

School/SBU/ Department: Widening Access and Student Success

Assessor Name: Laide Bissessar

Date: Updated: 7th October 2023

ACTIVITY TITLE/DESCRIPTION:

General risk assessment to cover all WASS activity, written after consulting with the Health and Safety Executive (HSE) guidance, the University of Hertfordshire’s health and safety policies and government guidance. This document will be reviewed and, where necessary, updated throughout the year as new guidance becomes available.

IDENTIFY HAZARDS	WHO COULD BE HARMED & HOW		EVALUATE THE RISK AND DECIDE ON CONTROLS		RECORD YOUR FINDINGS AND IMPLEMENT THEM	
<p>Hazards associated with the activity/task/Event? <i>What are the significant hazards with the potential to cause harm?</i> Review the activity, location & people involved. Check equipment or manufacturer Instructions. Check UH, Sector or HSE guidance.</p>	<p>Who could be harmed? <i>Who is at risk from harm:</i> Students, Staff, Visitors and/or Contractors?</p>	<p>How could they be harmed? <i>Types of injury:</i> Major or Minor Injuries from Lifting/Handling, Slips/Trips/Falls or Ill Health Effects.</p>	<p>How would you rate the level of risk? Risk = Likelihood X Consequence: High Medium Low</p>	<p>What controls are currently in place and what further action is necessary to reduce the risk? <i>What is already in place to reduce the likelihood of harm and/or impact of harm occurring?</i> <i>What further actions or additional controls are required to reduce the remaining risk?</i></p>	<p>Remaining Actions? Actions by Who and by When?</p> <p>ALL ACTIONS ARE ON-GOING</p>	<p>Actions Completed? Completed (Y/N)</p>
<p>Contracting or spreading coronavirus</p>	<p>Students/young people, staff, teachers, academics, ambassadors, advocates, visitors (including contractors, parents etc.)</p>	<p>Viral infection of Coronavirus (Covid - 19): Potential for minor or major ill health including death.</p>	<p>Medium</p>	<p>Ventilation</p> <ul style="list-style-type: none"> Fresh air ventilation will be prioritised, and windows opened where possible. In many spaces on campus signage is available to highlight if a space has 'Natural' (requiring the opening of windows) or 'Mechanical' (fresh air supplied by air handling systems) ventilation. <p>Cleaning</p> <ul style="list-style-type: none"> A cleaning station is available in the WASS office which is maintained and topped up as needed. Staff have access to cleaning materials e.g., antibacterial wipes to maintain good hygiene at desks and within the office. Good hand hygiene is encouraged, and staff and students are urged to wash their hands frequently with soap and water or use hand sanitiser and to try to avoid touching their face. Hand 	<p>Windows open where possible (in non-mechanically ventilated rooms) to allow fresh air into spaces. Action owned by event lead and all staff attending/supporting events/meetings/gatherings.</p> <p>Cleaning station signposted and refreshed regularly to ensure supplies</p>	

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				<p>sanitiser is available at the cleaning station.</p> <p>People with symptoms</p> <ul style="list-style-type: none"> Staff who have mild respiratory symptoms (e.g., sore throat, runny nose) but are well enough to work will be encouraged to do so from home. If staff feel unwell while on campus, they will be encouraged to go home The Head/Deputy Head of WASS will keep up to date with Covid-19 guidance from the University, Sector and Government and update policies as required. <p>Testing/Self isolation</p> <ul style="list-style-type: none"> Staff/students/ambassadors no longer need to test regularly. However, if staff feel unwell or have symptoms, like a 	<p>are always available Action owned by the WASS administrative team.</p> <p>Good hand hygiene is encouraged – mentioned in health and safety briefings, handwashing facilities clearly signposted. Action owned by everyone.</p> <p>Staff with Coronavirus and other viral</p>	

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				<p>high temperature or cough, they may still want to test.</p> <ul style="list-style-type: none"> There is no longer a legal requirement to self-isolate if staff/students/ambassadors test positive. However, the University asks those who feel unwell or test positive to stay at home and avoid contact with others where possible. If unwell while on campus, staff/students/ambassadors will be sent home. Staff members who live in the same household as someone with COVID-19 should work from home if they are able to do so. <p>Face coverings</p> <ul style="list-style-type: none"> Face coverings are recommended when COVID-19 rates are high or when there are a lot of respiratory viruses circulating, such as in winter, and there 	<p>symptoms are encouraged to work from home. Action owned by the Head/Deputy Head of WASS and everyone.</p> <p>Staff who test positive for coronavirus are asked to stay home and avoid contact with others until symptoms ease or a lateral flow test shows as negative – typically 5 days.</p>	

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				<p>will be close contact with other people, such as in crowded and enclosed spaces. In all other circumstances, wearing a face covering is a personal choice.</p> <p>Communications</p> <ul style="list-style-type: none"> We will plan communications with staff/volunteers and those attending events to cover key messages ahead of events including: Ensuring the event team understand what is required from them and what arrangements are in place to support them and others. Ensure those attending the event are aware of any important pre-event information to help them remain safe during the activity/experience or event. We will communicate any 	<p>Action owned by everyone.</p> <p>Communications sent to event team and event participants ahead of time to ensure they are aware of pre-event information which will keep them safe.</p> <p>Action owned by event lead.</p>	
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				<p>arrangements or expectations we have, for example:</p> <ul style="list-style-type: none"> • encouraging people to follow good hygiene practices, • any booking or entry requirements, • how we will inform people of any changes in advance of their visit. • That people should not come to events if they have tested positive or are displaying any COVID-19 symptoms (a high temperature, new and persistent cough, or a loss of/change in sense of taste or smell), even if these symptoms are mild. 		

