

Queen Mary, University of London – Campus Visit Risk Assessment

Assessor:	Jack Fox, last updated by Poppy Hudghton 22/08/22	Project Lead:	Various
Date of Assessment:	October 2021 - last updated by Poppy Hudghton 22/08/22	Review Date:	August 2023 or sooner if govt. guidance advises.
Directorate:	Marketing and Communications		
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. 	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 	All staff, supervisor to monitor	On the day of the event	

Last updated: 25 February 2022

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

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			<ul style="list-style-type: none"> A reporting system for defects, followed by prompt repair. Any accidents or near misses being reported through the Online MySafety Reporting Form 		wary of changes to campus due to building work.			
Vehicle and pedestrian movement	Staff and visitors may be injured if a collision occurs	M	<ul style="list-style-type: none"> Registration point has been carefully planned and arranged to ensure minimal crowding. Adequate staff/student ratios are in place, in accordance with DfE guidance. Teachers/Advisers and visiting staff to ensure ratios are maintained. 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 to be avoided. Where possible, visiting students to be accompanied at a ratio of 1:10, including when moving around the campus. 	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"> At least one member of staff from the visiting school group is expected to be first aid trained and will be the first port of call for the administering of first aid for their school group. This is communicated as part of the Service Level Agreement. In instances where a first aider from the visiting group is unavailable, 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 to QMUL Security immediately. QMUL will carry out statutory accident reporting as required. 	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	Start of academic year or one week prior to event.	

Commented [PH1]: @Jenna Darby - please can you action for all scheduled dates. Perhaps send a spreadsheet and contact details of team?

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			<ul style="list-style-type: none"> 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. 					
Environmental comfort factors	Staff and visitors which may lead to discomfort, stress, homesickness 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. Adequate signage for disabled and male/female/gender neutral toilets. Drinking water/catering facilities available. 	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 Event coordinator	On the day of the event On the day of the event	
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,	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 visit will go ahead. Additional precautions if outdoor activities go ahead in bad weather – 	Event coordinator	On the day of the event	

Commented [GW2]: or school visit

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freak ice and snow)					warnings and inside routes where possible.			
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, students and visitors who may suffer serious, possibly fatal, injuries from smoke inhalation, burns, structural collapse. Inadequate provision for safe	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. 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. 	L	<ul style="list-style-type: none"> Event coordinator to make visitors aware of nearest fire exits on the day Lead staff to take register/headcount 	Event coordinator	On the day of the event	

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			<ul style="list-style-type: none"> Fire assembly points are available from room bookings and should be pointed out to ambassadors by the event coordinator. 					
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, inappropriate feelings towards staff members</i>	L	<ul style="list-style-type: none"> Children on campus will be accompanied by a relevant staff member from visiting school/organisation. 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. All QMUL staff are familiar with and follow the departmental Social Media Guidelines. 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 	L	<ul style="list-style-type: none"> There will be a staff member from the school/organisation in each group when moving around campus. The staff member from the school/organisation will assume ultimate responsibility for the students attending. 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	

Commented [GW3]: Fire assembly points to be reviewed as part of staff/ambassador briefing?

Commented [GW5]: link broken @Poppy and not really sure where it should go?

Commented [PH4]: PH to review following safeguarding meeting

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			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. All registers returned to the office within 24 hours of the activity and stored securely. 	N/A	N/A	N/A	N/A	
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. 	L	N/A	All staff, supervisor to monitor	On the day of the event	

Commented [PH6]: Update if SA code of conduct is updated

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			<ul style="list-style-type: none"> • 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. • 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. 					

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

Additional COVID mitigations from 24 Feb 2022 – to be updated as per Govt. Guidance as required

Brief description of placement(s)	Delivery of workshops, outreach activity and on campus events for school and college groups, on campus.
Placement(s) have been deemed essential for the following reasons	All bookings accepted are deemed necessary as they are key drivers for supporting growth in the student recruitment funnel and/or working towards widening participation aims to promote fair access to higher education. 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	<u>1 September 2022 – new academic term. Below mitigations in line with Govt guidance, updated February 2022</u>

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>COVID-19 virus exposure and transmission during the activity</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 coronavirus@qmul.ac.uk.</p> <p>All school and college institutions that book onto campus activity 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 1m social distance from students and staff at the host institution. When working with small groups and facilitating group work.</p>	<p>Ensure all staff are aware of and follow the QMUL HSD COVID-19 guidance on the Health & Safety Directorate website.</p> <p>All staff to familiarise themselves with the latest guidance on the gov.uk website.</p>	<p>Queen Mary Staff Lead</p> <p>Queen Mary Staff Lead</p>

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		<p>Frequent handwashing is undertaken, or hand sanitisers used</p> <p>Staff and ambassadors should consider wearing a face covering when in a busy classroom environment where distance cannot be maintained. Any guest, ambassador or staff member is welcome to wear face coverings and/or a visa if they see fit.</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>Room capacities to be followed whilst using campus facilities at Queen Mary.</p> <p>Each staff member working the event should consider bringing hand sanitiser for use as required.</p> <p>School groups to be advised to keep a register of students attending, in case tracing of positive cases should be required.</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>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>Room bookings and use of rooms to adhere capacity limits. Where possible, windows should be opened when the room is in use.</p>	<p>Staff or ambassadors delivering activity</p> <p>Head of Department/Student Ambassador Manager</p>
<p>COVID-19 virus exposure and transmission coming to and from site(s)</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</p>	<p>Recommend all individuals partaking in an activity follow government advice on using public transport.</p> <p>Where possible, staff and ambassadors should aim to travel on a quiet route. Staff and Ambassadors are advised to follow Govt. advice and should wear a mask, if required, on TFL transport and use hand sanitiser regularly.</p>	<p>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.</p>	<p>Staff member participating in activity</p>

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	area by hand touch contact.			
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 contain the virus and/or indirect transfer to nasal area by hand touch contact.	Staff and ambassadors to follow local guidance and ensure guests are out of immediate danger, including supporting evacuation of buildings or requesting first aid, as required.	N/A	
COVID-19 virus exposure and transmission from inadequate or insufficient environmental cleaning The virus can be viable up to 72 hours on a number of surfaces.	Staff Students Members of the public 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.	Handwashing facilities/hand sanitisers are available around campus. All staff are encouraged to clean hands regularly, as well as at the start and end of journeys to and from campus. Where possible staff should use their own devices to share activity/screens to reduce the use of shared devices. To further reduce any residual risk of contamination, sanitising wipes provided during campus visits and around campus.	N/A Staff member delivering activity.	
Psychological wellbeing of staff undertaking fieldwork / placement holder (where working alone and remotely)	Staff Students	Continued access by telephone or MS Teams to occupational health services and mental health first aid provision and Workplace Options Scheme. All working at the event / line managers are aware of the importance of mental health at times of uncertainty with regular provision of Mental Health information, guidance on wellbeing when working remotely and maintaining connections with colleagues working on site.	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/Poppy Hudghton	Assessor Position: Head of Student Recruitment and WP/Student Recruitment and WP Manager
Assessor Signature: P. Hudghton	Assessment Date: 23 August 2022
Approver Name Steven Carter	Approver Position: HSD
Approver Date 01.12.21* Updates provided on email by Steven Carter 24.01.22	Review Date: July 2023

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