



Schools Activity Risk Assessment

Internal Visits – Schools & Colleges on Campus

RISK ASSESSMENT DETAILS	
Faculty/Department/Service:	Student Services
Team:	Outreach
Risk Assessment Title:	Internal Visits – Schools & Colleges on Campus
Date of Assessment:	18/11/2015
Name of Assessor(s):	Denise Brooks & Amy Lively
Manager Responsible:	Denise Brooks
Location:	University of Sheffield
Details of Activity:	Realising Opportunities – National Student Conference (groups of students visiting Sheffield from RO partner universities)
Other assessments which might also be required, ✓ if needed:	<ul style="list-style-type: none"> Manual Handling <input type="checkbox"/> REF COSHH <input type="checkbox"/> REF Personal Protective Equipment (PPE) <input type="checkbox"/> REF Noise <input type="checkbox"/> REF Other <input type="checkbox"/> REF (e.g., Business Continuity Plan)
RISK ASSESSMENT REVIEW DATES	26/11/2015

WORKING DETAILS AS REQUIRED (where not already recorded elsewhere for ease of access in an emergency)	
Activity title:	Realising Opportunities National Student Conference
Activity date and time:	Saturday 12 th March 2016
School/College:	Various schools (students attending in host university groups)
University session leader(s):	Denise Brooks Amy Lively
Telephone(s):	0144 222 1383 0191 208 8904
Mobile no.(s) for visit:	0771 812 0715 0779 036 6614
Email(s):	d.m.brooks@sheffield.ac.uk Amy.lively@ncl.ac.uk
Venue(s) to be used:	Octagon Centre, Arts Tower, various buildings on campus for workshops
Group size:	Maximum participants expected: 580 Minimum participants expected: 450 Number of staff expected to attend (school/college and university, inc. ambassadors): 90
<p>All students and staff will arrive independently (mostly in host university groups) and will be met by University of Sheffield student ambassadors and staff at a pre-determined coach drop-off point. Students from the University of Sheffield will make their own way to the event and will be advised to go directly to the Octagon Centre. University Staff and Student Ambassadors are not responsible for disciplining school students. Students who attend on their own are responsible for their own conduct and will be asked to leave should they behave in an inappropriate manner.</p>	
Activity itinerary:	As required – please see RO National Student Conference programme

PERSONS AT RISK (mark all applicable): Employees (Yes) Students (Yes) Clients (No) Contractors (No) Public (No) Work Experience Students (No) Visitors (Yes) Others (Please specify: Student Ambassadors and Ementors)

RISK LEVEL: (VH) Very High (H) High (M) Medium (L) Low

Activity	Potential Hazard	Potential Consequences of Hazard	INITIAL RISK LEVEL	Existing Control Measures	Additional Control Measures (if required)	FINAL RISK LEVEL
RO National Student Conference (walking between venues, attending lecture theatres, campus tours, accommodation tours)	Slips, trips and falls	Bruised or broken digits or limbs, head injury	M	Session leader(s) ensure choice and layout of routes and rooms are appropriate to planned activity	Asking participants to take care and keeping watch for potential hazards	L
RO National Student Conference (walking between venues, attending lecture theatres, campus tours, accommodation tours)	Slips, trips and falls – Arts Tower Paternoster Lift	Bruised or broken digits or limbs, head injury	H	Participants are advised not to use the Paternoster Lift during their visit and will be directed to the stairs (or lifts for those with accessibility needs); children under the age of 16 are prohibited from using the Paternoster Lift; clear safety signage on all floors and in all lift cars; emergency stop chains in each car; emergency stop buttons on each floor of Arts Tower.	Asking participants to take care and keeping watch for potential hazards	M
RO National Student Conference (walking between venues, attending lecture theatres, campus tours, accommodation tours)	Slips, trips and falls – Discovery Rooms balcony	Bruised or broken digits or limbs, head injury	H	Participants are instructed not to use balcony during their visit ; sliding doors leading to balcony are locked but can be accessed in the event of an emergency.	Asking participants to take care and keeping watch for potential hazards.	M
RO National Student Conference (walking between venues, attending	Getting lost or losing the group	Students getting lost on campus	M	Clear signage on campus and in directions in attendance instructions	Staff and student ambassadors provide clear instructions to groups at	L

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lecture theatres, campus tours, accommodation tours)				from Outreach programme leader; campus maps plus clearly identifiable University staff and student ambassadors available to assist.	start of the day. Each participant will be given an event programme and a campus map. Student ambassadors and staff will be posted in strategic locations around campus to direct students between sessions.	
RO National Student Conference (walking between venues, attending lecture theatres, campus tours, accommodation tours)	Being hit by moving vehicles	Serious physical injury, potentially fatal	H	Clear delineation between pedestrian and vehicular areas on campus; general pedestrian routes for visitors clearly signposted and designed to minimise interaction between visitors and vehicles; student ambassadors accompany visitors at all times; asking visitors to take care on campus.	Site development works on campus clearly boarded off and signed as no entry. Students and visitors directed to use pedestrian routes at all times – particularly the underpass leading between the Arts Tower and the Octagon Centre.	M
RO National Student Conference (walking between venues, attending lecture theatres, campus tours, accommodation tours)	Outdoor work / extreme weather	Sunburn; windburn; injury from wind-blown objects; hypothermia; hyperthermia; difficult travelling conditions for visitors	M	Visitors advised to wear appropriate clothing for their visit and follow travel directions provided.	Doors in known 'wind tunnels' will be closed and made out of bounds where high winds cause them to slam and risk causing injury (e.g., bridge between Western Bank Library and the Arts Tower). There will be no planned outside activity. Students will only be outside when moving between sessions and will have been advised to dress appropriately.	L

