

## ANNEX C

### EXAMPLE OF HEALTH & SAFETY RISK ASSESSMENT SUMMER SCHOOL/EVENT INVOLVING UNDER 18 YEAR OLDS

**Imperial College  
London**

**OUTREACH:** Lecture and workshop registration/risk assessment

1. LEAD PRESENTER'S / WORKSHOP LEADER'S DETAILS					
<b>Name</b>	<b>Position</b>	<input type="checkbox"/>	<b>Dept/Fac/Section</b>		
Imperial College London – Outreach and Student Recruitment Staff and Associates			Student Recruitment and Outreach		
2. LEADER'S BIOGRAPHY (50 – 150 words)					
<b>Leader's photo attached?</b>	Yes	No <input checked="" type="checkbox"/>			
3. LECTURE / WORKSHOP TITLE					
Residential event or Summer School – General					
4. SUMMARY OF ACTIVITY (50 – 150 words) – please attach script(s) if available					
<p>This risk assessment is an overview of the general risks associated with running this event at Imperial College London and various off campus locations. Specific activity risk assessments will be submitted separately.</p> <p>For specific risks see individual activity risk assessments. Participants are supervised by UG/PG students, known as mentors in a minimum ratio of 1:10. During the evenings and night, the group is supervised by a minimum of 1 senior staff (known as Senior Residential Assistants) to every 50 students. During the day time, two members of the SRO team are on duty, with a senior site manager on call if required. One of the two youth mental health first aiders is on call if required, and there is one Designated Safeguarding lead present or on call at any time.</p>					
<b>Script attached</b>	Yes	No	<input checked="" type="checkbox"/>	<b>Age group of audience (if known)</b>	14 - 18
<b>Date of event</b>	June – August 2017 inclusive				
5. LOCATION OF THE LECTURE / DEMONSTRATION/WORKSHOP (Complete as relevant)					
<b>Campus</b>	SK	<b>Building</b>	Various	<b>Room</b>	Various
<b>Location off-site of College premises</b>				<b>Room type</b>	Classrooms / Labs / Open Spaces / Halls of Residence / travelling to off site visits
6. DECLARATION (Please complete as appropriate)					

<b>Confirm that this activity does not present any hazard</b>	<b>If you CANNOT confirm this then you must complete the risk assessment overleaf. If you CAN confirm that there are no hazards associated with the activity then please sign below and send the form directly to Outreach</b>	
<b>Printed Name</b>	<b>Signed</b>	<b>Date</b>

**Risk assessment**

**1. HAZARD SUMMARY**  
(each identified hazard must then be detailed in Section 2 of this assessment)

Moving machinery	<input type="checkbox"/>	Public areas	<input checked="" type="checkbox"/>	Genetically-modified Micro-organisms	<input type="checkbox"/>
Lifting, carrying or pulling	<input type="checkbox"/>	Explosions or implosions	<input type="checkbox"/>	Non- GM biological agents	<input type="checkbox"/>
Sharps	<input type="checkbox"/>	Noise	<input checked="" type="checkbox"/>	Live animals	<input type="checkbox"/>
Electrical	<input type="checkbox"/>	Extreme hot or cold items	<input type="checkbox"/>	Laboratory animal allergens	<input type="checkbox"/>
Working at height	<input type="checkbox"/>	Pressure/steam	<input type="checkbox"/>	Flammable substances	<input type="checkbox"/>
Falling objects	<input type="checkbox"/>	Naked flames	<input type="checkbox"/>	Chemicals hazardous to health	<input type="checkbox"/>
Environmental factors (terrain, water, weather)	<input checked="" type="checkbox"/>	Cryogenic liquids	<input type="checkbox"/>	Emotive or security issues	<input checked="" type="checkbox"/>
Slips, trips or falls	<input checked="" type="checkbox"/>	Compressed gasses	<input type="checkbox"/>	Ionising Radiation	<input type="checkbox"/>
Traffic	<input checked="" type="checkbox"/>	Travel	<input checked="" type="checkbox"/>	UV/lasers/microwave/ other non-ionising radiations	<input type="checkbox"/>

