

University Risk Assessment

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| Template Risk Assessment | TRA 17.2 – Off Campus Events Risk Assessment Form | | |
| Policy Reference | Policy 17.0 – Management of Events | Version Number | V4.0 |
| Procedure Approved By | Head of Health & Safety | | |

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| New Risk Assessment: <input type="checkbox"/> | | | Amended Risk Assessment: <input checked="" type="checkbox"/> | | | If amended, please state why? | | |
| Significant change to workplace, processes or design <input type="checkbox"/> | Training <input type="checkbox"/> | Consultation <input type="checkbox"/> | Audit <input type="checkbox"/> | New machinery, substances or procedures introduced <input type="checkbox"/> | Following, accident, injury or near-miss <input type="checkbox"/> | Regulatory requirement <input type="checkbox"/> | Best practice <input checked="" type="checkbox"/> | Other please state: |

Note: Not all of the hazards or controls listed below will be relevant to your event – you must delete those that are not applicable

| What are the actual or potential hazards? (List in order of importance) | List groups of people who might be harmed by the hazards and state how they may be harmed? | What are the existing controls in place? (Operational, procedural, policy, instructions, training, competency, PPE, consultation, etc.) | Do you need to do anything else to control this risk? Example controls listed below should be moved into 'Existing Controls' section if they are relevant to your event / venue | Action by who? | Action by when? | Status? Complete / outstanding / ongoing during event | Insert level of risk for each hazard identified. after controls have been implemented (low, medium or high) |
|--|---|--|--|-------------------------------|----------------------------|--|--|
| General safe delivery of the session. | Future U staff, school staff and learners. | Future U staff and school/college staff involved in delivery should familiarise themselves with the activity and resources involved prior to delivery. Future U send out the presentation slides in advance of session delivery. Where possible, the session should take place in a suitable environment to mitigate risks outlined below. This must be considered in communication with the school. | | Future U staff, school staff. | Prior to session delivery | | L |
| Resources | Future U staff, school staff and learners. | The activity involves the use of scissors. This is done as part of a competitive challenge and so school staff should ensure that learners are still using scissors appropriately. | | Future U staff, school staff. | Ongoing | | L |
| Manual Handling: Moving/using equipment, tables, boxes, etc., loading/unloading vehicles, | Future U staff Injury due to poor lifting/carrying/moving techniques. | Procedure PP 08.05 Manual Handling Operations should be applied to MH activities. The activity boxes are bulky and so appropriate manual handling procedures should be adhered to as per the school's policy. Use available trolleys, if necessary, i.e. requirement to carry boxes long distances around a school/college. | Manual handling training available on LearnUpon | Future U staff, school staff. | Prior to any MH commencing | | L |

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| | | <p>Persons undertaking manual handling activities must have been trained to do so.</p> <p>Maintain good posture when lifting or lowering equipment.</p> <p>Avoid twisting or bending to reduce the chance of back injury.</p> <p>Wear protective gloves to reduce the risk of damage to hands.</p> <p>Do not single-handedly attempt to lift anything that is "too heavy".</p> <p>Be aware of awkward shaped loads and unevenly balanced loads.</p> | | | | | |
| Slip / Trip / Falls | <p>Future U staff, school staff and learners.</p> <p>Fractures, lacerations, bruises from slip, trip, falls related to poor lighting, trailing cables, discarded litter, obstructions in walkways, spillages, general poor housekeeping</p> | <p>Pre-inspection of teaching environment prior to workshop commencing to assess safety considerations.</p> <p>General 'good housekeeping' procedures should be in place and maintained during event.</p> <p>Walkways to be kept clear.</p> <p>Cables to be taped down/covered.</p> <p>Floor socket covers kept closed.</p> <p>Potential trip hazards to be monitored.</p> <p>The extension activity includes moving around the classroom and so care should be taken to ensure walkways are clear.</p> <p>The extension task also includes throwing the foam aeroplane and so care should be taken to ensure there is sufficient room for this to minimise the risk anyone being hit.</p> | | Future U staff, school staff | Prior to and during event | | L |
| Travel to venue | <p>Future U Staff</p> <p>Risk of RTA</p> | <p>PP 18.3 Health & Safety Management of UK Staff Travel by staff.</p> <p>PP 19.4 Use of Fleet, Hire or Personal Vehicles on University Business</p> | <p>TR 18.3 Generic UK Staff Travel Risk Assessment can be adopted to cover staff travel to event</p> | Future U staff. | Prior to travel to and from event. | | L |

