

**External Event Risk Assessment**

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

<b>Assessor:</b>	Jack Fox, updated by Poppy Hudghton 22 August 2022	<b>Project Lead:</b>	Various
<b>Date of Assessment:</b>	Jack Fox, updated by Poppy Hudghton 22 August 2022	<b>Review Date:</b>	August 2023 (or sooner if guidance requires)
<b>Directorate:</b>	Marketing and Communications		
<b>Activity:</b>	Outreach activity to support the work of the UKSR and WP team	<b>Location:</b>	Various

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.

<b>General risks</b>								
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>Risk*</b>	<b>What are you already doing? (Risk Controls)</b>	<b>Residual Risk*</b>	<b>Do you need to do anything else to manage this risk? (If the risk is still medium or high)</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Done</b>
Travel (during office hours)	Staff and Ambassadors <i>Injuries, loss, theft, damage to equipment</i>	L	<ul style="list-style-type: none"> <li>In the majority of cases, staff and students will travel to off-campus via public transport.</li> <li>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.</li> <li>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.</li> </ul>	L	N/A	Staff and Ambassadors involved in the delivery of an event	On the day of the event	

Last updated: 22 February 2022

\*Risk levels: High (H), Medium (M) and Low (L)

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			<ul style="list-style-type: none"> <li>Ambassadors to have successfully completed all elements of the recruitment and training process prior to work.</li> <li>In the event of unforeseen circumstances (such as train delays etc) staff and Ambassadors are to inform the UKSR/WP office and the school, college, or institution in question of any delays. Staff and Ambassadors are to do this as soon as it is safe to do so.</li> <li>If a staff member/ambassador is reported as not showing up to the host institution, the UKSR/WP team to contact the individual to ascertain why and ensure personal safety.</li> </ul>					
Travel (outside of office hours)	Staff and Ambassadors <i>Injuries, loss, theft, damage to equipment</i>	M	<ul style="list-style-type: none"> <li>Outside of extended outreach working hours (7am – 9pm), staff and ambassadors should ideally travel and work in pairs to reduce any impact of lone working.</li> <li>Following the return to a home location or campus, student ambassadors involved in the delivery of the event are to submit a <a href="#">post-event form</a> to the UKSR team member responsible for organising the activity. This will ensure that all involved are safe and that we have collected relevant reporting information safely. Substantive staff members should continue to report to their line manager, as appropriate.</li> </ul>	L	<ul style="list-style-type: none"> <li>If advised, we will seek to introduce an emergency number for student ambassadors to contact outside of working hours.</li> </ul>	Staff and ambassadors involved in the delivery and planning of an event.		

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**Commented [PH1]:** Do we need to amend to outside of X hours, e.g. after 9pm? Outside of working hours doesn't seem feasible @Jack Fox

**Commented [JF2R1]:** Ordinarily would we send just one ambassador to an event? If so, then I am happy with the approach of adopting additional staff as an enforced thing if the event is after 9pm. This sounds pradtatic.

**Commented [PH8]:** Have you spoken to anyone about this? If not, will raise with HSD alongside below queries@Jack Fox

**Commented [JF9R8]:** I did speak to them and the general consensus this isn't necessarily however we should seek to develop a way in which students check in after an event to say they have arrived safely. I wonder whether we can do this as a way of collecting post event feedback. I image we can also then automate emails should they not check in within a specific time.

**Commented [PH3]:** Does this happen and if so, is it monitored? Keen to remove/replace if this is not active. @Faye Yasmin

**Commented [FY4R3]:** This doesn't happen as far as I am aware @Poppy Hudghton

**Commented [PH5R3]:** Are you aware of any guidance from HSD re. this? What is expected as part of the general ambassador risk assessments?

**Commented [PH6R3]:** @Jack Fox

**Commented [JF7R3]:** Further to my post above, I think we need to look at a way of developing this (without it causing burden or additional workload). Faye - Can you pull together a session for us to refelct on the best way to achieve this?