**Other**

<b>2. Brief description of the hazardous aspect of the activity</b>	<b>Precautions (controls)</b>	<b>Emergency Actions</b>	<b>Is risk high, medium or low?</b>
Participants wandering away from the group/getting lost whilst on campus or during an off-site visit	<p>Mentors have supervisory responsibilities for their participant group on a 1:10 ratio as a minimum. Mentors are trained in advance, and well briefed on keeping the group together, communicating, foreseeing difficult circumstances and working together as a mentor team. Campus map provided at start of course and any maps needed for off-site visits will be provided in advance of the visit, participants' timetable will show locations of all sessions, breaks and lunch.</p> <p>Mentors to arrange any handover points surrounding start and end of course. Participants to sign in and out at start and end of day, and mentors take a register at hand over periods. All participants and staff will wear badges at all times that have emergency contact details for programme coordinators/managers on them.</p>	<p>All participants and mentors are provided with contact numbers for Event Coordinators and Managers</p> <p>Participants instructed to dial security on x4444 from any internal campus phone if they are lost.</p> <p>If off-site, participants are instructed to contact the security control office, the number for which is provided on the back of their course badges.</p>	Low

<p>Injury from traffic/London Underground/National Rail / other Transport for London service whilst participants travelling between accommodation and main campus or during an off-site visit</p>	<p>Participants strictly supervised by mentors/staff, pavements and pedestrian crossings used at all times, participants given clear instructions to stay in mentor groups and of the best way to board/alight from the London Underground and other modes of transport. Mentors will be briefed at the start of the programme on how to handle group travel, and will travel in paired groups. Mentors will be reminded of travel guidance prior to departure from campus.</p> <p>Mentors to do visual checks on the participants to make sure the groups stays together, especially when crossing roads, and participants do not get left behind.</p> <p>Clear maps/directions will be given to mentors in their briefings.</p> <p>Additional SRO staff or mentors provided for external trips to ensure there is always one person without direct supervision of groups available in case of emergencies.</p>	<p>x4444 internal campus emergency number if near to campus, otherwise 999 for emergency services. Ensure Programme coordinator and manager are informed.</p>	<p>Low</p>
<p>Participants eating wrong/bad foods, allergies</p>	<p>Participants to complete medical/dietary requirements form – any requirements or issues to be made known to the University catering office and mentors/staff/. Mentors to ask participants at the start of the programme if they can assist in any way or if there have been any changes to their medical information.</p>	<p>x4444 internal campus emergency number and first aid call out.</p>	<p>Low</p>
<p>Trip/fall/accident/emergency on campus</p>	<p>Safety briefing for all participants on arrival at the event. Security reception has first aid assistance, as do many of the SRO team engaged with activities. Encourage participants to keep to Campus safety guidelines. First aid equipment transported with the group by Event Leader. University Insurance cover provided. Medical notes available to Event Leader at all times but remain CONFIDENTIAL.</p>	<p>x4444 internal campus emergency number and first aid call out.</p>	<p>Low</p>

Injury from mishandled equipment	<p>Additional Activity Safety briefing for any academic or pastoral activity not covered in this risk assessment, close supervision.</p> <p>Lab coats, gloves, safety glasses or other suitable PPE will be provided where needed. Accident forms carried by mentors to be completed and returned to Event Leader when completed for entry into SALUS</p>	x4444 internal campus emergency number and first aid call out.	Low
Unsuitable clothing	Advisory notes on appropriate clothing to be sent to participants in advance of the course. Spare leggings, trousers and socks are available should a participant have inappropriate attire for a lab session.	Lab coats, gloves and safety glasses to be worn in the lab at all times. participants not allowed to do activity if any potential safety issues may arise.	Low
Inappropriate leaders of sessions - safeguarding	<p>All people engaged with one-to-one contact with the participants within sessions of the course are DBS vetted, and have appropriate experience in the relevant session content.</p> <p>All academic leaders, SRAs and mentors are provided with the Staff Handbook which outlines roles and responsibilities, and are provided with a copy of the Child Protection Policy. Participants removed from session if any problems arise.</p> <p>All participants and mentors are provided with contact numbers for Event Coordinators and Managers</p>	<p>Follow safeguarding escalation procedure and remove participants from workshops/activities where needed.</p> <p>Escalate to the programme manager ASAP, who will escalate further if required.</p>	Low
Inappropriate leaders of sessions – academic credibility	Course manager vets leaders in advance, having sought recommendations / given them a trial before they undertake lone teaching. Provision of code of behavior and staff handbook.	Course manager to step in to take over teaching of the session or removing the participants from the workshop/activity and find alternative leaders.	Low
Onset of tiredness/disruptiveness to other campus residents	Appropriate balance of activities with enough time for breaks and lunch. Mentors work together to share supervisory responsibilities.	<p>Enough staff present to allow for a leader/mentor to supervise participant away from group if necessary.</p> <p>All participants and mentors are provided with contact numbers for Event Coordinators and Managers.</p>	Low

