessor to sign off that the action(s) has been satisfactorily completed. Some action plans will be complex documents; others may be one or two actions that can be completed with a short timescale.

U = unable to decide. Further information required. Use this designation if the assessor is unable to complete any of the boxes, for any reason. Sometimes, additional information can be obtained readily (e.g. from equipment or chemicals suppliers, specialist University advisors) but sometimes detailed and prolonged enquiries might be required. Eg is someone is moving a research programme from a research establishment overseas where health and safety legislation is very different from that in the UK.

For T and A results, the assessment is complete.

For N or U results, more work is required before the assessment can be signed off.

- (14) **Action Plan.** Include details of any actions necessary in order to meet the requirements of the information in Section 11 ‘Existing measures to control the risk’. Identify someone who will be responsible for ensuring the action is taken and the date by which this should be completed. Put the date when the action has been completed in the final column.

Inbound Journey

Inbound Journeys – Tuesday 7th July

Coach 1 – Depart at 07:15am last pick up at Moorside

Ambassadors:

Coach 1 - Last pick up at Moorside				
Pick Up	Postcode	Journey Duration	Departure Time	Passengers
Canterbury Court, Kent Rd E, Manchester	M14 5BX		07:15	2
Deanery High School, Deanery Church of England High, Frog Ln, Wigan	WN1 1HQ	40 mins – 1hr 5mins	08:15	7
Atherton High School, Hamilton St, Atherton, Manchester M46 0AY	M46 0AY	20-50 mins	9:00	2
Mount St Joseph School, Greenland Rd, Farnworth, Bolton	BL4 0HU	15-35 mins	9:35	5
Moorside High School, 57 Deans Rd, Swinton, Manchester	M27 0AP	12-24 mins	10:00	2
Manchester Museum, Oxford Rd, Manchester	M13 9PL	20-40 mins	Arrive 10:30	
			Total passengers	18

Coach 2 – Depart at 07:15am last pick up at TEMA

Ambassadors:

Coach 2 - Last pick up at Burnage Academy for Boys				
Pick Up	Postcode	Journey Duration	Departure Time	Passengers
Canterbury Court, Kent Rd E, Manchester	M14 5BX		07:15	2
The Derby High School, Radcliffe Rd, Bury	BL9 9NH	30-55 mins	8:10	2
Hazel Wood High School, Hazel Ave, Bury	BL9 7QT	12-20 mins	08:30	2

Coop Academy North Manchester, 300 Victoria Ave E, Blackley, Manchester	M9 7SS	14-24 mins	08:55	3
Droylsden Academy, Manor Rd, Droylsden, Manchester	M43 6QD	14-26 mins	9:25	3
The East Manchester Academy, East, Academy The East, 60 Grey Mare Ln, Greater, Beswick, Manchester	M11 3DS	6-14 mins	9:45	1
Manchester Museum, Oxford Rd, Manchester	M13 9PL	10-20 mins	Arrive 10:05	
			Total passengers	13

Coach 3 – Depart at 07:15am last pick up at Burnage Academy for Boys

Ambassadors:

Coach 3				
Pick Up	Postcode	Journey Duration	Departure Time	Passengers
Canterbury Court, Kent Rd E, Manchester	M14 5BX		7:15	2
Longdendale High School, Spring St, Hollingworth, Hyde	SK14 8LW	22-45 mins	8:00	2
Denton Community Academy, Taylor Lane, Denton	M34 3NG	16-30 mins	8:30	7
Burnage Academy for Boys, Burnage Ln, Manchester	M19 1ER	18-35 mins	09:05	4
Manchester Museum, Oxford Rd, Manchester	M13 9PL	12-35 mins	Arrive 9:40	
			Total passengers	15