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Key contacts and information

Room booking	tas@herts.ac.uk
Technical support	helpdesk@herts.ac.uk
Catering	hospitality@herts.ac.uk
Parking	parking@herts.ac.uk
Portering and housekeeping	campusservices@herts.ac.uk
Health and Safety	safety@herts.ac.uk

University Policies For All Events

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Risk Assessment	All events need a risk assessment .					
PREVENT	All non-University of Hertfordshire speakers need to have their details and the subject of their presentation logged on a central list to comply with the University’s PREVENT policy. Please complete the event permission form and return to events@herts.ac.uk . Details about your event will be checked and held centrally on the University’s internal events calendar. You will be informed if further discussions about your event are required.					
UKVI	All non-University of Hertfordshire speakers, whether they are being paid or not need UKVI checks . The HR Compliance Officer, hrcompliance@herts.ac.uk can be contacted for further information and advice. If payment is required then the method of payment must be determined before any work is undertaken. The One-Off Taxable Payment Claim method may be an option for payment, but restrictions do apply. Please contact the Payroll Manager for guidance in advance of the event.					
GDPR	Any data collected as part of event registrations needs to be held in line with data security and GDPR					

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Consent	If you are filming your event, you must gain and record the presenter’s permission, see video consent form . You must also inform all participants that filming or photography is taking place.					
ON CAMPUS GENERAL RISKS						
Fire	Students/young people, staff, teachers, academics, ambassadors, advocates, visitors	Smoke inhalation Burns Death	Medium	<ul style="list-style-type: none"> Fire Marshals and Wardens trained and appointed locally and across the university to support the evacuation of buildings where possible. Where they are not available, staff to assist. WASS Fire Warden is Emma Pearce: e.pearce@herts.ac.uk. Fire 	Staff to be familiar with who trained wardens and Marshals are in case of emergency.	
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	(including contractors, parents etc.)			<p>marshall for MacLaurin is Oli Ash: o.ash@herts.ac.uk</p> <ul style="list-style-type: none"> Safety briefing - what to do in case of a fire and fire assembly point, should be done at the start of events/gatherings. All persons to evacuate through nearest available fire exit Register taken at the start of activities to account for everyone in the building. Students/young people are aware of which adults to report to Fire Extinguishers available on site and fire exit signs clearly displayed above the appropriate doors All furniture is arranged/stacked appropriately to reduce risk of falling and exits are always kept clear. Fire doors kept closed <p>Limited mobility Evacuations</p> <ul style="list-style-type: none"> Anyone with a disability, impairment, or limited mobility, may require help during an 	<p>Action owned by everyone.</p> <p>Safety briefing before any event which includes fire assembly point – staff. Action owned by event lead.</p> <p>Register at the start of every event and in the case of a fire Owned by event leads and Head/Deputy Head of WASS</p>	
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				<p>emergency. Visitors with limited mobility will have the following information shared with them:</p> <ul style="list-style-type: none"> - UH general emergency information, - WASS will provide front row seating with level egress and ensure a staff member is available to assist in the event of an emergency. In a scenario where the risk could not be mitigated, this should be escalated to health and safety for review - safety@herts.ac.uk. <p>• Where this is the case, a plan may be put in place in advance via a Personal Emergency Evacuation Plan (PEEP). These are done through the health and safety team.</p> <p>For more information on the university's fire and building evacuation procedures, please see here.</p>	<ul style="list-style-type: none"> • Check room for health and safety hazards and ensure furniture is arranged/stacked appropriately to reduce risk of falling. Exits kept clear. Fire doors kept closed <p>Action owned by all staff</p> <p>Staff seek necessary information on</p>	

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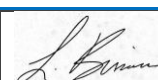
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				<ul style="list-style-type: none"> All staff complete online fire safety training. 	<p>attendee accessibility needs prior to events. Staff assist limited mobility evacuations. Owned by event leads.</p> <p>Online fire safety training completed Action owned by all staff</p> <p>Briefing for those with mobility impairments. Where limited mobility evacuations are</p>	
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					<p>required, the health and safety team is</p>	
<p>Display Screen Equipment/Electrical equipment</p>	<p>Students/young people, staff, teachers, academics, ambassadors, advocates, visitors (including contractors, parents etc.)</p>	<p>Posture problems, pain, discomfort, or injuries, e.g., to hands/arms, from overuse, improper use or from poorly designed workstations Headaches or sore eyes can also occur, e.g., if the lighting is poor Electrical shock</p>	<p>Low</p>	<ul style="list-style-type: none"> Staff do not use computers for long and continuous periods and take regular, short breaks. Online meetings incorporate regular breaks as standard Training and assessments of workstations are carried out by all new starters early on in induction. Any actions from this to be carried out e.g., purchasing new equipment. Reassessment to be carried out at any change to work set up Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen Lighting and temperature suitably controlled. 	<p>Regular, short breaks taken during prolonged periods of computer use. Owned by all staff.</p> <p>All new starters do required training. Owned by HOD/Deputy of WASS and WASS managers.</p>	