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			<ul style="list-style-type: none"> <li>If the above information is not received by the next working day, the UKSR team member responsible for organising the activity to follow this up to ensure the safety of the individuals participating in the activity.</li> </ul>					
Transportation of equipment for University Business	Staff and Ambassadors Especially at risk: those with disabilities or other health conditions and expectant mothers  <i>Injuries, loss, theft, damage to equipment</i>	L	<ul style="list-style-type: none"> <li>All University equipment is insured by the University.</li> <li>Staff and Ambassadors are to be informed of any extra risks when taking equipment with them to events.</li> <li>Staff and Ambassadors to carry and move equipment safely and appropriately, according to the <a href="#">University's Manual Handling policies</a>.</li> <li>Staff and Ambassadors to take only the necessary equipment required to minimise chance of loss, theft, or injury.</li> <li>Staff and Ambassadors to only take equipment which is reasonable and safe to transport.</li> <li>Ambassadors to have successfully completed the online QMUL Health and Safety Introduction.</li> <li>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</li> </ul>		N/A	Staff and Ambassadors involved in the delivery of an event	On the day of the event	

**Commented [PH10]:** Do all SAs take part in manual handling training?  
 @Shemari Lewis @Faye Yasmin

**Commented [FY11R10]:** They currently do not although probably should with the remit of work. However, The training seems to be 2 hours in-person only bookable via staff pages. Course code is HS004. I can't see an alternative online module however, there is the QMUL Health and Safety Induction Module which is 20minutes. SA's do not currently do this - should they @Jack Fox ? especially if they are not doing the manual handling one?

**Commented [PH12R10]:** In that case I think we need to seek advice from HSD on this, especially given the number of injuries from lifting A-boards and the expectation for ambassadors to help with open day set up.

**Commented [JF13R10]:** I agree we need to have some form of element. If the Health and Safety module covers this, then let's go with that. Otherwise, can we develop something locally with practical advice relevant to our work?

**Commented [PH14]:** Can we review light stands, especially if travelling on multiple connections? I know this sounds over the top but if we are really being inclusive of those who are pregnant/have health conditions we should maybe have it as an option

**Commented [PH15]:** Do we include this in training?  
 @Shemari Lewis @Faye Yasmin

**Commented [FY16R15]:** This will be added as part of the onboarding process where we will then gather further info. I'll also add this to the workOpp Training notes

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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
			will ensure staff can make reasonable adjustments, in good time.					
Fire	Staff and Ambassadors  <i>Smoke inhalation, burns, death</i>	L	<ul style="list-style-type: none"> <li>Staff and Ambassadors are to follow the host institution's procedures in the event of a fire on site.</li> <li>Ambassadors to have successfully completed the online QMUL Fire Safety Training on QM+.</li> <li>Staff and Ambassadors to ensure they are aware of the nearest fire exits and fire assembly points when in schools, colleges, or other institutions.</li> </ul>	L	N/A	Staff and Ambassadors involved in the delivery of an event	On the day of the event	
Slips, trips, and falls	Staff and Ambassadors  <i>Range from bruising, broken bones to death</i>	M	<ul style="list-style-type: none"> <li>When working in an external establishment, the host institution will be responsible for the Health and Safety of staff and Ambassadors.</li> <li>Ambassadors to have successfully completed the online QMUL Health and Safety Introduction.</li> </ul>	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  <i>To include Safeguarding concerns such as, but not limited to: false allegations, inappropriate feelings towards staff members</i>	M	<ul style="list-style-type: none"> <li>Staff and Ambassadors are to adhere to the School, College, or institution's own Safeguarding Policies/ Procedures while on their property.</li> <li>Where there is no Safeguarding policy in place, staff and Ambassadors are to adhere to the University's Safeguarding policy and in particular, Safeguarding in Outreach settings UKSR/WP guidelines, and speak to a Local Safeguarding Officer as soon as possible.</li> <li>For regulated activity, all staff and ambassadors must hold a valid Enhanced DBS (Disclosure and</li> </ul>	L	N/A	All staff, supervisor to monitor	On the day of the event	

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**Commented [PH17]:** Again, just double checking this is part of the training process @Shemari Lewis @Faye Yasmin

**Commented [FY18R17]:** @Poppy Hughton yes they complete the Fire Safety Awareness course

**Commented [PH19]:** and this @Shemari Lewis @Faye Yasmin

**Commented [FY20R19]:** Not currently on there but as above, adding to the list. Its called QMUL Health and Safety Induction\* not sure what the difference is?

**Commented [JF21R19]:** I think this is addressed above, can we just keep the naming simple.

**Commented [PH22]:** Can we include some of the below in the SA code of practice please? @Shemari Lewis @Faye Yasmin

<https://learning.nspcc.org.uk/media/1586/behaviour-code-adults.pdf>

**Commented [FY23R22]:** @Shemari Lewis can you add these in to the updated SA Code of conduct.

**Commented [PH24]:** How do we include these DSO processes as part of the training? @Jack Fox to include in safeguarding discussions next week.

