**RISK ASSESSMENT FORM**

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| **Activity:** | **Inspiring Choices On-Site Visits at York St John University 2024-25**  The Inspiring Choices Uni Connect team regularly host on-site visits for a variety of schools and colleges. These could be from groups located all over York and North Yorkshire and consist of a multitude of ages, typically from Year 7 to Year 13. Occasionally we may also host visits for Adult Learners or parents. Programmes for each event differ depending on the nature of the event. | | |
| **Location:** | All over campus. Rooms are booked at the time of the request on an availability and relevance basis. | | |
| **Who may be exposed:** | Students and young people, School Staff, Visitors to the University, University Staff (including Inspiring Choices staff, Student Ambassadors and Academics), Cleaning and Maintenance Staff, Security, Estates and Facilities staff, Contractors and General Public in certain areas. | | |
| **Assessors name:** | Louisa Dobson | **Assessors job title:** | Inspiring Choices Uni Connect Programme Manager |
| **Assessors signature:** |  | **Date of assessment** | August 2024 |
| **Related Documents:** | * Code of Conduct for students * Visit schedule * Confirmation email to school/visiting group * [Accident Reporting Procedure](https://www.yorksj.ac.uk/staff/health-and-safety/accident-reporting/) * Safeguarding Policy | **Review date:** | August 2024 |
| **Get to Green!** Look at the activity and identify the risks. Then put in place all the things that will make that activity safe. Once you’ve done that, the risk will be low! You’ll **Get to Green!** If there is a control measure that is not done just yet (maybe some training), highlight it in **Bold** and then put in in the action plan at the end with a target completion date. If your risk assessment is suitable and sufficient, then just review it yearly and fill in the dates. If you need any advice, contact YSJU Health and Safety Adviser. | | | |

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**Impact/severity**

**Likelihood**

**Risk Matrix:** The risk matrix to be used is a simple 3x3 with only one red area. This simplistic ‘traffic light’ approach incorporates the likelihood and severity criteria rated as Low (L), Medium (M) or High (H). Risk assessors need only ask two questions to ensure the risk is graded correctly:

* **What are the chances of this happening? (Likelihood)**
* **And if it did happen, what is the worse that could happen? (Severity)**

Always consider who this may affect (Staff, visitors, general public etc).

A full detail explanation can be found at the end of this risk assessment.

