

Queen Mary, University of London – Campus Visit Risk Assessment

Assessor:	Jack Fox, last updated by Poppy Hudghton 24/08/2023	Project Lead:	Various
Date of Assessment:	24/08/2023	Review Date:	August 2024
Directorate:	External Relations		
Activity:	Campus Visit – school and community groups	Location:	Mile End / Whitechapel

Please note that this document is intended to assist visiting school or college groups with completing their own risk assessments. It remains the responsibility of the visiting school or college group to conduct their own risk assessment.

General risks								
What are the hazards?	Who might be harmed and how?	Risk*	What are you already doing? (Risk Controls)	Residual Risk*	Do you need to do anything else to manage this risk? (If the risk is still medium or high)	Action by whom?	Action by when?	Done
Travel to campus	Visiting staff and students – injury caused by accident.	L	<ul style="list-style-type: none"> It remains the responsibility of the visiting school or college group to risk assess travel arrangements to our campuses and ensure the safety of their students. On the occasional instance where QMUL have agreed to arrange travel, we will endeavour book transport from a reputable provider who has Public Liability Insurance, can supply vehicles with seatbelts and a DBS checked driver. We will endeavour to avoid booking transport on behalf of school students, where possible. 	L	N/A	N/A	N/A	
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages	M	<ul style="list-style-type: none"> Good housekeeping maintained. All areas are well lit. Floors/stairs and teaching rooms cleaned regularly. Electrical cables positioned to prevent trip hazards. A reporting system for defects, followed by prompt repair. 	L	<ul style="list-style-type: none"> Should any room changes be required these will be reviewed fully for access requirements, steps, stacked furniture etc. Ambassadors should be reminded to warn students of hazards and remain wary of changes to campus due to building work. 	All staff, supervisor to monitor	On the day of the event	

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			<ul style="list-style-type: none"> Any accidents or near misses being reported through the Online MySafety Reporting Form 					
Vehicle and pedestrian movement	Staff and visitors may be injured if a collision occurs	M	<ul style="list-style-type: none"> Arrival point has been carefully planned and arranged to ensure minimal crowding. Ambassadors and staff take extra caution when crossing the front of the Queens Building (Mile End), Bancroft Road (Mile End) and Stepney Way (Whitechapel). Where possible, these routes are to be avoided. 	L	N/A	N/A	N/A	
An accident resulting in the need for first aid	Staff and visitors if first aid is not available within a timely manner	M	<ul style="list-style-type: none"> All staff to follow the QMUL request for first aid process: http://www.hsd.qmul.ac.uk/a-z/first-aid/ QMUL Health and Safety Policy includes requirements for all accidents, incidents and near-misses to be reported through QMUL MySafety immediately. QMUL will carry out statutory accident reporting as required. Accidents, incidents and near-misses will be investigated thoroughly by relevant personnel from QMUL, and appropriate records maintained. Findings of any investigation and recommendations/remedial actions to be shared with all relevant persons. 	L	<ul style="list-style-type: none"> Security will be informed of scheduled campus visit dates, including informing that minors will be present on campus. Teachers and staff from school/organisation will be shown toilet and welfare facilities and be given a copy of the risk assessment in advance. 	Event coordinator	At least two working days prior to event.	
Environmental comfort factors	Staff and visitors which may lead to discomfort, stress, or dehydration	M	<ul style="list-style-type: none"> Adequate heating and ventilation provided. Lighting good. Where available, windows to open to provide fresh air. An adequate number of toilets to be in operation for the number of audience members, staff and contractors on the premises. 	L	<ul style="list-style-type: none"> Drinking water fountains will be pointed out at the start of the visit and will be available throughout the visit. Event coordinator to review toilet facilities on the day of the event and find alternative facilities should they be required 	Event coordinator	On the day of the event	

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			<ul style="list-style-type: none"> Adequate signage for disabled and male/female/gender neutral toilets. Drinking water/catering facilities available. 					
Plant and machinery on campus	Staff, students and visitors at risk from crushing and serious injury	M	<ul style="list-style-type: none"> Plant and machinery are maintained in a safe condition by QMUL and authorisation to access or operate will only be issued to competent persons. Any temporary plant/machinery left in public or accessible areas must be protected against unauthorised use. Access to lift motor rooms is strictly controlled by QMUL Maintenance. 	L	N/A	N/A	N/A	
Inclement weather conditions (heavy rain, freak ice and snow)	Staff, students and visitors at risk from bad weather	M	<ul style="list-style-type: none"> Outdoor activities to be limited during extreme weather. 	L	<ul style="list-style-type: none"> The decision to be made on the day as to whether the campus tour or associated activities will go ahead. Additional precautions if outdoor activities go ahead in bad weather – warnings and inside routes where possible. 	Event coordinator	On the day of the event	
Risk of electrocution or fire from the use of unsafe electrical equipment	Staff, students and visitors at risk electric shock, burns or fire	M	<ul style="list-style-type: none"> All electrical equipment to have undergone a system of regular formal inspection (and where necessary test). Where equipment belongs to contractors, this should be confirmed with them. All external and internal suppliers to supply evidence of PAT testing on any equipment using QMUL mains supplies. 	L	N/A	N/A	N/A	
Fire	Staff and visitors who may suffer serious,	M	<ul style="list-style-type: none"> Buildings are fitted with fire detection equipment and an audible fire alarm system which is tested regularly and maintained. 	L	<ul style="list-style-type: none"> Event coordinator to make visitors aware of nearest fire exits on the day 	Event coordinator	On the day of the event	

