### External Event Risk Assessment

#### Queen Mary, University of London – Off-campus activity in Outreach settings

<table>
<thead>
<tr>
<th>Assessor:</th>
<th>Jack Fox, updated by Poppy Hudghton September 21</th>
<th>Project Lead:</th>
<th>Various</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Assessment:</td>
<td>September 2021</td>
<td>Review Date:</td>
<td>July 2022</td>
</tr>
<tr>
<td>Directorate:</td>
<td>Marketing and Communications</td>
<td>Location:</td>
<td>Various</td>
</tr>
</tbody>
</table>

Please note that this document is intended to ensure Queen Mary has taken reasonable attempts to protect staff and students when working at external events as part of its business. This Risk Assessment should be considered alongside the risk assessment(s) of the host institution.

### General risks

<table>
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<tr>
<th>What are the hazards?</th>
<th>Who might be harmed and how?</th>
<th>Risk*</th>
<th>What are you already doing? (Risk Controls)</th>
<th>Residual Risk*</th>
<th>Do you need to do anything else to manage this risk? (If the risk is still medium or high)</th>
<th>Action by whom?</th>
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</table>
| Travel (during office hours) | Staff and Ambassadors Injuries, loss, theft, damage to equipment | L     | • In the majority of cases, staff and students will travel to off-campus via public transport.  
• Where transport by private vehicle is required, all staff and Ambassadors must have the necessary business insurance when using their own vehicle to travel for work purposes.  
• It is the responsibility of the staff/ Ambassador to plan their journey appropriately, to include but not limited to the route and times of travel, and safety in the event of severe travel disruption.  
• Ambassadors to have successfully completed all elements of the recruitment and training process prior to work.  
• In the event of unforeseen circumstances (such as train delays etc) staff and Ambassadors are to | L | N/A | Staff and Ambassadors involved in the delivery of an event | On the day of the event |      |

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*Risk levels: High (H), Medium (M) and Low (L)
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<tr>
<td></td>
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<td>M</td>
<td>• Outside of working hours, staff and ambassadors should ideally travel and work in pairs to reduce any impact of lone working.</td>
<td>L</td>
<td>• If advised, we will seek to introduce an emergency number for student ambassadors to contact outside of working hours.</td>
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<tr>
<td>Transportation of equipment</td>
<td>Staff and Ambassadors</td>
<td>Especially at risk: those with disabilities or other</td>
<td>L</td>
<td>• All University equipment is insured by the University.</td>
<td>N/A</td>
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Last updated: 30 March 2021

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| for University Business | health conditions and expectant mothers | | • Staff and Ambassadors are to be informed of any extra risks when taking equipment with them to events.  
• Staff and Ambassadors to carry and move equipment safely and appropriately, according to the University’s Manual Handling policies.  
• Staff and Ambassadors to take only the necessary equipment required to minimise chance of loss, theft, or injury.  
• Staff and Ambassadors to only take equipment which is reasonable and safe to transport.  
• Ambassadors to have successfully completed the online QMUL Health and Safety Introduction.  
• All student ambassadors should indicate any injuries or health concerns that may impact their ability to transport equipment, by supplying this information at the point of applying to the work opportunity via the Notes Section on HEAT. This will ensure staff can make reasonable adjustments, in good time. | L | N/A | | | | |
| Fire | Staff and Ambassadors  
Smoke inhalation, burns, death | L | • Staff and Ambassadors are to follow the host institution’s procedures in the event of a fire on site.  
• Ambassadors to have successfully completed the online QMUL Health and Safety Introduction.  
• Staff and Ambassadors to ensure they are aware of the nearest fire exits and fire assembly points when in schools, colleges, or other institutions. | L | N/A | Staff and Ambassadors involved in the delivery of an event | On the day of the event | | | | | | | | | |

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| Slips, trips, and falls | Staff and Ambassadors<br>
Range from bruising, broken bones to death | M | • When working in an external establishment, the host institution will be responsible for the Health and Safety of staff and Ambassadors.  
• Ambassadors to have successfully completed the online QMUL Health and Safety Introduction. | L | N/A | Staff and Ambassadors involved in the delivery of an event | On the day of the event |
| Inappropriate behaviour/ False allegations | Staff, Ambassadors, and students<br>
To include Safeguarding concerns such as, but not limited to: false allegations, inappropriate feelings towards staff members | M | • Staff and Ambassadors are to adhere to the School, College, or institution’s own Safeguarding Policies/ Procedures while on their property.  
• Where there is no Safeguarding policy in place, staff and Ambassadors are to adhere to the University’s Safeguarding policy & UKSR/WP guidelines, and speak to a Designated Safeguarding Officer as soon as possible.  
• 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.  
• All staff to follow the Policy and Procedures for the Protection of Children and Adults in Need of Safeguarding.  
• 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. | L | N/A | All staff, supervisor to monitor | On the day of the event |

