Safeguarding Risk Assessment 2023-24

1. Individual accesses template document and guidance via website
2. If additional support or advice is required, contact outreach@imperial.ac.uk
3. Draft and submit risk assessment according to timeline outlined below. Risk assessment to be sent to outreach@imperial.ac.uk
4. Feedback on risk assessment to be received within three weeks of submission deadline. Risk assessment is either:
   a. Approved, in which case no further action is required
   b. Received back with comments or suggested edits, along with a contact email address for who to resubmit final risk assessment to for final approval
5. If activity or format substantially changes, a new risk assessment will need to be submitted for any further events. Substantial changes include location change (on-campus to off-site, or on campus to online for instance), change of staffing ratio, increase of participant number, change of event management procedure or change of participant / audience (e.g. age group).

Submission Deadlines
Submission date – 29 September 2023
Feedback / approval – on or before 20 October 2023

Submission date – 24 November 2023
Feedback / approval - on or before 15 December 2023

Submission date – 26 January 2024
Feedback / approval – on or before 16 February 2024

Submission date – 1 March 2024
Feedback / approval – on or before 22 March 2024

Submission date – 3 May 2024
Feedback / approval – on or before 24 May 2024

Submission date – 14 June 2024
Feedback / approval – on or before 28 June 2024

Any risk assessments received outside of these timelines will be reviewed in the next cycle. Any risk assessments received the last review period of the year will only be reviewed if staff are available.

Template and Supporting Materials
Outreach have provided a template for safeguarding risk assessments, as well as a safeguarding risk matrix to help those developing risk assessments for their activities to consider the various aspects they need to consider when safeguarding young people on College events.
If individuals developing risk assessments need additional advice on their risk assessment prior to submission, they can contact outreach@imperial.ac.uk and the Outreach administrator will either act as a first advisor or will pass queries onto a member of the safeguarding team for advice.
Outreach are not able to review and / or approve health and safety risks for activities and these should be reviewed with the Safety teams locally or centrally.

Risk Assessment Review panel
Melanie Bottrill	Head of Outreach Programmes
Jenny Cooke	Mentoring and Tutoring Programmes Manager
Danielle Russo	Outreach STEM Programmes Manager
Kate Mulcahy	Makerspace Programmes Manager
Rebecca Holloway	Schools Partnerships Coordinator
Rebecca Sweeney	Makerspace Programmes Coordinator
Marta Sousa de Sotto Mayor	Community Programmes and Design Coordinator