

### 1. THE NEED FOR RISK ASSESSMENT

This document is designed to protect University staff and pupils involved in recruitment events organised by Routes into Languages North East at Newcastle University. Evidence of risk assessment is increasingly required by schools and colleges. Once completed, the document should be made accessible to event participants prior to the event (normally via the web).

### 2. THE TEMPLATE

The template below has been adapted from recruitment-related events template which was developed with the support of the University Safety Office. It is designed to cover engagement related events organised by RiL NE. The template identifies potential risks associated with running recruitment events. It provides a checklist for event organisers that enables potential hazards/risk areas to be identified and rated, and appropriate measures taken to minimize the hazards. The template must be tailored to each event.

### 3. ACTION REQUIRED

The Event Organiser must read and complete the checklist, indicating with a ✓ and an initial in the right hand column, those actions that have been taken. The Session Leader is then asked to read the list, implement any action required, and complete section 8 if there are other potential hazards to be considered.

Once completed by both parties, the final document provides a comprehensive Risk Assessment for the event concerned.

| RISK ASSESSMENT FOR:   |   |  |
|--|---|--|
| <b>Name of Event: Festival of International Culture</b>      | <b>Age group/range of participants: 9 - 19</b>      |  |
| <b>Valid From: March 22nd to: March 23<sup>rd</sup> 2010</b> | <b>Supervisory ratio of 1:15: (Adults : Pupils)</b> |  |
| <b>Prepared by: Ruth O'Rourke</b>                            | <b>Title: Project Manager</b>                       | <b>Date of Assessment: 17<sup>th</sup> February 2010</b> |
| <b>Authorised by: Dr E Andersen</b>                          | <b>Title: Head of School of Modern Languages</b>    |  |

#### Definition of Terms

**Event Organiser** is the member of RiL NE staff who has lead responsibility for the organisation of the event.

**Session Leader** is the academic colleague, student helper or member of staff that has been identified to **run** or **supervise** a particular workshop.

**Recruitment-related events** include subject taster days, visit days, residential summer schools, student shadowing, ACE events, Student Guide to Student Life, HE study skills events and Masterclasses. Engagement related events are similar in format.

| POTENTIAL HAZARD/ RISK AREA                 | WHO IS AT RISK?                    | RISK RATING (Before Controls) | CONTROL MEASURES<br><i>Not all control measures will apply to each event. Delete those that do not apply.</i>   | RISK RATING (After Controls) | CONTROL MEASURES TAKEN<br><i>Please indicate with a ✓ and initial EO (Event Organiser) or SL (Session Leader) once a Control Measure has been implemented</i> |
|---|------------------------------------|-------------------------------|---|------------------------------|---|
| <b>1. HEALTH &amp; SAFETY</b>               |                                    |                               |   |                              |   |
| 1.1 General Safety                          | University staff, pupils, visitors | MEDIUM                        | <p>Event Organiser to ensure that an appropriate number of trained First Aiders are present at the event. These may be staff, student helpers or members of a voluntary organisation.</p> <p>Leader in building to be aware of the location of the nearest first aid kit.</p> <p>Event Organiser to identify and assess any general risks to Health and Safety with reference to the University's Health and Safety Policy.</p> <p>University Health and Safety Policy available at:<br/>- <a href="http://www.ncl.ac.uk/estates/healthsafety/Policy.htm">http://www.ncl.ac.uk/estates/healthsafety/Policy.htm</a></p> <p>Session Leader to identify and assess any general risks to Health and Safety within their School/Faculty with reference to their School/Faculty policy and the University's Health and Safety Policy.</p> <p>Event Organiser to give full detailed Health and Safety induction to all event participants.</p> | LOW                          | <p>✓ (EO)</p> <p>✓ (EO)</p> <p>(SL)</p> <p>EO will be done during Marshal Briefing and by providing this document to visiting school staff.</p>               |
| 1.2 Medical conditions/special needs        | University staff, pupils, visitors | MEDIUM                        | <p>Registers of pupil names available. Must include any medical conditions/special needs, food allergies and emergency contact details of parent/guardian.</p> <p>Copies to be held by both Session Leader and Event Organiser and preferably also at a central Help Desk.</p>  | LOW                          | Schools to be notified in advance of this and to leave info at Help Desk.   |
| 1.3 Specific risk assessments for practical | University staff, pupils, visitors | N/A                           | <p>Academic Leaders must identify and assess any specific risks that apply to sessions that they run e.g. for all materials, chemicals and equipment for practical or lab work.</p> <p>NB The Health and Safety officer advises that in COSHH no</p>  | LOW                          | The planned activities are not of this genre.   |

