

Risk Assessment for School & College campus visits

Date: (1) 02/10/2023	Assessed by: (2) Sonja Bernhard	Checked / Validated* by: (3) Osen Kilic Yildirim (Sep 2021), Clare Abel (Oct 2023)	Location: (4) Oxford Rd campus	Assessment ref no (5)	Review date: (6) 02/10/2024
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Task / premises: (7)

The visit is organized on the University of Manchester Campus for a groups of Secondary School and Sixth Form students. The visit may incorporate any of the following: taster lectures or workshops led by UoM staff or students, Q&A sessions with student ambassadors, campus tours with student ambassadors. It will be held on the University of Manchester's Oxford Road campus, but may include a visit to another UoM site (Manchester Museum, Whitworth, John Rylands Deansgate). The event is organized by Sonja Bernhard, SALC Schools Outreach Officer Sonja.bernhard@manchester.ac.uk.

In this assessment, the term "University Organiser" means the University employee or contact with primary responsibility for liaising with the visitors and organising the event. The term "Visitors Organiser" means the person in charge of the visiting party (eg teacher). At scheduled KS5 events, sixth form students may attend unaccompanied (without teachers), in which case details of an emergency contact (e.g. parent or guardian) will be collected prior to the event.

This section to be filled in for each event as relevant: Viva Languages

- **Date of individual event:** 8, 9, 10, 11, 12 January 2024
- **Number of visiting students:** up to 80 per day
- **Number of accompanying teachers:** ca 8 (2 per school, or as appropriate to the number of attending pupils)
- **UoM staff:** 2
- **UoM student ambassadors:** ca 20
- **Room(s) used:** A101, A104, A112, A113, A114, A213, A213A, A202, A18, A7, A102, A115, A116, A214, A215, SLG12, SG16, Main Arts Theatre

General information - To mitigate the severity of any injury that does occur and to comply with legal requirements:
First aid is available from Sonja Bernhard, from university First Aiders during office hours and from all Security staff 24/7 – an emergency contact list to be provided to teachers and university staff at the start of the event.
Any accidents should be reported on the forms available from Sonja Bernhard or at <http://documents.manchester.ac.uk/display.aspx?DocID=10017>

Result : T = trivial, A = adequately controlled, N = not adequately controlled, action required, U = unknown risk

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
Supervised visit to teaching building	Slippery floors Trailing cables or other obstructions Defective floor and stair coverings and finishes Unguarded edges	All visitors, UoM staff and student ambassadors at risk of slips, trips and falls. Identify in advance if any subgroup may be particularly at risk eg, visitors with disabilities.	Premises are all maintained by Estates, and a system for reporting obvious defects likely to cause slips and trip is in place (reporting line to Estates Helpdesk on x52424). Venues to be used by visitors will be inspected by University Organiser (named person) before the day of the event, to check that conditions are satisfactory. Building features such as stairs, atria, long distances between attractions, will be checked by the University Organiser (named person) to ensure they are appropriate for the age group concerned, and steps taken to control any identified risk. If the party is large, and crushing or bunching is anticipated, then this will be addressed by splitting the party up into more manageable groups.	Low, unless • defects noted, in which case, they should be actioned promptly	A, unless N
Supervised visit to teaching building	Fire	All visitors, student ambassadors & UoM staff – at risk of injury by fire or smoke inhalation if emergency procedures not followed.	University Organiser(s) will be familiar with the fire alarm and evacuation arrangements for all the building(s) involved. Information about fire alarms (if any tests are planned, what they sound like) and actions to take – <ul style="list-style-type: none"> • if fire is discovered • if the alarm sounds and evacuation is required • assembly point for the visiting party, will be given to the visitors during the formal welcome and induction by Sonja Bernhard. The University and Visitor Organisers (or individually attending students) will exchange information prior to the visit about individual(s) who may need assistance during an evacuation (eg those with mobility disabilities). Visitors who need assistance will be assigned a “buddy” during the visit where necessary.	Low – unless party includes mobility impaired persons.	A – or N