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| Unsafe internet/smartphone use/photography | Staff, Ambassadors, and students | M     | - 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 | L       | N/A                                                                                                           | All staff, supervisor to monitor | On the day of the event | L    |

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|                       |                               | M     | • 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.  
• 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, including when using the young person’s own device. Staff/Ambassadors to avoid appearing in group photos with young people. | L   | N/A | All staff, supervisor to monitor | On the day of the event | | |
| Data Protection Breach | Students                      |       | • Ambassadors to be fully briefed and made aware of the sensitive information provided to them at the training session (predominantly student | | | | | | |
|                       | Loss of documents containing personal |       | | | | | | | |
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<td>and/or sensitive data, or personal and/or sensitive data being unintentionally disclosed.</td>
<td>registers).</td>
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</tr>
<tr>
<td>• All QMUL staff are familiar with the QMUL Data Protection Policy.</td>
<td>• Where viable, electronic registers are used in place of physical registers.</td>
<td>• All registers returned to the office within 24 hours of the activity and stored securely.</td>
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</table>

### Additional COVID mitigations from Sept 2021 – to be updated as per Govt. Guidance as required

#### Brief description of placement(s)

Delivery of workshops, outreach activity and HE Fairs to school and college students. Where possible, workshop groups should be limited to 30 students per group to support the delivery of interactive activities, however, Queen Mary will review requests for larger groups and deliver as recommended by the outreach team.

#### Placement(s) have been deemed essential for the following reasons

All placements accepted are deemed necessary as they are key drivers for supporting growth in the student recruitment funnel. Our Outreach and Widening Participation activity contributes significantly to Strategy 2030 and the desire to be most inclusive university of our kind by supporting students from under-represented backgrounds who are also likely to have faced additional disadvantage due to the pandemic.

#### Date of commencement

6 September 2021 – new academic term. Reduction of COVID risk assessment measures, as per Govt. and University guidance.

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<tbody>
<tr>
<td>COVID-19 virus exposure and transmission in during the off campus activity</td>
<td>Staff Students Members of the public Direct inhalational exposure to exhaled (by others) droplets and</td>
<td>If any staff present COVID-symptoms, they should withdraw from the activity and follow self-isolation guidance (as per government guidance). Affected individuals should also contact the Queen Mary Coronavirus inbox by emailing <a href="mailto:coronavirus@qmul.ac.uk">coronavirus@qmul.ac.uk</a>.</td>
<td>Ensure all staff are aware of and follow the QMUL HSD COVID-19 guidance on the Health &amp; Safety Directorate website. When staff are confirmed to work, they should be reminded that they should not work if they present any COVID symptoms</td>
<td>Queen Mary Staff Lead</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Manifestation</th>
<th>Risk Mitigation Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). If it is transmitted from one person to another, while many survive infection, some may die from the disease and it is regarded as a high hazard.</td>
<td>All host institutions are deemed to be operating securely and at the point of booking an activity. Where possible, staff and ambassadors should aim to maintain a 1m social distance from students and staff at the host institution. The use of paper handouts should be restricted to a minimum and where used, handouts should not be reused by multiple groups. Frequent handwashing is undertaken, or hand sanitisers used. Staff and ambassadors should wear a face covering when on public transport and when moving around a busy environment, such as a school corridor. Individuals are competent to undertake a dynamic (on the spot) risk assessment. All student ambassadors participating in an activity will receive an additional briefing by email of any further steps required or any updates.</td>
</tr>
<tr>
<td>Virus particles in the air that contain the virus and/or indirect transfer to nasal area by hand touch contact.</td>
<td>All staff to familiarise themselves with the latest guidance on the <a href="https://www.gov.uk">gov.uk</a> website. Staff are advised to take and use hand sanitiser to limit spread of coronavirus. They can request this from the Dept. in advance of delivering activity. Where adaptions are required to our activities to ensure compliance in a COVID secure manor, all changes will be communicated to delivery staff and ambassadors.</td>
</tr>
</tbody>
</table>

**COVID-19 virus exposure and transmission coming to and from site(s)**

This relates to the journey to/from the main site/home. If there is a need to travel between other sites, this must be fully planned and controls implemented and