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RO National Student Conference (walking between venues, attending lecture theatres, campus tours, accommodation tours)	Electrical equipment	Electrocution	H	All electrical equipment in use is University owned and PAT tested, and installed by appropriate service departments	All staff and students briefed to contact University security staff in an emergency as all are first aid trained	L
Meal and refreshment breaks	Allergic reactions to food	Anaphylaxis	H	Visitors responsible for self-selection of refreshments from wide variety available at outlets across campus; all foods labelled clearly in accordance with Food Safety Regulations	All staff and students briefed to contact University security staff in an emergency as all are first aid trained. Dietary requirements will be requested from all participants in advance of the event and refreshments and lunch will adhere to these where the event organisers are made aware in advance. All food will be clearly labelled.	L
Overcrowding	Main session rooms becoming overcrowded	Breaking fire regulations Visitors feeling ill	H	Room layouts are arranged to prevent overcrowding as much as possible. Attendance is checked in advance with safety regulations.	For large sessions event organisers will liaise with fire safety team in advance of event to ensure that space capacities are not breached. Students will sign up for workshops in advance of event so that numbers can be monitored.	M
Accessibility	Rooms and spaces used not being accessible to all participants	Participants not being able to fully take part in the event	M	All buildings being used on campus have accessible routes. This information will	All visitors will be asked to provide event organisers with accessibility	L

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				be made available in advance of the event.	requirements in advance of the event and where these have been declared necessary arrangements will be made. Student Ambassadors will be advised to be aware of any participants who require support and to be proactive in assisting them	
Overall Risk:						L

<p>Additional Information</p> <p>Training/experience of leader(s): Session leader(s) and student ambassador(s) are aware of safeguarding issues, safety issues and emergency procedures in the case of fires and accidents. Session leader(s) and student ambassador(s) have experience of leading similar sessions.</p> <p>Age/ fitness/ agility restrictions: Visitors are advised to inform the RO Central Team, in writing, of specific requirements any of the participants may have in advance of the event taking place.</p> <p>Would there be any additional risks for or restrictions imposed on participants with a disability that affects their mobility or access to this activity? As above, visitors should make the event organisers aware of any special requirements that individuals may have in order that the event organisers can make arrangements as necessary. In this way the session leader(s) will be able to ensure that all participants can take part in the activities on offer and that no additional risks are present.</p> <p>What specific clothing/ safety/ emergency equipment requirements would you recommend for participants: Participants are advised to wear comfortable shoes and appropriate clothing.</p> <p>Safety instructions to be given to participants in advance of the visit: Visitors are advised that they must take ultimate responsibility for their behaviour during visits to the University of Sheffield. This includes taking registers and/or head counts of visiting groups to ensure that all participants are present at each stage of the session. University staff and student ambassadors are not expected to have to discipline any of the participants.</p> <p>Verbal safety instructions to be given to groups at start of the session:</p> <ul style="list-style-type: none"> In the case of a fire, which will be signalled by a continuous fire alarm, the session leader and student ambassadors will direct the group to the nearest fire exit. Participants should follow instructions given at this time.

- In the case of an accident, the event organisers or student ambassador(s) with the group at the time should be made aware of the situation. If First Aid is necessary, the session leader or student ambassadors will then contact the relevant First Aider, or contact Security, as necessary.
- In the case of a participant getting lost, they should go into the nearest office/building and find someone to tell that they are lost. Alternatively, participants can ask to be taken to Security. Security will have details of how to contact the Outreach Team and will be able to contact office based staff who will, in turn, contact the session leader.
- Participants should take care when walking around campus, staying on footpaths where available and avoiding traffic.

Emergency arrangements in place:

In the case of a fire, session leader(s) and student ambassador(s) will lead the group to safety. Assembly points are clearly indicated in each University Building. Teachers/School Staff will be expected to take a register of their students attending in groups to ensure that all those who should be present have arrived at the assembly point.

In the case of First Aid being necessary, the appropriate people to contact are the Session Leader or the nearest Porters' Lodge to the visit's venue (usually in the same building as the visit venue).


Comments:

The event organisers at The University of Sheffield take every possible precaution to ensure that participants have a safe and enjoyable visit to the University. On rare occasions, there may be accidents or problems that arise. However, steps have been taken to ensure that procedures are in place to deal with potential problems.

University emergency telephone number: From external telephone or mobile: **0114 222 4444**
From internal telephone: **24444**

Use the table given on the risk matrix to score your hazard or activity for the probability ('L') likelihood harm will occur and the severity ('S') of the outcome.

Risk Score = S X L		SEVERITY OF OUTCOME (S)			
		Minor	Serious	Major	Fatal
LIKELIHOOD (L)	Very Unlikely	1	2	3	4
	Unlikely	2	4	6	8
	Possible	3	6	9	12
	Likely	4	8	12	16



Risk Level	
Low	
Medium	
High	
Very High	

Plot the scores on the matrix or multiply them together (LxS) to obtain a risk score – then use the colour of that score to determine the Risk Level, Low to Very High.

Activities that are High or Very High must not start (or will need to be suspended), without appropriate controls in place to reduce the risk to an acceptable level.

Wherever it is a possibility that a serious injury may occur risk must be lowered by putting in extra control measures. Calculate the overall risk for all activities by finding the average of the final risk levels.