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| work, lab-based work and fieldwork  |                                    |        | <p>chemical should be used with a rating worse than “harmful”. BioCOSH substances should not be more harmful than Class 1. PPE (Personal Protective Equipment) should be supplied as required.</p> <p>The University Safety Office’s webpage on working with chemicals may be useful for staff:<br/> <a href="http://www.safety.ncl.ac.uk/chemicalsafetyinformation.aspx">http://www.safety.ncl.ac.uk/chemicalsafetyinformation.aspx</a></p> <p>If the event involves fieldwork the potential risks involved should be assessed by the Academic Leader and <b>an Appendix added to this document</b> after consulting the University Field Trip policy. See also below under Travel and Transport.</p> <p>University Field Trip Policy<br/> <a href="http://www.ncl.ac.uk/internal/safety/field-trips.html">http://www.ncl.ac.uk/internal/safety/field-trips.html</a></p> <p>Any contractors/external companies used during the event will be vetted by the Event Organiser using a Health and Safety questionnaire.</p> |     |   |
| <b>2. FIRE (or other cause for evacuation)</b>                                    |                                    |        |  |     |   |
| 2.1 General   | University staff, pupils, visitors | MEDIUM | <p>Event Organiser and Session Leader to be aware of evacuation procedures from any room/building used for an activity</p> <p>Participants given guidance by the Event Organiser and Session Leader about evacuation procedures in the event of a fire</p> <p>Where appropriate, a register of all participants attending the event must be held by the Session Leader in the room or building where the activity is taking place to enable the checking of names in the event of an evacuation</p> <p>In the event of a fire brigade strike, trained staff should be present at the event/in the building to undertake a building sweep procedure</p>   | LOW | <p>Details to be included in Marshal Briefing session.</p> <p>Held at Help desk and with each group leader.</p> <p>Each building has Fire Marshals.</p> |
| <b>3. SAFEGUARDING STAFF AND PUPILS (Applicable if participants are under 18)</b> |                                    |        |  |     |   |
| 3.1 General   | University staff, pupils           | LOW    | <p>Event Organiser to be aware of SRT Framework for Safeguarding Children, and must brief Session Leaders accordingly.</p> <p>Training to be offered to key staff on the Framework for Safeguarding Children</p>   | LOW | <p>Children and vulnerable adults are unlikely to not be in a group or to be left unsupervised.</p>   |

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|                                  |         |        | <p>Criminal Records Bureau (CRB) enhanced checking to be carried out for lead staff and student helpers who have substantial unsupervised access to under 18s. (Refer to the Procedure for Safeguarding SRT Staff)</p> <p>All participating staff told to avoid unsupervised access to pupils on a one-to-one basis e.g. by avoiding situations where pupils have to work alone, or by involving another member of staff.</p> <p>All participating staff to have read and completed the Code of Conduct for Staff Delivering Academic Subject Sessions</p>   |     |  |
| <b>4. TRAVEL &amp; TRANSPORT</b> |         |        |  |     |  |
| 4.1 General                      | Pupils  | MEDIUM | <p>A reputable bus company should be used i.e. one that has appropriate Health and Safety policies in place.</p> <p>Students on buses/organised transport should be supervised by responsible adults to maintain discipline at all times.</p> <p>Any organiser of off-site excursions needs to be aware of and consult the following documents:</p> <p>a) University Field Trip Policy<br/> <a href="http://www.ncl.ac.uk/internal/safety/field-trips.html">http://www.ncl.ac.uk/internal/safety/field-trips.html</a></p> <p>b) University Minibus Policy<br/> <a href="http://www.ncl.ac.uk/internal/safety/transpt/road-1.html">http://www.ncl.ac.uk/internal/safety/transpt/road-1.html</a></p> <p>Drop off and collection points need to be identified (e.g. marked coach bays on King's Road)</p> | LOW | <p>N/A to university staff as schools arrange own transport.</p> <p>Information about transport, arrivals, and departures has been issued to visiting schools.</p> |
| 4.2 On Campus                    | Pupils  | MEDIUM | <p>There must be appropriate supervision of pupils when moving around campus (1:10)</p> <p>Pupils should always be supervised if they go through into an area via a security door.</p> <p>Registration procedures should be in place to establish who is on campus</p>   | LOW | <p>Marshals and session facilitators will be on hand. Each child will have a campus map. School groups are accompanied by their own teacher.</p>                   |
| <b>5. GROUP SIZE</b>             |         |        |  |     |  |
| 5.1 Size                         | Pupils  | MEDIUM | <p>Appropriate staff to pupil ratios should be observed (normally 1:10 for pupils aged 16 and under)</p>   | LOW | <p>Each group of 15 has a marshal and a teacher.</p>   |
| 5.2 Cohesion                     | Pupils, | MEDIUM | <p>A lost and found area e.g. Central Help Desk should be identified by</p>  | LOW | <p>Location of Help Desk to be</p>   |