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				<ul style="list-style-type: none"> Adjustable blinds at window to control natural light on screen Noise levels controlled Any staff/students/young people working with media equipment are instructed on how do so safely and areas are checked for trailing/damaged wires and leads Students/young people are supervised when using electrical equipment Equipment purchased, safety checked and repaired through university processes. Dangerous equipment to be operated by staff only and risk assessed Eating and drinking at the desk is discouraged to promote screen-free break times and reduce the risk of damage to IT equipment through accidental food and/or drink spillage. 	<p>Oversee any risks associated with use of equipment. Owned by HOD/Deputy of WASS.</p> <p>Monitor pain which may be linked to computer use. This should be reported to line manager. Owned by all staff.</p> <p>Implement appropriate use of display/electrical</p>	
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					<p>equipment with students. Owned by all staff.</p> <p>Equipment purchased through university approved suppliers. Owned by all staff.</p> <p>Dangerous equipment only operated by staff. Owned by all staff and event leads.</p>	

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					<p>Eating and drinking at desks in discouraged – regular reminders from leadership team. Owned by HOD/Deputy of WASS.</p>	
<p>Accidents Slips Trips Falls Stairs</p>	<p>Students/young people, staff, teachers, academics, ambassadors, advocates, visitors (including contractors, parents etc.)</p>	<p>Ill health effects, minor/major injuries – fractures, bruises, strains, cuts, death</p>	<p>Medium</p>	<ul style="list-style-type: none"> Regular health and safety training for all staff Good office housekeeping. Any on-campus spaces occupied by WASS will also be kept tidy. This includes walkways and floor areas. Movement with hot drinks/food will be limited and covers will be used when possible Wet floor warning signs used when appropriate. 	<p>Complete regular housekeeping checks Owned by HOD/Deputy of WASS and WASS managers to ensure staff</p>	

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				<ul style="list-style-type: none"> Floor in good condition – any uneven floor areas or doorways marked or cordoned off until repaired. Good lighting in all areas. No trailing cables, any temporary lines, e.g., extension leads etc, to be put in cable covers or taped down. Any staff organising events to undertake Event Risk Assessment workshop, bookable through Core. See code of practice for event organisers document for more information as well. Staff to assess all possible risk prior to events and complete risk assessment at least two weeks before an event. Staff are alert to potential hazards and alert visitors via briefings. Spillages are cleaned up immediately. All incidents/accidents recorded on WASS incident/accident/near miss 	<p>training is up to date.</p> <p>All staff to risk assess prior to events. Regular reminders of protocol Owned by HOD/Deputy of WASS</p> <p>Staff to check working area regularly. Owned by HOD/Deputy of WASS and all staff.</p>	

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				<p><u>form</u>. Accidents and incidents will also be logged by the university under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 <u>here</u>.</p> <ul style="list-style-type: none"> University emergency number contacted in the case of an emergency: 01707 285555. Ambulance requested if necessary WASS staff to have radios during larger events with direct communications with security. All WASS staff first aid trained where possible (regularly updated). Where this is not the case i.e., trained first aiders deployed appropriately on activities, transport routes etc. First aid room facilities, locations of defibrillators and the university’s first aid risk assessment can be found in this folder: <u>Supporting Documentation</u>. 	<p>Monitor incidents/accidents and near misses. All logged locally via WASS form and on the university’s form for record keeping purposes and follow up. Owned by HOD/Deputy of WASS</p> <p>Staff to brief students, school staff etc. at the start of every on-campus activity to minimise</p>	
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				<p>and here on HertsHub. Staff to know closest location for each event.</p> <ul style="list-style-type: none"> • Weekly checks of work area for good housekeeping/floor areas • Regular reminders of protocol. • Monthly checks of incident/RIDDOR reporting • Check staff training is up to date. • Risk assessment before any events • Regular, up to date training. 	<p>accidents/near misses. Owned by event lead.</p> <p>All staff to know location of defibrillator nearest for each event. Owned by all staff.</p> <p>Keep training up to date with health and safety training and all staff to receive first aid training. Owned by HOD/Deputy of WASS and all staff.</p>	