<p>Incidents of inappropriate behavior – causing detrimental effects on other participants</p>	<p>Participants to sign the ‘Code of Conduct’ form. Enough staff present to allow for a leader/mentor to escort misbehaving participant away from rest of group. Course Manager to decide course of action – i.e. participant is immediately removed from programme or remains with sanctions. All incidents to be reported on the incident reporting form and returned to Event leader so a log can be maintained and appropriate discipline undertaken.</p>	<p>The course/programme manager will implement the inappropriate behaviour protocol providing the participant with appropriate.</p> <p>All participants and mentors are provided with contact numbers for Event Coordinators and Managers</p>	<p>Low</p>
<p>Disabled participant access problems</p>	<p>Parent/carer to identify disability issues in writing and to check provisions on arrival alongside the course manager. All staff and mentors made aware of any issues.</p> <p>PEEPs prepared in advance for participants with access requirements, and provision made well in advance.</p>	<p>x4444 internal campus emergency number and first aid call out if a medical issue arises</p> <p>Mentors to inform course/programme manager if something is not in place that should be.</p>	<p>Low</p>
<p>Loss of baggage or personal belongings</p>	<p>Participants are advised to keep belongings with them at all times and to take responsibility for their own belongings. Participants advised not to bring valuables onto the course. University Security retain lost baggage if found.</p>	<p>Contact security to check for any lost baggage, or to report stolen items. Security will then contact the Police if necessary.</p>	<p>Low</p>
<p>Participants going in to each other’s rooms in overnight accommodation</p>	<p>Male participants/Senior Residential Assistants (SRAs)/mentors and female participants/SRAs/mentors to be clearly separated in accommodation. Accommodation code of conduct is in place and signed in advance by participants.</p> <p>Participants given accommodation briefing prior to check in.</p> <p>Participants given clear instruction that nobody is allowed in anybody else’s room. Mentors or SRAs to do regular checks of corridors in pairs</p>	<p>Participants to be sent home if rules are broken.</p> <p>All participants and mentors are provided with contact numbers for Event Coordinators and Managers</p>	<p>Low</p>
<p>Joint use of bathroom/toilet facilities by adults and participants in overnight accommodation, or by males and females (only applies when participants not staying in en-suite rooms)</p>	<p>Aim for en-suite accommodation where available.</p> <p>Designated bathrooms for participants on summer schools, not to be used by adults or any other people staying in the accommodation. Separate bathrooms for males and females. SRAs/Mentors to ensure that rules /procedures are adhered to.</p>	<p>Participants to be sent home if rules are broken.</p> <p>Anyone witnessing or suspecting any problems should report this to a programme leader / SRA</p>	<p>Low</p>

Possibility of participants leaving overnight accommodation	Participants signed into rooms by mentors at bedtime (no later than 11pm). SRAs/Mentors located in rooms near to participants. Mentors to do regular checks of corridors to ensure participants are in their rooms. SRAs/Mentors on duty in evenings. Security office are aware of participants resident on campus	Participants to be sent home if rules are broken.  All participants and mentors are provided with contact numbers for Event Coordinators and Managers  Contact security if a participant is suspected of leaving residences overnight.	Low
Participants being taken ill overnight	Participants to be made aware of the rooms of SRAs/Mentors and told to contact them in night if an emergency. Participants have contact numbers for senior members of staff. SRAs/Mentors have any medical details of participants.	x4444 internal campus emergency number and first aid call out.	Low
Sports Activities	Separate risk assessments will be in place for activities with significant risk. With general sporting activities, participants will be accompanied and supported by UG mentors, and will be asked to follow safe guidelines before commencing activity.  Where activity is undertaken in Ethos or College sports facilities, Ethos staff will be in place to supervise	x4444 internal campus emergency number and first aid call out.	Low
Critical Incidents on campus e.g. terrorist attacks, College wide emergency	Programme managers to liaise with Security the day before the course/event is due to start to find out the most up to date security information.  If a serious incident occurs within the Summer Schools, the programme manager will contact security to report it, expecting the escalation policy to be implemented. Further instruction will then follow.  All staff will follow security / college senior staff guidance via the critical incident procedures.  Mentors instructed not to disclose details to parents / the public and instead to direct to appropriate channels – i.e. programme manager.  Head of Security, Lee Bryant, to give security briefing at the beginning of each summer school to include information on what to on and off campus in emergencies.	x4444 internal campus emergency number and first aid call out.  Course Manager contact numbers to be with all staff and participants	Low/Medium