| **No.** | **Hazard** | **Control measures** | **Risk Level** | **Additional control measures required** | **Risk Level** | **Date control completed** |
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| 1 | Contact with Electricity  Risk of electric shock from defective  electrical equipment | 1. Portable appliance testing regime in operation and managed by Estates for all university owned equipment. 2. No portable electrical equipment to be brought onto any university site by a contractor to an event unless a portable appliance test has been carried out and the item carries a current test mark. 3. It is expected that students may bring portable electrical products with them, such as mobile phone chargers. As these will be personal, so they will not fall under the portable appliance testing regime. However, students will be reminded to unplug and secure all electrical items when not in use or the pupil is absent from the area. | **Low** | 1. Confirm 3rd parties are providing confirmation of electrical testing information if equipment is used on any university site or university event. 2. Under **NO** circumstances are students to bring in portable heaters for accommodation. Staff members to ensure that this rule is enforced. 3. The rules surrounding the use of personal electrical items will be sent the organisers of events prior to attendance. | **Low** |  |
| 2 | **Fire:**  Arson  Non-deliberate fire  Potential risk of serious injury or death from the effects of fire or smoke inhalation as a result of a failure to evacuate the building safely. | 1. Buildings fitted with fire detection equipment which is tested regularly and maintained. 2. Fire extinguishers located in buildings to assist with fire fighting. 3. Site visit to check fire exits are clear and accessible. 4. Fire exits to be kept clear of obstructions during event. 5. Security staff presence to assist in the event of emergencies. 6. Prior to the onsite visit, Student Ambassadors are provided with an email brief to include any information that may relate to fire safety. 7. All Staff are to complete the Fire Awareness online training module at least annually, as a minimum standard. 8. No candles, naked flames or smoke machines are permitted within any building unless dispensation received from the Estates or H&S Office. 9. No smoking in any building or on the campus, this includes vaping or electronic cigarettes. | **Low** | 1. YSJU staff briefed on emergency procedures for all buildings in use 2. YSJU staff wearing identifiable name badges 3. Schools to notify Inspiring Choices of any student mobility issues in advance of the visit. 4. Health & Safety Advisor to assist in the creation of Personal Emergency Evacuation Plan (PEEP) if any pupils need one. These will then be communicated to relevant staff. 5. Rooms seating capacities considered and adhered to in conjunction with Estates and the Fire Safety Officer. | **Low** |  |
| 3 | **Bomb/chemical / biological threats** | 1. Security staff presence to assist in the event of emergency. 2. Security team have procedures in the event of bomb warnings. | **Low** | 1. The threat level has not altered from low | **Low** |  |
| 4 | **Transport:**  Collision of pedestrians and vehicles moving around the campuses (cars, bicycles, motorcycles, buses).  Collision of pedestrians and buses in interchange. | 1. Prior to the onsite visit, Student Ambassadors are provided with an email brief 2. Students with mobility, visual and hearing impairments have been identified and additional support put in place. 3. Students supervised at all times whilst on campus if under the age of 16. 4. Contract and tender policy in place with local coach operator and private hire company (for visits where we have booked the transport). 5. Event organiser booking coach should read and keep a copy of the acceptance *of coach hire* document for their reference in case of unforeseen circumstance (for visits where we have booked the transport). 6. Students and visitors are asked not to operate mobile phones whilst any road risk is present. 7. Students are asked to keep the use of headphones for their spare time only and specifically not to be used whilst staff members are giving instructions or whilst walking on or off campus. | **Medium** | 1. Timetabling of YSJ vehicle movement in place (for visits where we have booked the transport). 2. Level of construction on site may affect traffic and pedestrian flow. 3. Students informed on arrival of where any building work is happening on campus and safety measures in place 4. Reasonable warnings given as a reminder for students/visitors of where building work is taking place throughout the visit. | **Low** |  |
| 5 | **Slips, Trip hazards**  Risk of slip and trip type injuries from floor surfaces which are damaged, defective, contaminated by spillages, leaks, trailing cables or from articles stored inappropriately. | 1. Ensure all walkways or access routes are of sound construction, clean and free from obstructions, trailing cables, leaks or spillages etc., report any defects. 2. Appropriate footwear should be worn. 3. Good housekeeping regime maintained. 4. Portable warning signs used to warn of slip and trip hazards. 5. Retract, cover and identify trailing cables or leads where possible. 6. Spills should be cleaned up promptly and the area left clean and tidy. Larger spills should be reported to the appropriate maintenance team. 7. Any materials used to clean up the spill or items of waste should be removed and disposed of through the correct waste stream 8. Lights to be on where applicable to ensure all areas are well lit. | **Medium** | 1. Site survey for trips prior to event. 2. Inspiring Choices team to be fully aware of all building work taking place at the time of the visit and to inform pupils and teaching staff adequately. 3. Inspiring Choices team to assist pupils/visitors where required. | **Low** |  |
| 6 | **Manual Handling**  Potential risk to personnel from muscular skeletal disorders and/or other personal injury from inappropriate pulling, pushing, lifting, twisting or stooping whilst handling loads such as suitcases or any university equipment associated with the actual activity. | 1. The manual handling of all heavy items must either be mechanised through use of mechanical lifters or trolleys via Porters or by reducing the load weight to an acceptable level by sharing, splitting loads or the use of a “second man” to assist 2. Use gloves when handling loads with potential sharp edges. 3. Ensure loads are clean and dry were possible to prevent slip risks from hands. 4. Only trained personnel are to use any mechanical lifting equipment. | **Medium** |  | **Low** |  |