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<p>Illnesses Medical conditions/allergies Risk of infection Travel sickness</p>	<p>Students/young people, staff, teachers, academics, ambassadors, advocates, visitors (including contractors, parents etc.)</p>	<p>Major/minor injuries, ill health, infection, allergic reactions, choking, medical emergencies</p>	<p>Medium</p>	<ul style="list-style-type: none"> Registration form for all attendees at events (obtained from students (over 18) or parent/s and guardian/s (under 18). Details of allergies, medical conditions and emergency contacts collected. Information always carried electronically. Phone calls made to parents/guardians of under 18’s to cross check validity of registration (checking information received and emphasising medical conditions/allergies/recent medical emergencies that may not be recorded. New information provided noted on student records. Verbal verification from parents/guardians is compulsory. Use this phone call script as a guide. Medication belongings to young people with medical conditions is always carried. One or two members of staff 	<p>Regularly remind staff of protocol. Owned by HOD/Deputy of WASS.</p> <p>First aid kit always carried. Admin team to replenish first aid kits after each event. Owned by admin team.</p> <p>Medication carried when needed. Staff to have clear list and instructions for those where applicable.</p>	
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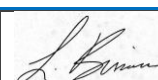
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				<p>assigned as lead first aider on all activities (not event lead).</p> <ul style="list-style-type: none"> Briefings and debriefings at the start and end of activities to ensure staff/ambassadors are aware of medical needs if necessary Awareness of who suffers from travel sickness and ensure medication has been taken where necessary All staff first aid trained First aid kit taken on all trips and checked regularly to ensure equipment is in date and there is enough supply. Universal first-aid procedures followed to prevent skin to skin contact in the event of an injury. Regular reminders in briefings to staff about only administering first aid with gloves to protect against infection and appropriate waste disposal i.e., 	<p>Owned by event leads.</p> <p>Briefing and debriefing for staff and ambassadors where medical needs can be discussed as appropriate.</p> <p>Owned by event leads.</p> <p>Phone calls to parents/guardians before activities to verify medical information and who is collecting (if under 18).</p>	
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				<p>biohazard waste bags. Please see here for first aid kit list</p> <ul style="list-style-type: none"> Where minor treatment (e.g., bandages) are required, WASS staff to ensure parents/carers are notified. If over 18, parent/carers do not need to be notified. In a medical emergency, staff will act quickly to protect all staff and young people. Any accidents/incidents/near misses/first aid action taken is recorded on the WASS report form and UH incident report form. 	<p>Owned by event leads.</p> <p>First aid training for all staff updated as per the guidance. Owned by HOD/Deputy of WASS.</p> <p>Keep abreast of defibrillator locations in case of a change. Owned by HOD/Deputy of WASS.</p> <p>Parents/carers notified of any minor treatment</p>	
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					<p>given. Owned by event lead.</p> <p>Accident/incident /near miss form completed when these occur. Owned by event leads and HOD/Deputy of WASS</p>	
<p>Data breaches/GDPR</p>	<p>Everyone/ the University</p>	<p>Sharing of personal information could cause psychological/emotional harm, stress, PTSD. Breach of GDPR regulations. Reputational risk to university.</p>	<p>Medium</p>	<ul style="list-style-type: none"> Personal information is stored on secure university systems which are password protected. Documents which include personal data are also password protected. Passwords are changed annually. Access to personal information of staff/students is restricted to those required to have access. All staff must complete mandatory data protection training. All new staff are required 	<p>Good data handling across team to ensure personal information is kept securely. Owned by HOD/Deputy of WASS</p>	

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				<p>to attend a face-to-face session within 6 months of joining the University. Staff are then required to complete refresher training every 18 months.</p> <ul style="list-style-type: none"> Under the UK GDPR, significant data breaches must be reported to the Information Commissioner’s Office (ICO) within 72 hours of us becoming aware of one, so it is important that you report all breaches to the Data Protection Officer (dataprotection@herts.ac.uk) as soon as possible. For more information, see here: https://herts365.sharepoint.com/sites/Legal-and-compliance/SitePages/Data-Protection-Breaches.aspx <p>Student caller project</p> <ul style="list-style-type: none"> Information shared with Ambassadors about students they are calling will be limited to 	<p>All staff to attend mandatory training as required. Owned by HOD/Deputy of WASS.</p> <p>Significant data breaches reported to the Data protection Officer. Owned by all staff.</p> <p>Ambassadors to receive training before undertaking Level 4 calls. Owned by event lead.</p>	
<p>Review Date:</p>	<p>07/10/2023</p>		<p>Signed/Reviewed by (Line Manager/H.O.D or Representative):</p>			

School/SBU/ Department: Widening Access and Student Success

Assessor Name: Laide Bissessar

Date: Updated: 7th October 2023

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				<p>what is necessary – name and phone number</p> <ul style="list-style-type: none"> Information will be shared via a shared folder. Access will be removed to this after each shift, so that it is not accessible to students outside of their hours of working. Information to be captured by callers via an MS form / spreadsheet. Ambassadors will carry out calls from Maclaurin building, using University phones and the VPN. They will be supervised by at least one member of the SS Team. Ambassadors will receive training in Data Protection. 		
<p>Safeguarding/Duty of care: Disclosures</p>	<p>Students, young people</p>	<p>Major/minor physical injuries, psychological/emotional harm, stress, PTSD.</p>	<p>High</p>	<ul style="list-style-type: none"> The University/WASS Child Safeguarding and child protection procedures adhered to as well as any statutory guidance. Please see here for UH safeguarding policy and WASS safeguarding procedures. Safeguarding procedures are regularly 	<p>Annual/biennial refresh of safeguarding policies and training. DSO training for</p>	