**Commented [JF25R24]:** Agreed. I think the RA alone covers what it needs to though (the policy governs the detail).

**Commented [GW26]:** enhanced?

**Commented [PH27R26]:** the level of check should be in line with the mentioned guidance - I will link the guidance here

**Commented [FY28R26]:** @Poppy Hughton what does this mean for Band A? As we currently don't DBS check ...

**Commented [PH29R26]:** @Faye Yasmin DBS guidance here: <https://www.qmul.ac.uk/media/directorate-of-> ...

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			<p>Barring Service) check, where appropriate, in line with our current DBS guidance.</p> <ul style="list-style-type: none"> <li>All staff to follow the Policy and Procedures for the <a href="#">Protection of Children and Adults in Need of Safeguarding</a>.</li> <li>Student Ambassadors undertake basic safeguarding training as part of their induction and training programme. This includes successful completion of the QMUL <a href="#">safeguarding e-essentials</a> module.</li> <li>All QMUL staff are familiar with and follow the departmental <a href="#">Online Events and Social Media Guidelines</a>.</li> <li>Staff and Ambassadors able to de-brief with a Designated Safeguarding Officer following a safeguarding incident or concern in any external establishment, if requested.</li> <li>Staff and Ambassadors to dress appropriately when working in a school, college, or other institution.</li> <li>Staff/Ambassadors to reasonably avoid 1:1 situations with young people under the age of 18, where possible. 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 <a href="#">approved online</a> platform. Where a 1:1</li> </ul>					

Commented [GW30]: link broken @Poppy Hudghton

Commented [PH31]: PH to update and include as part of the Zoom/online guidance

Commented [GW32]: online

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			situation is unavoidable, the door should remain open and another individual should be informed that the meeting is taking place.					
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"> <li>Only named staff or professional photographers contracted by QMUL to take photos of activities.</li> <li>If photography is due to take place, explicit written consent will be needed from staff (including ambassadors) and students.</li> <li>Any photography taken internally by named staff should be done so on QMUL devices, all photos should be transferred from the device to secure online storage within 48 hours of the event and then removed from the original device.</li> <li>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.</li> <li>Staff, including Ambassadors, to limit the use of their own mobile phones as much as is reasonably practicable.</li> <li>Staff, including Ambassadors to not take any photos of students on their mobile phones during activities.</li> <li>Only QMUL owned equipment, or that of a professional photographer to be used for filming/photography of visitors during activities.</li> <li>All pictures to be uploaded to University Servers and processed in accordance with the University's Data Protection Policy. All photos should be removed from devices after use by staff.</li> </ul>	L	N/A	All staff, supervisor to monitor	On the day of the event	

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Commented [PH33]: I know there is a camera purchased for PTL - I assume this will be covered in a separate PTL RA?

Commented [PH34R33]: @Jack Fox @Alasdair Robertson

Commented [AR35R33]: We didn't use one for the conference but I will check with Mim

Commented [JF36R33]: Have added a second comment below on the RA to address this. Practically this will be few and far between

Commented [PH37]: Can we get photo consent forms from all SAs at start of contract/term? Perhaps as a second part of the code of conduct - I will amend this if so. @Faye Yasmin

Commented [FY38R37]: yes - as part of the onboarding this will be included and recorded on master details spreadsheet.

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			<ul style="list-style-type: none"> <li>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.</li> <li>Staff/ambassadors to ensure that students are supervised when using IT equipment during outreach activities to ensure correct and appropriate usage.</li> <li>Staff/Ambassadors should, where reasonably possible, 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.</li> </ul>					
Data Protection Breach	Students  Loss of documents containing personal and/or sensitive data, or personal and/or sensitive data being unintentionally disclosed.	M	<ul style="list-style-type: none"> <li>Ambassadors to be fully briefed and made aware of the sensitive information provided to them at the training session (predominantly student registers).</li> <li>All QMUL staff are familiar with the <a href="#">QMUL Data Protection Policy</a>.</li> <li>Where viable, electronic registers to be used in place of paper registers.</li> <li>All registers returned to the office within 24 hours of the activity and stored securely.</li> </ul>	L	N/A	All staff, supervisor to monitor	On the day of the event	

### Additional COVID mitigations from 24 February 2022 – 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.
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<b>Placement(s) have been deemed essential for the following reasons</b>	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.
<b>Date of commencement</b>	1 September 2022 – new academic term. Below mitigations in line with Govt guidance, updated February 2022.