| 7 | **Theft / vandalism to university property** | 1. Doors locked where needed. 2. Clear signage for all visitors. 3. Security staff on duty. 4. All students/visitors informed that it is an open campus and they leave property in the area at their own risk | **Low** |  | **Low** |  |
| 8 | **Inadequate Supervision of Young Persons**  Insufficient Training and Competency to Manage Young Persons | 1. University are aware of any pupils aged < 18 on site. 2. Procedures in place to understand the young persons to adult supervision ratio. 3. Students will be under the supervision of staff and Student Ambassadors during their stay. 4. Students are fully briefed in a welcome talk detailing any likely hazards and risks to be encountered during their visit. 5. Schools asked to disseminate a code of conduct to attending students which includes required standards of behaviour to be expected on arrival and throughout the visit. 6. Event organisers and all staff are made aware of the framework for the safeguarding of children. 7. DBS checks in place for all ambassadors and staff who have frequent and regular contact with young people. 8. All student ambassadors are to complete a suitable training module in child protection. 9. School/visitors to notify us of any access requirements in advance of the visit including dietary, faith, mobility and/or behavioural. 10. 24-hour security on campus. | **Medium** | 1. Ensure Student Ambassadors are briefed prior to the event in regard to any safeguarding measures 2. If any students/visitors with a severe disability are identified the Inspiring Choices Team will discuss with the school, the pupil and the Equality & Diversity Adviser to assess the need for extra training and for any reasonable adjustments to be made to the visit to accommodate them. 3. Pupils to be advised on arrival about our respect policy regarding bullying and harassment of other pupils including the appropriate use of social media and taking photos of fellow attendees including staff and Student Ambassadors. | **Low** |  |
| 9 | **Accidents / Sickness/ Injuries**  Potential risk of injury to individuals or others from an unplanned event resulting in cuts, foreign body penetrations, bumps, bruises, abrasions or potential infections to the body from exposure to defective or poorly maintained equipment, sharp objects or through the incorrect choice of equipment. | 1. A number of staff members have received accredited emergency responder and/or first aid training. 2. Security guards are also present to handle issues of safety, inappropriate behaviour and are also First Aid trained. 3. Inspection of location before the visit by Inspiring Choices Team. 4. All staff, pupils and teaching staff are asked for dietary requirements/allergies to assess any adjustments needed or safety measures to be put in place. 5. Pupils and school staff to be made aware of the accident reporting procedure and to complete this alongside Inspiring Choices Team as soon as possible after any incident. 6. Student Ambassadors to be reminded of the accident reporting procedure in their training prior to the visit commencing. | **Low** | 1. York Hospital is in short distance from the University. 2. Staff are aware of any pupils’ medical conditions and associated medicines required. Staff are aware of self-administered medicines. 3. Any medicines may require storing correctly and securely. Ensure the instructions for storage via the manufacturer are followed. |  |  |
| 10 | **Contractors**  Contractors to be used for the following:   * Coaches | 1. Risk assessment and public liability insurance to be sent to the Inspiring Choices Team prior to the event. Health and Safety Adviser to check through if required. 2. Only approved and competent contractors are used for any event. 3. Contractors are given clear instructions regarding the visit and any relevant information on the pupils and teaching staff attending. | **Low** |  | **Low** |  |
| 11 | **Overheating and heat stress**  Potential risk of sun burn, sun stroke, fainting, dizziness or dehydration from unprotected exposure to the sun or from hot environments. | 1. Students encouraged to wear head protection if doing any activities outside. 2. Drinking water provided or advised for re-hydration. Water fountain locations pointed out. 3. Shaded areas should be considered for rest breaks and/or to move activities to if relevant. | **Medium** | 1. Staff, Student Ambassadors and School Staff to monitor pupils during the event. | **Low** |  |
| 12 | **Aggressive or Violent Behaviour**  **OR**  **Unawareness to Pre-existing Medical Conditions** | 1. Staff to liaise with the school and/or parent/carer to understand any existing medical conditions and are aware of any necessary actions to take. 2. Staff to obtain consent forms from students with known medical condition in the event of a potential requirement to administer medical treatment. 3. Staff and parents made aware that violating the Code of Conduct will not be tolerated. Inspiring Choices Team to liaise with school staff, university safeguarding staff and/or external agencies if required. | **Medium** | 1. General training in difficult behaviour undertaken by Student Ambassadors from Inspiring Choices Team when they first start the role. 2. Inspiring Choices Team to consider re-training in dealing with difficult situations from third party to keep procedures up to date. | **Low** |  |
| 13 | **Building Works on Campus** | 1. Students and visiting school staff to be advised of building works in advance of their visit and again on the day in the welcome talk. 2. Inspiring Choices Team and Student Ambassadors to avoid areas of the campus where building work is taking place if possible, or advise of necessary precautions whilst walking past. 3. Lead staff to contact the school in advance with advice for coach drop off. 4. Visiting students to be accompanied at all times by Inspiring Choices Team and/or Student Ambassadors whilst on campus. | **Medium** |  | **Low** |  |