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				<p>reviewed throughout the year at a local level and via online publications.</p> <ul style="list-style-type: none"> • Staff/Student Ambassadors DBS checked. • All staff professionally trained in Safeguarding at least every two years, in most cases yearly. Reviewed periodically as a refresher. • Ambassadors trained locally in safeguarding on a yearly basis and are required to read the WASS procedures document which links to the UH safeguarding policy. • Designated Safeguarding Officer (DSO) – Nick Howell, Head/Deputy of department, Laide Bissessar and Julie Vuolo and Managers trained in safeguarding to DSO standard and kept up to date. • WASS staff required to read the updated version of Keeping children safe in education (part 1) (KCSIE) (optional for student success team) at the start of each 	<p>senior staff members kept up to date. Owned by HOD and Designated Safeguarding Officer.</p> <p>DBS checks for staff and Ambassadors. Owned by DSO.</p> <p>Staff training kept up to date. Owned by DSO.</p> <p>+</p>	

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				<p>new academic year, in conjunction with the UH safeguarding policy and WASS procedures document, also updated annually.</p> <ul style="list-style-type: none"> Briefings and debriefings at the start and end of activities to ensure concerns about young people/students are raised, logged and dealt with. Lone working staff/ambassadors to be kept limited. Where possible, staff and ambassadors will not be left alone with young people. In private areas, doors must be left open for visibility with other staff/students/members of the public in sight. Disclosures reported to the DSO or Head/Deputy in the first instance via the record of concern form and are then sent to Geri Ward, Dean of Students and Senior Safeguarding Officer (SSO). The SSO can be contacted on 01707 284450/07950 	<p>Briefings and debriefings at the start/end of activities to ensure concerns are logged. Owned by event lead/DSO.</p> <p>Disclosures logged and reported. Owned by DSO/HOD.</p> <p>Rooms assigned prior to event beginning.</p>	
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				<p>633496 or via g.1.ward@herts.ac.uk. The necessary services i.e., Children’s services, child’s school will also be notified (if required).</p> <p>Overnight stays:</p> <ul style="list-style-type: none"> Students on residential assigned to individual, en-suite rooms in flats on university campus by gender. Offsite, this managed as appropriately as possible within the structures provided. Students in rooms by designated bedtime. Staff/Ambassadors assigned to flats for supervision All staff on residential located within proximity of each other in case of emergency Accommodation provided by university partner U-Living and is therefore subject to their maintenance and safety procedures. Where hotels or other accommodation are 	<p>Owned by event lead.</p> <p>Offsite accommodation to have a recy and be checked for compliance. Owned by event lead.</p> <p>Staff supervision of students always. Owned by all staff.</p>	

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				<p>used, staff will book through reputable companies and request documentation i.e., risk assessments, policies</p> <ul style="list-style-type: none"> No child/young person will be left unaccompanied on activities except for bedtime. 		
<p>Safeguarding/Duty of Care: Student callers project</p> <p>All L4 Student Success students will be called twice during the academic year to check in on their progress, signpost to relevant services, and triage for further support by the SS team. Calls will be made by five WASS Ambassadors who will provide information, signpost, and triage cases as required.</p>	<p>Students/student ambassadors</p>	<p>Major/minor psychological/emotional harm, stress, PTSD.</p>		<ul style="list-style-type: none"> Risks as identified in section above (safeguarding/duty of care: disclosures) Ambassadors will use a script for student calls and have information about when and where to signpost and when to escalate to the supervising member of the SS Team 	<p>Staff supervision of students always. Owned by event lead and all staff.</p>	

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<p>Challenging behaviour/ Violence</p>	<p>Students, staff, ambassadors, advocates, visitors</p>		<p>Medium</p>	<ul style="list-style-type: none"> Establish clear boundaries for students and young people and to ensure consistency of behaviour management Staff/student ratio increased where there are higher levels of learning, medical or personal needs and therefore higher risk of behaviour challenges Where behavioural needs/risks are outlined on registration forms or by teachers and support staff, WASS staff will seek as much information/guidance as possible from parents/guardians/school/university services on how best to support the students Briefings at the start of activities on behavioural expectations. WASS staff will monitor behaviour throughout events (supported by Student Ambassadors) Students allocated to carefully considered groups i.e., same/mixed schools or 	<p>Record/monitor behaviour incidents – log and follow up. Owned by HOD/Deputy Head of WASS.</p> <p>Behaviour policy followed by all staff and ambassadors. Owned by all staff and Ambassador Lead.</p> <p>Staff/student ratio increased at events where necessary.</p>	