Outbound Coaches

Return Journeys – Thursday 9th July

Coach 1

Coach 1 - Last drop off at Hazel Wood				
Pick Up	Postcode	Journey Duration	Departure Time	Passengers
Manchester Museum, Oxford Rd, Manchester	M13 9PL		16:40	9
Burnage Academy for Boys, Burnage Ln, Manchester	M19 1ER	18 - 35 mins	17:15	Drop off 2 students
Coop Academy North Manchester, 300 Victoria Ave E, Blackley, Manchester	M9 7SS	25 - 50 mins	18:05	Drop off 3 students
Hazel Wood High School, Hazel Ave, Bury	BL9 7QT	12 - 20 mins	18:25	Drop off 2 students
Manchester Museum, Oxford Rd, Manchester	M13 9PL	26 - 55 mins	Arrive 19:15	Drop off 2 ambassadors

Coach 2

Coach 2 - Last drop off at Deanery				
Pick Up	Postcode	Journey Duration	Departure Time	Passengers
Manchester Museum, Oxford Rd, Manchester	M13 9PL		16:40	8
Mount St Joseph School, Greenland Rd, Farnworth, Bolton	BL4 0HU	40 – 1hr 15 mins	17:55	Drop off 2 students
Deanery High School, Deanery Church of England High, Frog Ln, Wigan	WN1 1HQ	25 - 50 mins	18:45	Drop off 4 students
Manchester Museum, Oxford Rd, Manchester	M13 9PL	35 mins - 1hr	Arrive 19:45	Dop off 2 ambassadors

Coach 3

Coach 3 – Last drop off Longendale				
Pick Up	Postcode	Journey Duration	Departure Time	Passengers
Manchester Museum, Oxford Rd, Manchester	M13 9PL		16:40	6
Droylsden Academy, Manor Rd, Droylsden, Manchester	M43 6QD	20 – 45mins	17:25	Drop off 1 student
Denton Community Academy, 82 Taylor Ln, Denton, Manchester	M34 3NG	10-20mins	17:45	Drop off 2 students
Longendale High School, Spring St, Hollingworth, Hyde	SK14 8LW	20-45 mins	18:30	Drop off 1 student

University Safety Services risk assessment form and guidance notes.
Revised March 2015

Manchester Museum, Oxford Rd, Manchester	M13 9PL	35 mins - 1hr	Arrive 19:25	Drop off 2 ambassadors
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CODE OF CONDUCT

Expected behaviour: We want everyone to benefit from the summer school and to enjoy the experience. You will be expected to demonstrate responsible behaviour whilst attending the summer school, as well as having respect for others including pupils from your school and other schools, Student Ambassadors, University staff and visitors.

Rules and regulations: For health and safety reasons, and for all students to have the opportunity to benefit from and enjoy the summer school, the following rules and regulations will be in operation:

- Smoking and vaping are not allowed on the University campus.
- You are expected to attend all activities (unless there is a valid reason for absence, such as illness).
- The use of mobile phones is **strictly** restricted to breaks and mealtimes.
- You are expected to follow any emergency procedure, such as a fire drill, as directed by University staff.
- You **must** always keep to your own accommodation areas.
- At night, you will be given a time when you must be in your own room. You will be expected to **stay in your own room** after this time, until the following morning, unless there is an emergency.
- You are expected to treat all members of the University community with **respect, consideration and courtesy**. This includes Student Ambassadors, University staff, visitors and other Summer School students.
- If you have any concerns or issues, have a chat with your student ambassador or member of University staff.
- Once back at the Halls of Residence, you are not permitted to leave the grounds.
- You must always remain in your designated groups when on the University campus.
- You must always wear your lanyard (name badge) around your neck. These will be given to you when you arrive at the summer school.
- You must be punctual when attending sessions.
- To get the most out of the summer school, it is important to participate fully in all activities.
- You will abide by health and safety guidelines given to you by University Staff and/or Student Ambassadors.

Breach of code of behaviour

*University Safety Services risk assessment form and guidance notes.
Revised March 2015*

In the event of any breaches of this code of behaviour, or any other serious incidents of misbehaviour (such as fighting, racial abuse or the use of illegal substances) student(s) concerned will not be allowed to continue participating in the Summer School. Parents/carers and teachers will be contacted, and students will be sent home/back to school.

My attendance at the Year 10 Summer School 2025

I agree to abide by this code of behaviour:

Name: _____

Signed: _____

Date: _____