### APPENDIX

**Hazard and Risk Assessment Summary**

<table>
<thead>
<tr>
<th>School/Dept</th>
<th>Location of Activity</th>
<th>Date of Assessment</th>
<th>Activity Assessed (Attach protocols)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outreach, External Relations</td>
<td>Edgbaston Campus</td>
<td>09/07/2018</td>
<td>Yr 10 Summer Residential – 15 – 20 July 2018</td>
</tr>
<tr>
<td>Assessor</td>
<td>Carla Amos</td>
<td></td>
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</tr>
</tbody>
</table>

#### Assessment of Hazard and Risk

<table>
<thead>
<tr>
<th>HAZARD (List only hazards from which there is a significant risk of serious harm under foreseeable conditions)</th>
<th>PERSONS AT RISK (See key, Indicate number)</th>
<th>PERSONAL HARM?</th>
<th>LIKELIHOOD of HARM?</th>
<th>Control Measures Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire or Other Evacuation</td>
<td>YP, S, UG, V</td>
<td>✓</td>
<td>✓</td>
<td>• University fire policy in place</td>
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<tr>
<td></td>
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<td></td>
<td>• Staff and student ambassadors are briefed on fire evacuation and fire safety procedures in training and pre-event briefing.</td>
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<td></td>
<td>• Student Ambassadors advised to download the callmy app (mass notification and response app) in the event of a Univeristy-wide incident or alert.</td>
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<tr>
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<td></td>
<td>• Students are supervised by staff and student ambassadors. Student ambassadors are instructed to take note of evacuation and assembly points for each building used (2 members of staff, approximately 24 student ambassadors and 100 students)</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>• Ambassador and Outreach staff are responsible for checking names against the group register following evacuation of building.</td>
</tr>
<tr>
<td>Student behaviour and conduct</td>
<td>YP, S, UG, V</td>
<td>✓</td>
<td>✓</td>
<td>• All pupils sign a ‘code of conduct’ at the start of the residential activity - this includes information on appropriate and safe behaviour on and off campus.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>This document is also shared with parents at the pre-event launch/briefing.</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Category</th>
<th>YP, S, UG, V</th>
<th>✔️</th>
<th>✔️</th>
<th>✔️</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lost Persons</td>
<td></td>
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</tr>
</tbody>
</table>
| - All students given Aston Webb Reception as Lost Persons Meeting point at the start of visit. Students are instructed to stay in their groups at all times (code of conduct) and phone numbers of Outreach/event staff are supplied for their records.  
- Aston Webb are provided with a programme of events and contact details of staff.  
- Escalation procedure in place if student are identified as missing |
| Activities and presentations               |              |    |    |    |
| - Those delivering individual sessions, classroom or lab based, have been provided with relevant information about the students taking part. Those delivering lab-based sessions have been advised to take into account age and immaturity as part of their risk assessments. |
| Movement around campus and traffic         |              |    |    |    |
| - All pupils sign a ‘code of conduct’ at the start of the residential activity- this includes information on appropriate and safe behaviours on campus  
- Staff, student ambassadors and students advised to use pedestrian walkways and pedestrian crossings  
- Adequate supervision for movement of visitors across campus by student ambassadors and outreach staff.  
- Students will be supervised on and off the coaches by student ambassadors. Staff and student ambassadors will accompany students and provide supervision during the day  
- Welcome presentation will advise students of works being carried out across campus, things to be aware of and possible disruption to routes.  
- Students will be accompanied by staff/student ambassadors whilst moving around campus at all times.  
- Campus lighting is providing around campus during darkness.  
- Staff, student ambassadors and students instructed to be vigilant when moving around the campus for moving vehicles. |
| Activites off campus activities and travel (Franky and Benny’s trip) |              |    |    |    |
| - All coaches and mini bus suppliers are University of Birmingham approved.  
- Coaches/minibuses advised to park in a safe place to allow students to embark and disembark on the pavement.  
- Students are chaperoned at all times during activities off campus by Outreach staff and students ambassadors and a trained first aider will also be present.  
- Students instructed to stay in their designated group at all times in as outlined in the ‘code of conduct’ (signed). |
| Access/Egress | ☑ | ☑ | ☑ | • Where the requirement of assistance is identified individual assessments are carried out for students and staff to ensure safe access and egress.  
• Staff and students are briefed to report any hazards which could affect access and egress from the buildings in use (i.e. leaks, spillages, holes, slopes or slippery surfaces) |
| --- | --- | --- | --- | --- |
| Illness/Injury / First Aid | (**Y**P,**S,**UG,**V**) | ☑ | ☑ | • Qualified first aiders are available during the course of the event and programme (including event staff and security)  
• First aid equipment is readily available  
• Local first aid procedure in place which includes the steps for calling the emergency services with first aiders trained in those procedures  
• Only trained first aiders treat people  
• Staff and students are made aware of first aid arrangements and are able to direct people in need of first aid  
• Details of any pupils with medical conditions / special needs and emergency contact details to be supplied to activity leader and kept by ambassador/outreach staff. First aiders will be informed in advance and will be aware of any additional medication/support needed.  
• Accident/ incidents are reported via the accident / incident report form to the Director of Recruitment and University Safety Services via healthandsafety@contacts.bham.ac.uk. The report form can be found at the following link https://intranet.birmingham.ac.uk/hr/wellbeing/worksafe/accidents/accreporting/accidentreporting.aspx. |
| Weather | (**Y**P,**S,**UG,**V**) | ☑ | ☑ | • Staff, student ambassadors and students reminded to be aware of sunburn. Sunscreen protection available throughout residential.  
• Student and student ambassadors are advised to wear appropriate clothing and footwear in pre-event information and briefings.  
• Water is available to those taking part throughout the week. |
| Electricity | (**Y**P,**S,**UG,**V**) | ☑ | ☑ | • Staff / students are briefed on precaution for electrical safety (i.e. use of hairdryers, kettles and hairstraighters)  
• No overloading electrical extensions or daisy chaining electrical extensions.  
• All electrical equipment is switched off when not in use. |
## Accommodation and overnight supervision