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Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
Supervised visit to teaching building	Medical problems: Fainting due to heat in a crowded lecture theatre. Problems due to pre-existing illness (for example asthma or epilepsy, allergies).	Fainting – all visitors, student ambassadors & UoM staff Pre-existing medical conditions – as applicable.	First aid is available as above. If schools attend in groups: appropriate ratio of school staff to accompany the young people during the visit and be responsible for their behaviour and/or any medical condition they might have. For sixth form students attending unaccompanied, the university will ask for an emergency contact phone number (parent or guardian) at point of booking	Low	A
Moving across campus Campus tour (if applicable)	Vehicles	All visitors at risk of injury from contact with moving vehicles.	The University Organiser will advise attending school groups of suitable drop-off points or vehicle parking and safest route to building. This information will be passed to the Visitors Organiser. Individually attending sixth formers will be advise of best route for travel to campus. On campus tours: University staff and student ambassadors to alert all visitors to the location of all pelican crossings and promote their use	Low	A
Supervised visit to teaching building	Electrical hazards	Risk of electric shock or fire caused by defective electrical equipment in general use (eg light switches).	Visitors will not use any electrical equipment in teaching rooms (computers etc.) Equipment in common usage (light fittings and basic installation) maintained by Estates. Some visits may include the use of computer clusters and visitors will use the machines there – these are maintained by and checked by IT services.	Low	A
Supervised visit to teaching building Campus tour (if applicable)	Lost persons	All visitors at risk of distress if lost in complex building or on campus.	The University and Visitors organisers will have a list of attendees, and account for them at the start of the visit – this doesn't need to be a formal roll call, but should satisfy the organisers that no-one is missing. All visitors to be given maps of the campus and to be briefed on how to get to rooms/buildings. Work mobile number of lead member of university staff will be distributed to all attendees. Means of notifying Security in the event of a more serious situation will be via University Organiser.	Low	A

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Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
Moving between sites (if applicable) – e.g. from main campus to Whitworth, John Rylands etc	Lost persons, traffic	All visitors, UoM staff, student ambassadors: Risk of getting lost, traffic accidents	<ul style="list-style-type: none"> • UoM staff to suggest best way to move between sites: walking, taxi, public transport, visitors' own transport (to be agreed in advance if distance is considerable) • If considerable distance, visitor organiser to decide which means they prefer and to be responsible for accounting for students • UoM lead organiser responsible for students attending individually, without teachers • All visiting students to have mobile number of UoM organiser (work mobile) and visitor organiser's number • Details of sites to be visited will be on programme 	Medium	A

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Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
	Major incident on campus making venue unsafe for event to go ahead.	Visitor/s Student Ambassadors UoM Staff Campus unsafe; Potential scattering of individuals across campus	<p>The University has an Emergency Management Plan and an on duty trained Emergency Incident Manager (on call 24 hours a day) to support and take the initial lead in the event of a significant incident;</p> <p>Our permanent University Security team is available across our teaching and accommodation campuses 24 hours a day, 7 days a week, 365 days a year and can provide an immediate response in the event of an emergency or incident;</p> <p>Should a major incident occur on campus, a dynamic risk assessment will be carried out by UoM staff, following the advice of UoM senior colleagues as appropriate;</p> <p>Where required, pupils and teachers will be returned to school or to home (depending on the time of day);</p> <p>As part of the health and safety/house-keeping briefing University organiser will:</p> <ul style="list-style-type: none"> • Outline two different meeting points that all visitors should make their way to as an assembly point in the event of scattering of individuals (one of these should be the entrance of the main event venue, or close by and the other should be an alternative area/venue should it not be safe or reasonable to assemble in the main event venue. e.g. paved area outside University Place, the Gatehouse on Sackville Street or the quad behind Alan Gilbert Learning Commons • UoM staff to update this with venues that are relevant to their own event and ensure this is communicated at the start of the event); • Provide all visitors with Security's phone number (e.g. printed on timetable of the day or in welcome slide) who can be contacted if an individual has any concerns on an event day or if they get lost from the group and are unable to re-join the group easily. 	Likelihood: very unlikely Risk level: in case of an incident, high	A

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Action plan (14)				
Ref No	Further action required	Action by whom	Action by when	Done
1.	All University staff involved in the event to be briefed about fire safety arrangements for each building by Sonja Bernhard prior to the visit	SB	Prior to visit	
2.	Sonja Bernhard will provide information about fire and other relevant safety arrangements for each building at induction.	SB	On day of visit	
3.	All visitors will receive information about location of the event prior to visit. School groups will be informed of safe drop-off points for coaches / parking for vehicles.	SB	Prior to visit with joining instructions	
4.	Persons from the University responsible for organising the event to have mobile phone throughout the day to deal with any problems that may arise.	SB	On day of visit	
5.	Areas where events are to take place are to be inspected by Sonja Bernhard before the event to check for any defects or conditions that might give rise to slips, trips or falls. Any problems identified will need prompt action.	SB	Day before visit	
6.	Any equipment is subject to a current electrical safety test and visual check before use.	Estates	Ongoing safety tests of equipment	y
7.	Information about visitors who require special assistance or who have medical conditions to be provided by visitors organiser or by visiting students (if attending individually)	SB/ visitors organiser/ visiting students	Prior to event	

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