# 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 24 August 2023</th>
<th>Project Lead:</th>
<th>Various</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Assessment:</td>
<td>Jack Fox, updated by Poppy Hudghton 24 August 2023</td>
<td>Review Date:</td>
<td>August 2024</td>
</tr>
<tr>
<td>Directorate:</td>
<td>External Relations</td>
<td>Location:</td>
<td>Various</td>
</tr>
<tr>
<td>Activity:</td>
<td>Outreach activity to support the work of the UKSR and WP team</td>
<td></td>
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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

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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>
<th>Action by when?</th>
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<tr>
<td>Travel (during office hours)</td>
<td>Staff and Ambassadors</td>
<td>L</td>
<td>• 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 inform the UKSR/WP office and the school,</td>
<td>L</td>
<td>N/A</td>
<td>Staff and Ambassadors involved in the delivery of an event</td>
<td>On the day of the event</td>
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Last updated: 24 August 2023

*Risk levels: High (H), Medium (M) and Low (L)
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<tr>
<td>Travel (outside of office hours)</td>
<td>Staff and Ambassadors</td>
<td>Injuries, loss, theft, damage to equipment</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>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.</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>
<td>Staff and ambassadors involved in the delivery and planning of an event.</td>
<td></td>
<td></td>
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<tr>
<td>Transportation of equipment for University Business</td>
<td>Staff and Ambassadors</td>
<td>Especially at risk: those with disabilities or other health conditions and expectant mothers</td>
<td>L</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Injuries, loss, theft, damage to equipment</td>
<td></td>
<td>All University equipment is insured by the University. 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.</td>
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<td>Staff and ambassadors involved in the delivery of an event</td>
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| Fire                  | Staff and Ambassadors       | L     | • Staff and Ambassadors are to follow the host institution’s procedures in the event of a fire on site.  
• 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 |      |
| Slips, trips, and falls | Staff and Ambassadors     | M     | • When working in an external establishment, the host institution will be responsible for the Health and Safety of staff and Ambassadors.  
• Staff and 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 | 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 and in particular, Safeguarding in Outreach settings UKSR/WP guidelines, and speak to a Local Safeguarding Officer as soon as possible.  
• For regulated activity, all staff and ambassadors must hold a valid Enhanced DBS (Disclosure and Barring Service) check, where appropriate, in line with the School, College, or Institution’s own Safeguarding Policies/Procedures while on their property. | L             | N/A                                                                                  | All staff, supervisor to monitor | On the day of the event |      |

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Commented [PH3]: Do we include this in training? @Shemari Lewis @Faye Yasmin

Commented [FY4R3]: 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

Commented [PH5]: Again, just double checking this is part of the training process @Shemari Lewis @Faye Yasmin

Commented [FY6R5]: @Poppy Houghton yes they complete the Fire Safety Awareness course

Commented [GW7]: enhanced?


Band As are not undertaking regulated activity and so not required, unless they are partaking in a particular activity that is deemed regulated, e.g. mentoring/residential etc.
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<td>Unsafe internet/smartphone use/photography</td>
<td>Staff, Ambassadors, and students</td>
<td>M</td>
<td>Only named staff or professional photographers contracted by QMUL to take photos of activities.</td>
<td>L</td>
<td>N/A</td>
<td>All staff, supervisor to monitor</td>
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| hands of the wrong person |                              | • 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.  
• 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. 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. | | |

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<td>Data Protection Breach</td>
<td>Students</td>
<td>M</td>
<td>- 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.</td>
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### Data Protection Breach

- **Students**: Loss of documents containing personal and/or sensitive data, or personal and/or sensitive data being unintentionally disclosed.
- **M**: Ambassadors to be fully briefed and made aware of the sensitive information provided to them at the training session (predominantly student registers).
- **L**: All QMUL staff are familiar with the QMUL Data Protection Policy.
- **M**: Where viable, electronic registers to be used in place of paper registers.
- **L**: All registers returned to the office within 24 hours of the activity and stored securely.

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**Assessor Name**: Jack Fox. Updated by Poppy Hudghton
**Assessor Position**: Head of Student Recruitment and Widening Participation / Deputy Head of Student Recruitment and WP
**Assessor Signature**: P. Hudghton
**Assessment Date**: 24 August 2023

**Approver Name**: Megan Vagg
**Approver Position**: H&S Advisor
**Approver Date**: 06 Sept 2022

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