

Newcastle University - Risk Assessment

Project title	STEM Outreach On Campus Events		
Description of work activity	On campus workshops		
Unit name	SNES	Location	On campus
Assessor	Laura Jones	Approver (Manager / Responsible person)	Richard Crulley
Date of assessment	26/10/2023	Review Date (2 years)	26/10/2025

	Hazards	Risks (Who might be harmed & how?)	Controls
1.	Medical Condition/SEN children	Colleagues; pupils, and visitors Ill health, vomiting, anaphylaxis	Registers of pupil names available. Must include any medical conditions/individual needs, allergies and emergency contact details of parent/carer. For school groups, this is the responsibility of the teachers accompanying the students. For events with individual student bookings, this information should be collected on the booking forms. Attendees with allergies to carry relevant medication such as EpiPens. Copies to be held by Supervising Colleagues Member from the school and both Session Leader and Event Organiser.
2.	Chemicals	Colleagues; pupils, and visitors Bruns	Session Leaders must identify and assess any specific risks which apply to sessions they run e.g., for all materials, chemicals and equipment for practical or lab work. COSHH form provided for the activities which involve chemicals. The OHSS webpage on working with chemicals may be useful for colleagues: https://newcastle.sharepoint.com/hub/orghas/Pages/chemical.aspx PPE will be provided in the way of safety glasses, lab coats and gloves.

3.	Safeguarding	University colleagues, pupils and visitors	<p>Event Organiser to be aware of SRT Framework for Safeguarding Children, and Child Protection Policy, and must brief Session Leaders accordingly.</p> <p>Disclosure and Barring Service (DBS) enhanced checking to be carried out for lead colleagues and student workers, who have access to under 18s. (Refer to the Procedure for Safeguarding SRT Colleagues).</p> <p>All participating colleagues told to avoid unsupervised access to pupils on a one-to-one basis e.g. by avoiding situations where pupils have to work alone, or by involving another member of colleagues.</p> <p>All participating colleagues to have read and completed the Code of Conduct for Colleagues Delivering Academic Subject Sessions</p> <p>Any safeguarding concerns are to be reported to Laura Jones (DSL).</p>
4.	Moving around campus	University colleagues, pupils and visitors STF	<p>There must be appropriate supervision of pupils when moving around campus (2:20 for pupils aged under 16).</p> <p>Pupils should always be supervised if they go through into an area via a security door.</p> <p>Visitors will either be taken to sessions by Session Leader and/or plans of the building given to students. Information desk colleagues and reception colleagues will be informed of any visit and offer support/directions/advice when requested.</p> <p>A link to the campus map and details of the buildings we will use, should be sent out in pre-event correspondence.</p> <p>Pupils should be supervised on stairways and possibilities of slips/falls pointed out.</p> <p>Care should be taken when using lifts and lift occupancy is stated inside all lifts</p>
5.	Accessibility	Pupils and visitors	<p>Rooms should be checked for their appropriateness to the target audience and also potential issues of accessibility e.g. wheelchair access/fire escapes/existence of induction loops.</p> <p>Rooms can be checked against existing University lists (e.g. at common user room bookings on the University website). https://roomfinder.ncl.ac.uk/.</p>

			<p>Event Organiser and Session Leaders to be aware of the safe capacity of any room used for an event (e.g. by using the maximum occupancy information at common user room bookings on the University website) www.ncl.ac.uk/timetable/room/.</p> <p>Leaders must ensure this capacity is not exceeded on the day of the event.</p> <p>Leaders to give a short safety briefing at the start of a session to signpost location of toilets, fire exits and explain what to do in the event of a fire.</p>
6.	Covid	<p>University colleagues, pupils and visitors</p> <p>Flu like symptoms, high temperature.</p>	<p>Hand sanitizer stations will be available in key locations, wall mounted sanitizers will be fully stocked before the event in all buildings used.</p> <p>Masks should be made available if requested.</p> <p>Rooms with mechanical ventilation systems are adequately ventilated.</p> <p>Regular cleaning of main touchpoints inside venues by the estates team.</p>

Additional Controls (is there anything you need to plan for?)	Who	Target Date	Completion Date
Training to be offered to key colleagues on the Framework for Safeguarding Children	Laura Jones	04/10/2023	04/10/2023

Emergency procedures
<p>Fire</p> <p>Session Leader to be aware of evacuation procedures from any room/building used for an activity. Fire exits are clearly labelled throughout the building. Participants given guidance by the Session Leader about evacuation procedures in the event of a fire</p> <p>If there is an imminent and serious danger to life or property, all colleagues and students working on the day are advised to contact the emergency services (9-999) followed by security on 6-666 (0191 208 666) or (following the run-hide-tell advice in the case of a suspected terror attack, as above).</p> <p>These emergency procedures are communicated through briefing information. Colleagues and students working on the day are advised to store the security number in their mobile phones.</p> <ul style="list-style-type: none"> Security and emergency services will lead on emergency procedures once an incident has been reported.

Event organisers and security will follow the Major Incident Communications Plan to ensure the communication of information to colleagues, students and visitors: This is held in reference files at key areas on the day and highlighted to colleagues.

First aid

Event Organiser to ensure that a trained first aider is present. First-aiders may be staff, student helpers or members of a voluntary organisation.

Leader in building to be aware of the location of the nearest first aid kit.

Signature of Responsible Person (Double click on the signature box below)

R Crulley

Richard Crulley

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