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	possibly fatal, injuries from smoke inhalation, burns, structural collapse. Inadequate provision for safe		<ul style="list-style-type: none"> Smoking is strictly prohibited on the premises except for in designated areas. Appropriate firefighting equipment is located throughout the premises and is subject to annual maintenance checks. Automatic emergency lighting is fitted throughout the premises and is subject to regular maintenance and testing regime by QMUL. Appropriate emergency exit signage is displayed throughout the premises and shall not be obscured by any temporary coverings. A suitable number of fire exits to be always kept clear of equipment/furniture. Staff and ambassadors to support the evacuation of guests in the event of a fire. Staff or ambassadors to account for guests through a headcount or register. Where necessary, event lead to complete a Personal Emergency Evacuated Plan ahead of the event. Fire assembly points are available from room bookings and should be pointed out to ambassadors by the event coordinator. 		<ul style="list-style-type: none"> Lead staff to take register/headcount 			
Safeguarding Incidents inc. Inappropriate behaviour/ False allegations	QMUL staff, students and visitors <i>To include Safeguarding concerns such as, but not limited to: false allegations,</i>	L	<ul style="list-style-type: none"> Children on campus will be accompanied by their parent/guardian. For regulated activity, all staff and ambassadors must hold a valid DBS (Disclosure and Barring Service) check, where appropriate, in line with our current DBS guidance. All staff will be briefed to be vigilant and ensure that all children are accompanied by an adult. 	L	<ul style="list-style-type: none"> Supervision of children or young persons to be arranged by a responsible adult from the school/organisation attending to the ratio of 1 responsible adult per 15 children/young persons, with additional requirement for each room used by children/young persons to have dedicated supervision regardless of number. 	Event coordinator/Student Ambassador manager	On the day of the event	

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	<i>inappropriate feelings towards staff members</i>		<ul style="list-style-type: none"> All staff to follow the Safeguarding Policy and the Safeguarding in Outreach settings policy. Student Ambassadors undertake basic safeguarding training as part of their induction and training programme. This includes successful completion of the QMUL safeguarding e-essentials module. Staff and Ambassadors able to de-brief with a Designated Safeguarding Officer following a safeguarding incident or concern in any external establishment, if requested. Staff and Ambassadors to dress appropriately when working in a school, college, or other institution. Staff/Ambassadors to reasonably avoid 1:1 situations with young people under the age of 18, where possible. Where this is not possible, another member of staff should be aware of the meeting time and location, and a door should be left open. Outreach work should be carried out in groups and individual tutoring or similar activity should be in the presence of a teacher or on an approved platform. 					
Data Protection Breach	Loss of documents containing personal data.		<ul style="list-style-type: none"> Ambassadors to be fully briefed and made aware of the sensitive information provided to them at the training session (predominantly student registers). All QMUL staff are familiar with the QMUL Data Protection Policy and have completed GDPR training. Where viable, electronic registers are used in place of physical registers. 	N/A	N/A	N/A	N/A	

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			<ul style="list-style-type: none"> All registers returned to the office within 24 hours of the activity and stored securely. 					
Unsafe internet/smartphone use/photography	Staff, Ambassadors, and students Inappropriate images/websites to be viewed, content to fall into the hands of the wrong person	M	<ul style="list-style-type: none"> Only named staff or professional photographers contracted by QMUL to take photos of activities. If photography is due to take place, explicit written consent will be needed from staff (including ambassadors) and students. Staff to ask school for parent/guardian consent for students to be photographed during external visits. If either parents/guardians of their child/ward do not consent for their photo to be taken, they will be treated as not having given consent. Staff, including Ambassadors, to limit the use of their own mobile phones as much as is reasonably practicable. Staff, including Ambassadors to not take any photos of students on their mobile phones during activities. Only QMUL owned equipment, or that of a professional photographer to be used for filming/photography of visitors during activities. All pictures to be uploaded to University Servers and processed in accordance with the University's Data Protection Policy for outreach activities. All photos should be removed from devices after use by staff. Where students or ambassadors are required to take/make use of University IT equipment, this must be done in accordance with the University's IT regulations. 	L	N/A	All staff, supervisor to monitor	On the day of the event	

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			<ul style="list-style-type: none"> Staff/ambassadors to ensure that students are supervised when using IT equipment during outreach activities to ensure correct and appropriate usage. Staff/Ambassadors should avoid taking photographs on behalf of young people, where reasonably possible, including when using the young person's own device. Staff/Ambassadors to avoid appearing in group photos with young people. 					

Risks associated with specific activities <i>i.e lab-based subject tasters</i> (if relevant)								
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n/a								

Assessor Name: Jack Fox/Poppy Hudghton	Assessor Position: Head of Student Recruitment and WP/Deputy Head of Student Recruitment and WP
Assessor Signature. P. Hudghton	Assessment Date: 24 August 2023
Approver Name Steven Carter	Approver Position: HSD
Approver Date: Updates provided on email by Steven Carter 24.01.22	Review Date: August 2024

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