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				<p>disciplines, friendships to mitigate for potential behaviour challenges</p> <ul style="list-style-type: none"> • WASS' behaviour policy outlines expectations of behaviour of students. University disciplinary procedures to be followed where students display inappropriate or challenging behaviour • Where behaviour challenges pose a safety risk, young people/students involved will be sent home. • All serious behaviour incidents logged. Recommendations made on protocol going forward. Follow up if necessary • Restrictive physical intervention training for all WA delivery staff (Herts STEPS) • Staff to be issued with radios during larger events with direct communication to security and other WASS staff. • During in-school delivery where WASS staff do not explicitly know school behaviour 	<p>Owned by event lead.</p> <p>Briefings and debriefs before and after events. Owned by event lead.</p> <p>STEPS training for WA delivery staff, kept up to date. Owned by DSO.</p>	

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				<p>policy, a member of school staff will always remain present.</p>		
<p>Lost students and young people</p>	<p>Students and young people</p>	<p>Major/minor injuries, stress, PTSD, slips, trips and falls, stranger danger, death.</p>	<p>Medium</p>	<ul style="list-style-type: none"> All students given contact numbers of staff on activities Students/young people to provide staff with mobile numbers where school staff/parents and guardians are not present (with consent) The following ratios of staff to students will be adhered to and most of the time, exceeded on offsite trips/excursions: 4-8 years. 1 adult to 6 children 9-12 years. 1 adult to 8 children 13-18+. 1 adult to 10 children/students 	<p>Staff/student contact phone numbers shared on activities/events where teachers and guardians not present. Owned by event lead and DSO.</p> <p>Staff/ student ratios maintained.</p>	

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				<ul style="list-style-type: none"> Student briefings to cover behaviour/protocol on activities and what to do if lost. Regular headcounts on activities Agreed rendezvous point for any students who get lost Emergency contacts from registration forms and a first aid kit accessible in case of emergency. Parents/guardians contacted and informed of lost children/young people after 10 minutes. Staff issued with radios during large events to aid in communication and contact with campus security. <p>Public areas/outdoor spaces:</p> <ul style="list-style-type: none"> Restricted areas for students to roam within Regular headcounts Assigned staff to groups Briefing about health and safety and stranger danger. 	<p>Owned by event lead.</p> <p>Rendezvous point established on every event and regular headcounts completed.</p> <p>Owned by event lead and all staff. Use of radio to support communication with security.</p> <p>Owned by event lead.</p> <p>Emergency contact details easily</p>	
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					<p>accessible. Owned by event lead.</p> <p>Briefings at the start of events. Owned by event lead.</p>	
<p>Prevent/ Stranger danger</p>	<p>Students/young people, staff, teachers, academics, ambassadors, advocates visitors (including contractors, parents etc.)</p>	<p>Major/minor injuries, death.</p>	<p>Medium</p>	<ul style="list-style-type: none"> University events which involve an external speaker, require the completion of this editable PDF PREVENT form which is returned to events@herts.ac.uk, along with completing UKVI checks in advance of the event. This is not a requirement for speakers who are currently University staff The University has a Prevent strategy. Please read here. Staff will be directed to the Prevent strategy and advised to contact the Compliance 	<p>Prevent form completed where events have external speakers. Owned by event lead.</p> <p>Staff are aware of Prevent strategy and</p>	

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General risk assessment to cover all WASS activity, written after consulting with the Health and Safety Executive (HSE) guidance, the University of Hertfordshire’s health and safety policies and government guidance. This document will be reviewed and, where necessary, updated throughout the year as new guidance becomes available.

IDENTIFY HAZARDS	WHO COULD BE HARMED & HOW		EVALUATE THE RISK AND DECIDE ON CONTROLS		RECORD YOUR FINDINGS AND IMPLEMENT THEM	
<p>Hazards associated with the activity/task/Event? <i>What are the significant hazards with the potential to cause harm?</i> Review the activity, location & people involved. Check equipment or manufacturer Instructions. Check UH, Sector or HSE guidance.</p>	<p>Who could be harmed? <i>Who is at risk from harm:</i> Students, Staff, Visitors and/or Contractors?</p>	<p>How could they be harmed? <i>Types of injury:</i> Major or Minor Injuries from Lifting/Handling, Slips/Trips/Falls or Ill Health Effects.</p>	<p>How would you rate the level of risk? Risk = Likelihood X Consequence: High Medium Low</p>	<p>What controls are currently in place and what further action is necessary to reduce the risk? <i>What is already in place to reduce the likelihood of harm and/or impact of harm occurring?</i> <i>What further actions or additional controls are required to reduce the remaining risk?</i></p>	<p>Remaining Actions? Actions by Who and by When?</p> <p>ALL ACTIONS ARE ON-GOING</p>	<p>Actions Completed? Completed (Y/N)</p>
				<p>Officer hrcompliance@herts.ac.uk for further information and advice.</p> <ul style="list-style-type: none"> Children/young people briefed on the importance of staying with the group and stranger danger awareness All staff, including those not delivering activities (office staff), have access to the necessary information related to on-site/offsite activities and the whereabouts of staff and students. Where any students are absent from activities i.e., sick leave all WASS staff to be informed to account for numbers Regular reminders of protocol. 	<p>receive prevent training. Owned by all staff and Head/Deputy Head of WASS.</p> <p>Regular reminders to staff of protocol. Staff to familiarise themselves with event processes. Owned by all staff and Head/Deputy Head of WASS.</p>	