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| <p>Safeguarding Issues</p> <p>(Children or persons at risk participating or attending event)</p> | <p>Future U staff, school staff, students, visitors, children and vulnerable adults.</p> <p>Risk of abuse or false allegations.</p> | <p>Future U staff to know most appropriate University Safeguarding Lead and safeguarding leads within school/ college.</p> <p>DBS check in place and umbrella letter shared.</p> <p>Future U staff need to be familiar with and adhere to University Safeguarding and Prevent Policy and Procedure.</p> <p>Future U staff must understand what to do in a safeguarding emergency and know how to report any safeguarding concerns.</p> <p>University best practice guide for running an activity with children/young people where parents/guardians are not present.</p> <p>Parental consent will be required especially if filming / photography is taking place.</p> <p>Do not contact or allow yourself to be contacted by a child or vulnerable adult through social networking sites such as Facebook.</p> <p>Do not give a child or vulnerable adult your personal contact details or ask for such from a child or vulnerable adult.</p> | <p>Any safeguarding concerns to be reported to the university asap via the online safeguarding referral form or calling +44 (0) 1772 893020 or +44 (0) 1772 892068, evenings and weekends.</p> <p>All staff involved in delivery/ contact with U18's must complete mandatory Level 1 safeguarding essentials and Prevent training (available on Learn Upon) and Level 2 Safeguarding Enhanced Training (available to book on ITrent)</p> <p>All Future U delivery staff to have enhanced DBS check.</p> <p>Lost person procedure should be in place for incidents and communicated to all staff and ambassadors involved in the event.</p> | <p>Event organiser, persons working with children / vulnerable adults</p> <p>Future U staff, school staff</p> | <p>Prior to, during and after event.</p> | | L |
| <p>Accident/Incident/Near Miss</p> | <p>Future U staff, school staff and learners.</p> | <p>Future U and school staff should report any work-related accident, incident, or near miss in accordance with the school/ college's procedures and university policy.</p> | | <p>Future U staff, school staff.</p> | <p>Ongoing</p> | | L |
| <p>Dissemination of the risk assessment</p> | <p>Future U staff, school staff and learners.</p> | <p>Risk assessment disseminated to all key staff.</p> <p>All required to read prior to delivering the session.</p> | | <p>Future U staff, school staff.</p> | <p>Ongoing</p> | | L |
| <p>Student Behaviour</p> | <p>Future U staff, school staff and learners.</p> | <p>When delivering an activity within a school/ college, a member of staff must either be present or Future U staff must have a way to contact them immediately in case any issues arise.</p> | | <p>Future U staff, school staff.</p> | <p>Ongoing</p> | | L |

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| | | Future U staff advised not to engage with provocative conversation or aggressive individuals. | | | | | |
| Data Protection | Future U staff, school staff and learners. | As outlined in the Information Sharing Agreements, schools/ colleges will send Future U data on students who have taken part in the session. Any documents containing personal details must be sent in a secure, GDPR compliant way. | | Future U staff, school staff. | Ongoing | | L |
| Waste | Future U staff, school staff and learners. | Waste materials must be removed, and the room left in the state and design layout you found it. | | Future U staff, school staff. | After event | | L |

In using this off-campus event template risk assessment I agree to take note of the risks identified and abide by the control measures outlined. If my event has inherent risks not covered above, I will identify those risks and suitable control measure to mitigate those risks and add to the risk assessment above.

Advice on completing your event risk assessment can be obtained by from the Health & Safety Department – Email HSDepartment@lancashire.ac.uk / Tel ext: 2067