<table>
<thead>
<tr>
<th>Staff</th>
<th>Students</th>
<th>Members of the public</th>
<th>Direct inhalational exposure to exhaled (by others) droplets and particles in the air that contain the virus and/or</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where the site(s) is within a reasonable distance to the individual(s) undertaking the work, walking, cycling or in their own vehicle should be encouraged as the</td>
<td></td>
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</tr>
<tr>
<td>Ensure all individuals follow government advice on using public transport.</td>
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</tr>
</tbody>
</table>

*Staff member participating in activity*

*Staff or ambassadors delivering activity*

*Head of Department/Student Ambassador Manager*

*Queen Mary Staff Lead*

*Queen Mary Staff Lead*

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*Risk levels: High (H), Medium (M) and Low (L)*
**External Event Risk Assessment**

| Risk levels: High (H), Medium (M) and Low (L) followed for each journey. The virus can be viable up to 72 hours on a number of surfaces. | indirect transfer to nasal area by hand touch contact. | primary means of transport, with allowances provided for the additional time travel may take.  
When booking, staff are to confirm that there is suitable car parking and bike rack facilities prior to travel, if choosing these methods.  
Where possible, staff and ambassadors should aim to travel outside of peak times and choose a quiet route. Staff and Ambassadors are advised to follow Govt. advice and should wear a mask and use hand sanitiser regularly.  
When travelling to an off-campus location, staff should seek to use travel routes that are most efficient, i.e consider returning to home rather than campus, if this reduces the overall travel time and if possible whilst still meeting business critical activity.  
All staff involved with the delivery of off-campus activity are encouraged to take regular asymptomatic lateral flow tests provided through the NHS (twice weekly). Further guidance about asymptomatic testing at Queen Mary is available [online](#). | Ensure all individuals follow government advice on GOV.UK. Check [peak journey times](#) at departure and arrival TFL stations in advance of all journeys on public transport. | Staff member participating in activity |

| COVID-19 virus exposure and transmission during an emergency or incident response situation (e.g. fire evacuation) | Staff Students Members of the public  
Direct inhalational exposure to exhaled (by others) droplets and particles in the air that | When encountering an emergency situation, staff and students should follow the advice and guidance of either the travel provider and/or host institution. | N/A |

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<table>
<thead>
<tr>
<th>Event</th>
<th>Description</th>
<th>Mitigation</th>
<th>Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COVID-19 virus exposure and transmission from inadequate or insufficient environmental cleaning</strong>&lt;br&gt;The virus can be viable up to 72 hours on a number of surfaces.</td>
<td>Staff&lt;br&gt;Students&lt;br&gt;Members of the public&lt;br&gt;Direct inhalational exposure to disturbed droplets and particles in the air that contain the virus and/or indirect transfer to nasal area by hand touch contact of contaminated surfaces.</td>
<td>Hand washing facilities/hand sanitisers are available to those travelling off-campus. All staff are encouraged to clean hands at the start and end of any journey. All staff will ensure they maintain good hand hygiene. Where possible staff should take their own devices to the host institution to reduce the use of shared devices. Staff are able to utilise Queen Mary equipment such as HDMI leads to aid this, if required. This should be requested two weeks in advance, if required. To further reduce any residual risk of contamination at the host institution, all staff and student ambassadors can also take 70% or 100% alcohol impregnated wipes to clean surfaces and computer equipment where possible.</td>
<td>N/A&lt;br&gt;Staff member attending&lt;br&gt;The cost of purchasing wipes can be claimed back via the expense claim system.</td>
</tr>
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</table>

**Psychological wellbeing of staff undertaking fieldwork / placement holder (where working alone and remotely)**<br>Staff<br>Students<br>Continued access by telephone or MS Teams to occupational health services and mental health first aid provision and Workplace Options Scheme. | In the event there is an increased number of confirmed positive cases for outreach staff (compared to the London average), activity will be transitioned to online only until this Risk Assessment has been subject to further additional consideration. | Head of Dept. |

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**Assessor** Name: Jack Fox. Updated by Poppy Hudghton<br>Assessor Position: Head of Student Recruitment and Widening Participation / Student Recruitment and WP Manager<br>Assessor Signature: P. Hudghton<br>Assessment Date: 30 March 2021 (Updated 03 September 2021)

**Approver Name** Megan Vagg<br>**Approver Position** H&S Advisor<br>**Approver Date** 06 Sept

**Review Date** July 2022

*Last updated: 30 March 2021<br>*Risk levels: High (H), Medium (M) and Low (L)*