Review Date:	07/10/2023	Signed/Reviewed by (Line Manager/H.O.D or Representative):	
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School/SBU/ Department: Widening Access and Student Success


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<p>Tiredness/Sleep deprivation from night work</p>	<p>Ambassadors/staff, students</p>	<p>Major/minor injuries, slips, trips, falls, poor decision making</p>	<p>Medium</p>	<ul style="list-style-type: none"> • Lots of water/hydration and food provided. • Staff/ambassadors given plenty of notice before working a night shift to adjust sleeping patterns • Ensure regulations on working hours are being complied with e.g., 11 hours rest between working days • Other staff available/on call to support if any challenges arise. 	<p>Refreshments provided . Owned by event lead.</p> <p>Give notice prior to night work – staff and ensure regulations on working hours are met. Owned by event lead.</p> <p>Regulations met. Owned by event lead.</p>	

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<p>Activities involving food or cooking</p>	<p>Students, staff, facilitators</p>	<p>Allergic reaction Choking Injury Burning/scalding</p>	<p>Medium</p>	<ul style="list-style-type: none"> Students are briefed in advance of health, safety and hygiene around food/equipment used and will wash their hands before working with food items Students/young people are supervised by adults when working with food and using cooking appliances Student registration forms request details of allergies/medical conditions. This information is shared with key personnel, so the right people are aware of the risks Staff first aid trained. 	<p>Briefing before events. Owned by event lead.</p> <p>Supervision on activities. Owned by all staff.</p> <p>Food allergies recorded and easily accessible, along with any medication in case of exposure. Owned by event lead.</p> <p>All Staff trained in first aid.</p>	
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					<p>Owned by Head/ Deputy Head of WASS.</p>	
<p>Adverse weather conditions</p>	<p>Students/young people, staff, teachers, academics, advocates visitors (including contractors, parents etc.)</p>	<p>Heat exhaustion, trips, falls, ill health effects, death</p>	<p>Medium</p>	<ul style="list-style-type: none"> Students and young people will be provided with plenty of water. Water refill points are located around the university for easy access to fluids Open windows for ventilation Relocation to air-conditioned areas where necessary In extreme wet, wind or cold and extreme hot weather, i.e., where weather conditions are such that there may be risk to staff or students’ health or safety, events will be cancelled. All staff first aid trained in case of medical emergencies. 	<p>Staff to provide water at all events. Owned by event lead.</p> <p>Rooms to be ventilated. Owned by all staff.</p> <p>All staff first aid trained and/or there is a designated first aider. Owned by event lead.</p>	

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					<p>Events cancelled where extreme weather may cause injury or harm. Owned by Head/Deputy Head of WASS and event lead.</p>	

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<p>Transportation – walking, road traffic breakdown/accident (minibus, taxi, car, coach, tube, pedestrian)</p>	<p>Students/young people, staff, teachers, ambassadors, advocates, (including contractors, parents etc.)</p>	<p>Major/minor injuries, death.</p>	<p>Medium</p>	<ul style="list-style-type: none"> • Safety briefing on expectations and appropriate behaviour • Walking. Students instructed to walk in pairs to ensure adequate distance from curb and other members of the public. • Students instructed to wear seatbelts. Regular checks (while seated). • Luggage stored safely and will not block exits on the vehicle • Minimum of two members of staff/ambassadors to be deployed on any transport journey with students • Staff cars: minimum of two members of staff - a driver and another staff member for safeguarding purposes. Business insurance is held to cover this scenario • Taxis: Minimum of driver and additional member of staff, unless arranged by school where other rules may apply or by parents/carers who give permission for students to travel alone. • Emergency contacts from registration forms and a first aid kit is accessible in case of emergency by all staff • Staff are first aid trained. • Staff have the phone numbers of breakdown cover and the hire company for use in the event of a breakdown. • Set staff travel roles – crossings/roadside, bringing up the rear, lead. 	<p>Safety briefing by staff. Owned by event lead.</p> <p>Students walking in pairs. Owned by event lead.</p> <p>Seatbelt checks Owned by all staff.</p> <p>Emergency contacts list easily accessible. Owned by event lead.</p> <p>Breakdown cover contact details easily accessible. Owned by event lead.</p> <p>First aid training kept up to date. Owned by WASS Managers/Head or Deputy of WASS.</p>
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					<p>Staff roles assigned for travel – crossings, pavement etc. Owned by all staff.</p>
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IN SCHOOL ACTIVITY RISKS