What are the hazards?	Who might be harmed and how?	What are you already doing? (Risk Controls)	Do you need to do anything else to manage this risk? (If risk is still medium or high)	Action by whom
<p><b>COVID-19 virus exposure and transmission in during the off campus activity</b></p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The 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).</p> <p>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.</p>	<p>Staff Students Members of the public</p> <p>Direct inhalational exposure to exhaled (by others) droplets and particles in the air that contain the virus and/or indirect transfer to nasal area by hand touch contact.</p>	<p>If any staff present COVID-symptoms, they should withdraw from the activity. Affected individuals should also contact the Queen Mary Coronavirus inbox by emailing <a href="mailto:coronavirus@qmul.ac.uk">coronavirus@qmul.ac.uk</a>.</p> <p>All host institutions are deemed to be operating securely and at the point of booking an activity.</p> <p>Where possible, staff and ambassadors should aim to maintain a social distance from students and staff at the host institution. When working with small groups and facilitating group work, this will not always be possible, but staff and ambassadors should in these cases work to a 1m+ distance and continue to follow local face-covering guidance.</p> <p>Frequent handwashing is undertaken, or hand sanitisers used</p> <p>Staff and ambassadors should consider wearing a face covering when on public</p>	<p>Ensure all staff are aware of and follow the QMUL HSD COVID-19 guidance on the Health &amp; Safety Directorate website.</p> <p>All staff to familiarise themselves with the latest guidance on the <a href="https://www.gov.uk">gov.uk</a> website.</p> <p>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.</p> <p>Staff and ambassadors should adhere to the visiting school or colleges face covering policy. Staff and</p>	<p>Queen Mary Staff Lead</p> <p>Queen Mary Staff Lead</p> <p>Staff or ambassadors delivering activity</p>

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		<p>transport and when moving around a busy environment, such as a school corridor.</p> <p>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.</p>	<p>ambassadors are should consider wearing a face covering when working in outreach group settings, with the exception of when delivering from the front of a classroom where a 2m+ distance can be maintained.</p> <p>Where adaptations are required to our activities to ensure compliance in a COVID secure manor, all changes will be communicated to delivery staff and ambassadors.</p>	<p>Head of Department/Student Ambassador Manager</p>
<p><b>COVID-19 virus exposure and transmission coming to and from site(s)</b></p> <p>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 followed for each journey. The virus can be viable up to 72 hours on a number of surfaces.</p>	<p>Staff Students Members of the public</p> <p>Direct inhalational exposure to exhaled (by others) droplets and particles in the air that contain the virus and/or indirect transfer to nasal area by hand touch contact.</p>	<p>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 local advice on face coverings whilst on public transport and should use hand sanitiser regularly.</p>	<p>Ensure all individuals follow government advice on using public transport.</p> <p>Ensure all individuals follow government advice on GOV.UK. Check <a href="#">peak journey times</a> at departure and arrival TFL stations in advance of all journeys on public transport.</p>	<p>Staff member participating in activity</p>
<p><b>COVID-19 virus exposure and transmission during an</b></p>	<p>Staff Students</p>			

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<p><b>emergency or incident response situation (e.g. fire evacuation)</b></p>	<p>Members of the public</p> <p>Direct inhalational exposure to exhaled (by others) droplets and particles in the air that contain the virus and/or indirect transfer to nasal area by hand touch contact.</p>	<p>When encountering an emergency situation, staff and students should follow the advice and guidance of either the travel provider and/or host institution.</p>	<p>N/A</p>	
<p><b>COVID-19 virus exposure and transmission from inadequate or insufficient environmental cleaning</b></p> <p>The virus can be viable up to 72 hours on a number of surfaces.</p>	<p>Staff Students Members of the public</p> <p>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.</p>	<p>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.</p> <p>All staff will ensure they maintain good hand hygiene.</p> <p>Where possible staff should take their own devices to the host institution to reduce the use of shared devices.</p> <p>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.</p>	<p>N/A</p> <p>Staff member attending</p> <p>The cost of purchasing wipes can be claimed back via the expense claim system.</p>	
<p><b>Psychological wellbeing of staff undertaking fieldwork / placement holder (where working alone and remotely)</b></p>	<p>Staff Students</p>	<p>Continued access by telephone or MS Teams to occupational health services and mental health first aid provision and Workplace Options Scheme.</p>	<p>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.</p>	<p>Head of Dept.</p>

Assessor Name:- Jack Fox. Updated by Poppy Hudghton

Assessor Position:- Head of Student Recruitment and Widening Participation / Student Recruitment and WP Manager

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Assessor Signature: P. Hudghton	Assessment Date: 22 August 2022
<b>Approver Name Megan Vagg</b>	<b>Approver Position: H&amp;S Advisor</b>
<b>Approver Date 06 Sept</b>	Review Date: July 2023

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