**Risk Assessment Action Plan**

This action plan identifies the control measures to be implemented in order to reduce identified risks to the lowest acceptable risk level.

**Note: immediate action must be taken to address any identified net red risk**

Other categories of net risk (amber and green) should be completed within the agreed time period (from the report date) specified providing it is reasonably practicable.

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| **Hazard** | **Further actions / Control measures**  **(as identified from the risk assessment)** | **Responsible**  **Person/s** | **Target**  **Completion**  **Date** |
| Fire | Pupils attending with a mobility issue to be identified and a PEEP to be completed with the Health & Safety Advisor if required | Inspiring Choices Team | Prior to visit commencing |
| Slip and Trips | Inspiring Choices team to liaise with Estates to assess hazard impact of building works on pupils and teaching staff attending.  Site observations to be completed the day before the visit by Inspiring Choices Team | Inspiring Choices Team | Prior to visit commencing |
| Overheating and heat stress | Inspiring Choices Team to be aware for any outdoor activities in inclement weather. | Inspiring Choices Team | Prior to visit commencing |
| Inadequate Supervision of Young Persons | Student Ambassadors to be fully briefed prior to any visit and to complete robust training at the start of their contract with us.  24-hour security on campus.  Extra training obtained and reasonable amendments made in the event of any pupils identified with a severe disability who may be at risk. Extra advise sought from the Equality & Diversity Advisor if needed. | Equality & Diversity Advisor  Inspiring Choices Team | Prior to visit commencing |

**CRITERIA FOR LIKELIHOOD AND IMPACT/SEVERITY**

**Likelihood**

To determine “likelihood” you should consider previous accidents, frequency of the activity and the knowledge and experience of people involved.

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| **Description** | **Example Detail** |
| **High** | Extremely likely e.g. previous incidents recorded in the past month or if hazard is likely to occur imminently or in a very short term. (Hazard exists permanently or a hazardous event occurs daily or throughout the day.). |
| **Medium** | Most Likely e.g. previous incidents recorded in the past 6 months or if hazard is likely to occur in time. (Hazard occurs intermittently or hazardous event occurs occasionally throughout week/month) |
| **Low** | Likely e.g. previous incidents recorded in the past year or if hazard may occur in time. (Hazard exists very infrequently, or hazardous event occurs monthly or less frequently.) |

**Impact / Severity**

To establish the severity of the “impact” you need to consider how seriously someone could be injured by the hazard. You should also consider damage to property and equipment, disruption to service and compliance with legislation.

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| **Description** | **Example Detail** |
| **High** | Extremely harmful e.g. Death, life threatening illness/injury, amputations, major fractures, multiple injuries, long term incapacity, long term staff sickness, serious service failure impacting on vulnerable groups, major fire. |
| **Medium** | Harmful e.g. 3-day injuries, hospital admission, work related upper limb disorder, dermatitis, burns, lacerations, concussion, property damage, service failure impacts on property or non-vulnerable groups. |
| **Low** | Could be harmful e.g. superficial injuries, minor cuts and bruises, temporary irritation, less than 3-day staff absence. |

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| **Net Risk** | **Action and Timescale** |
| **Green** | No further preventive action is necessary, but consideration should be given to solutions or improvements that impose no additional cost burden.  Monitoring is required to ensure controls/precautions remain effective and review annually or sooner if there are changes. |
| **Amber** | Action should be taken within 6 months to reduce the risk as low as is reasonably practicable. A consideration of costs versus effectiveness should be considered. Where an amber risk is associated with a harmful impact/severity further risk assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures. |
| **Red** | Action must be taken immediately/as soon as possible. Work should stop or not commence until adequate control measures have been implemented. While the control measures should be cost-effective, there may legally be an absolute duty to reduce the risk. This means that if it is not possible to reduce the risk, even with unlimited resources, then work must remain prohibited. |