<p>Critical Incidents off campus e.g. terrorist attacks, building evacuations</p>	<p>If off campus, programme manager to inform College senior staff of the incident whilst mentors and other staff work to make all participants safe and supported.</p> <p>If a serious incident occurs within the Summer Schools, the programme manager will contact security to report it, expecting the escalation policy to be implemented. Further instruction will then follow.</p> <p>All staff will follow security/College senior staff guidance via the critical incident procedures.</p> <p>Mentors instructed not to disclose details to parents/the public and instead to direct to appropriate channels – i.e. programme manager.</p> <p>Staff/Mentors/SRAs to download the free app “CitizenAid” which gives clear instructions on what to do in the event of terrorist attacks.</p> <p>Head of Security, Lee Bryant, to give security briefing at the beginning of each summer school to include information on what to do on and off campus in emergencies. This will include making themselves known to a person of authority (in uniform) such as a member of the police/fire brigade/ambulance service</p> <p>Participants /staff contact details and information on when they will be off campus to be given to security in advance.</p> <p>SRAs/Mentors to be briefed on security procedures at the beginning of the event/course and prior to going off campus.</p> <p>Staff/Mentors/SRAs/Participants to be given maps in advance of meet points around the locations of off campus events in case they get split up from the main group.</p> <p>In the case of a building evacuation follow instructions from staff at this location.</p> <p>If Staff/Mentors/SRAs/Participants see anything suspicious they should report it to the emergency services.</p>	<p>If group gets split up participants should first try to call the emergency contact numbers on their badges (SRAs/programme managers). If they cannot get hold of this person they should call the security control room on 020 7589 1000. Security can then advise participants what to do and inform course/programme managers.</p> <p>Follow instructions from the emergency services.</p> <p>Course/programme managers/College senior staff to inform parents/guardians as necessary and appropriate.</p>	<p>Low/Medium</p>
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Child goes missing on event	<p><b>On campus:</b> Implementation of the lost child policy. Initially send mentors to last known location and check toilets and locations nearby. If not found within a few minutes, event leader to contact security with a description of the missing child to mobilise a larger sweep of campus. If not found, parents need to be informed along with senior SRO staff as per the escalation policy.</p> <p><b>Off campus:</b> Initially send mentors to last known location and check toilets and locations nearby. SRA/Staff to call participant's mobile number to locate participant. If they do not answer/are not found within a few minutes, event leader to contact police with a description of the missing child to report the participant as missing. If not found, parents need to be informed along with senior SRO staff as per the escalation policy.</p>	<p>x4444 internal campus emergency number</p> <p>Call police on 999 if off campus</p>	Low
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**3. Who might be harmed and how?**

Presenter only	Audience plus presenter <input checked="" type="checkbox"/>
Support staff <input checked="" type="checkbox"/>	Other <input checked="" type="checkbox"/>

**4. Describe the waste disposal routes for any hazardous or contentious items**

**5. How often is the demonstration/workshop to be carried out?**

Repeatedly during summer months

**6. TRAINING RECORD – use this section to record the names and date of any persons you are training in this risk assessment and**

associated procedures			
Name	Date	Name	Date

**7. SIGN OFF BY DSO, FSM OR CSM – note that where Risk Assessment is required, Outreach cannot accept new registrations from within Imperial College without sign off from the Leader's local safety officer. When from external organisation Imperial College Safety Department must provide the sign-off**

Name of Safety Officer	Signature	Date	Dept/Fac/Section
Dr Rebecca Holloway		7 <sup>th</sup> August 2017	Student Recruitment & Outreach
Comments (if any)			