- Night supervisors are provided with training (which includes safeguarding advice and guidance) and also are DBS checked.
- Female and males are in separate flats at all times and placed on separate floors (where possible)
- Students instructed not to leave the Halls unaccompanied.
- Students will be provided with a ‘code of conduct’ for signing detailing behaviour and expectations during summer school. Copies are also sent to to student/parents.
- University of Birmingham Security Services operate 24 hours a day all year around across the campus and are always available to offer assistance and advice to students, staff and members of the public.

## Slips Trips & Falls

- Student and student ambassadors are advised to wear appropriate clothing and footwear in pre-event information and briefings.
- Staff and students are briefed to report any hazards or obstacles which could results in slips trips or falls (to Event staff)
- Floors and traffic routes are kept clear of obstructions and passages, stairways, entrances and exits clear of surplus equipment
- Spillages are cleaned up and areas cordoned off
- Hand railing is available when using stairs/steps.

## Food safety

- All food provided by university catering department or other reputable company.

## Safeguarding

- All Student Recruitment and Outreach staff are DBS checked
- Parental consent provided ahead of the activity to ensure the pupil is fit to take part in the event
- All staff and students to avoid unsupervised access to pupils on a one-to-one basis. No one-to-one activities planned
- All students to have signed ‘code of conduct’ prior to arrival. Welcome presentation to alert visitors to expected behaviour. Adequate supervision at all times by staff. Staff to report incidents and/or misbehaviour to outreach leads to deal with appropriately.
- Safeguarding training provided for staff and students working on residential.
- Designated Safety Lead identified and training carried out. Critical Incident Procedure and plan in place.
Theft/violence/aggression

- Students advised not to bring high value items (i.e. mobile phones)
- Staff & students briefed on personal safety
- Students supervised by Outreach and student ambassadors on and off campus
- Staff issued with mobile phones
- Students are advised of amount of money required to bring with them on the residential

<table>
<thead>
<tr>
<th>PERSONS AT RISK</th>
<th>PERSONAL HARM?</th>
<th>LIKELIHOOD</th>
<th>Risk Significance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ug Undergraduate</td>
<td>F Fatality</td>
<td>Y Yes</td>
<td>= Significant risk</td>
</tr>
<tr>
<td>Pg Postgraduate</td>
<td>Mj Major Injury</td>
<td>Pr Probable</td>
<td></td>
</tr>
<tr>
<td>S Staff</td>
<td>Mn Minor Injury</td>
<td>Po Possible</td>
<td></td>
</tr>
<tr>
<td>C Contractor</td>
<td>R Remote</td>
<td></td>
<td></td>
</tr>
<tr>
<td>V Visitor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pa Patient</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pu General Public</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yp Young Person</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nm New/Expectant Mother</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Key:
- **F**: Fatality
- **Mj**: Major Injury
- **Mn**: Minor Injury
- **Y**: Yes
- **Pr**: Probable
- **Po**: Possible
- **R**: Remote

Risk Significance:
- **Y**: Significant risk
- **Pr**: Remote
- **Po**: Insignificant risk

Major Injury:
- Loss of or broken limb
- Loss of or damaged eye
- Loss of consciousness
- Acute illness needing medical treatment
- Permanent ill health or disability

Date for Review: August 2018