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|                                   | visitors                           |        | staff (and pupils) as a meeting point   |     | sent to participants prior to event.   |
| <b>6. ROOMS</b>                   |                                    |        |   |     |  |
| 6.1 Accessibility                 | Pupils, visitors                   | LOW    | <p>Rooms should be checked for their appropriateness to the target audience and also potential issues of accessibility e.g. wheelchair access/fire escapes/existence of induction loops.</p> <p>Rooms can be checked against existing University lists (e.g. at common user room bookings on the University website).<br/> <a href="http://www.ncl.ac.uk/timetable/room/">www.ncl.ac.uk/timetable/room/</a></p>   | LOW | EO has checked venues and asked participants to be respectful and helpful where accessibility may be difficult i.e. with many people passing in corridors. |
| 6.2 Evacuation                    | All                                | MEDIUM | When booking rooms, restrict, as far as possible, to those that can be easily evacuated   | LOW | EO   |
| 6.3 Room Capacity                 | University staff, pupils, visitors | MEDIUM | <p>Event Organiser and Session Leaders to be aware of the safe capacity of any room used for an event (e.g. by using the maximum occupancy information at common user room bookings on the University website).<br/> <a href="http://www.ncl.ac.uk/timetable/room/">www.ncl.ac.uk/timetable/room/</a></p> <p>Leaders must ensure that this capacity is not exceeded on the day of the event.</p>  | LOW | Capacity for rooms included in programme information.  |
| <b>7. RESIDENTIAL EVENTS</b>      |                                    |        |   |     |  |
| 7.1. Emergency Procedures         | Pupils                             | N/A    | Pupils should be briefed by the Event Organiser or Hall of Residence staff during induction about: Halls Health and Safety Regulations, action in the event of a fire and Hall evacuation procedures  |     |  |
| 7.2 Safeguarding Pupils and Staff | Pupils                             | N/A    | <p>Staff trained in first aid should be on duty at all times in the Halls of Residence</p> <p>Staff who have significant contact with pupils must be selected on the basis of their experience with younger age groups and skills, and will be trained in Child Protection and Health and Safety issues</p> <p>Every effort should be made to ensure that staff who have significant contact with pupils are checked against the lists of unsuitable people held by the Criminal Records Bureau</p>   |     |  |
| 7.3 Supervision                   | Pupils                             | N/A    | <p>In Halls of Residence, a staff student ratio of one responsible adult to every 10 pupils must be established</p> <p>A Resident Warden should be on duty at all times in Halls of Residence.</p> <p>Floors to be single-sex occupancy.</p> <p>Trained supervisors of both sexes and a range of cultural backgrounds (or briefed on cultural sensitivities) on each floor to ensure appropriate conduct</p> <p>Hall Porters should be made aware:</p> <ol style="list-style-type: none"> <li>a) that no pupil is to leave the Halls unaccompanied without prior permission</li> <li>b) that no pupil is to leave the Halls of Residence after 10.30pm</li> </ol> |     |  |
| 7.4 Alcohol and                   | Pupils                             | N/A    | Pupils under the age of 18 will be notified prior to arrival that they must conform to  |     |  |

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| Illegal Substances   |               |        | the event's Code of Conduct that strictly forbids the use of alcohol and illegal substances. Examples of Summer School Codes of Conduct are available from the Student Recruitment Team<br>Bars in halls should be alcohol-free for pupils aged 18 or under<br>Trained responsible adults should be resident in Halls to ensure that no illegal substances are present during the event                                  |     |   |
| 7.5 Diet and Special Needs   | Pupils        | N/A    | Identification of special requirements at least two weeks in advance of the event (i.e. allergies, medical conditions) in consultation with the University Disability Officer, Safety Officer and a first aid adviser to address specific needs of individuals<br>A list of the emergency contact numbers of pupils must be held in the event of any problems.<br>An Accident Form must be used to report any incidents. |     |   |
| <b>8. OTHER</b> (To be completed by Session Leaders. Must include additional risks not listed above that relate to a specific session e.g. those involving fieldwork or practical work). Completed by proxy by Project Manager |               |        |  |     |   |
| Risk of injury   | Pupils/staffs | MEDIUM | Some of the sessions require participants to be active; although not overly so. They have been advised to wear suitable clothing.<br>Some of the performers will perform acrobatics &c. Participants are discouraged from doing the same.<br>Accident and incident forms, kept at Help Desk and by marshals, should be completed should anything occur.  | LOW | Marshal Briefing includes a note on safe participation. |
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#### Notes

1. The University has taken all practicable measure to ensure the health and safety of pupils attending. All activities are being carried out in accordance with the University's Health and Safety Policy. This can be viewed at <http://www.safety.ncl.ac.uk/Home.aspx> a thorough Risk Assessment of the range of activities in which pupils will engage has taken place and staff are confident that pupils are not exposed to significant or unreasonable risk. Potential hazards/risk areas are listed above, together with measures taken to counter these.
2. The University has a procedure for the reporting and recording of accidents and incidents. Any recorded accident involving pupils will be reported their school, and to the pupil's parent/carer.
3. The University is insured against its legal liability as a result of bodily injury to persons and/or damage to material property arising out of the negligence of the University.
4. General questions on Health and Safety at this event should be addressed to Ruth O'Rourke, Project Manager on 0191 222 5814.
5. General questions on Health and Safety in the University should be addressed to Vincent Theobald, Head of Safety, 0191 222 6320.

Routes into Languages  
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