<p>Booking sessions with partnership schools -Ensuring relevant UH managers are aware of sessions being delivered.</p> <p>Knowledge of school circumstance and measures in place -Ensuring a school's individual circumstance is known and taken into consideration prior to attending an in-school session. - Ensuring schools understand our expectations.</p> <p>Hazard: Coronavirus (Covid-19) infection and the spread of the virus due to poor practice.</p>	<p>UH Staff / Students / School Staff</p>	<p>Viral infection of Coronavirus (Covid - 19): Potential for minor or major ill health including death.</p> <p>Prevention of learning and damage to reputation.</p>	<p>Medium</p>	<p>Testing</p> <ul style="list-style-type: none"> Staff no longer need to test regularly (twice a week). However, if they feel unwell or think they have symptoms, like a high temperature or cough, they may still want to test. UH staff must notify their line manager if they receive a positive result. <p>Reviewing school / college risk assessment</p> <ul style="list-style-type: none"> Staff will review any risk assessment/s obtained by the school before their arrival and follow the controls outlined in this document <p>Approval from line manager</p> <ul style="list-style-type: none"> Any visits to schools / colleges need to be agreed with the line manager. <p>Individual school approach and measures in place to protect UH staff:</p> <ul style="list-style-type: none"> UH staff and school staff to discuss current approach within school. <p>Expectations of school staff:</p> <ul style="list-style-type: none"> A member of school staff will remain present throughout WASS led sessions, with exceptions to personal 	<p>Line managers will be notified prior to any in-school talk.</p> <p>UH staff to keep their calendars up to date with planned in-school talks.</p> <p>UH staff to request the following from our schools:</p> <ul style="list-style-type: none"> A copy of their risk assessment which outlines measures to protect external staff, <p>Agreement that</p>
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				statement one-to-ones or small group work.	expectations laid out in this risk assessment will be followed. Monitoring of Controls.
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Staff traveling to and arriving at school:

<p>Transport method to/from school -Ensuring staff travel to and from the school in a safe way.</p> <p>Arriving at School -Ensuring staff are taking measures to protect themselves and the staff and students at the school.</p> <p>Hazard: Coronavirus (Covid-19) infection and the spread of the virus due to a poor setup including cleaning or hygiene arrangements within these spaces.</p>	UH Staff / Students / School Staff	Viral infection of Coronavirus (Covid - 19): Potential for minor or major ill health including death.	Medium	<p>Travel to School</p> <ul style="list-style-type: none"> Staff using public transport will follow the public guidance regarding this. Staff sharing vehicles to travel to / from the school will make personal choices about wearing a face covering. If use of a taxi is required, staff can wear a face covering during transit and follow the public guidance regarding this. <p>Arrival at School</p> <ul style="list-style-type: none"> Staff should follow any controls set out in the school’s own risk assessment except where they may contradict those set out in this document. Face covering recommended in high traffic areas. 	<p>Visits to schools should be added to calendar with both Admin and the Line Manager invited.</p> <p>Monitoring of Controls.</p>
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Transition Periods (UH staff moving between rooms within the school setting):

<p>Transition of UH staff between rooms: The transition of UH staff between timetabled sessions within a school environment.</p> <p>Hazard: Coronavirus (Covid-19) infection and the spread of the virus due to poor arrangements i.e., cleaning or hygiene between people entering and leaving these spaces (before and after use).</p>	<p>All - UH Staff / School staff / Students.</p>	<p>Viral infection of Coronavirus (Covid - 19): Potential for minor or major ill health including death.</p>	<p>Medium</p>	<p>Cleaning and Hygiene Arrangements:</p> <ul style="list-style-type: none"> UH staff to provide their own hand sanitiser gel and follow guidance of cleaning and personal hygiene arrangements i.e., washing hands. 	<p>Monitoring of Controls.</p>	
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Interacting within the Classroom / Hall:

<p>Students attending classroom sessions.</p> <p>Hazard: Coronavirus (Covid-19) infection and the spread of the virus due to poor arrangements e.g., cleaning, or hygiene.</p>	<p>UH Staff / Students</p>	<p>Viral infection of Coronavirus (Covid - 19): Potential for minor or major ill health including death.</p>	<p>Medium</p>	<p>Activities / Resources:</p> <ul style="list-style-type: none"> UH staff will ensure planned activities do not conflict with the school’s risk assessment or guidance on in-class delivery. UH staff should outline any resources the students may need access to with the lead school contact in advance of the session. Where possible, UH staff will make resources available online or in advance of the session. and reduce the need to collect paperwork from students. 	<p>Monitoring of Controls</p>	
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				<p>Face Coverings for staff/students:</p> <ul style="list-style-type: none"> Existing school rules and procedures to followed 		
Action in an Emergency:						
<p>Fire and Emergency Action, First Aid Incidents. (Fire, Building Evacuation and incidents requiring first aid).</p>	All – UH Staff / Students	<p>Injury or death from fire or smoke inhalation. Viral infection of Coronavirus (Covid - 19): Potential for minor or major ill health including death.</p>	Medium	<ul style="list-style-type: none"> UH staff will follow guidance and the procedure set out by the school. If a member of UH staff requires first aid, normal procedure should be followed, and their line manager should be notified. A member of school staff will remain present during WASS led sessions as WASS staff may not know the fire evacuation procedure in any given school. 	Monitoring of Controls.	

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