Risk Assessment for School & College campus visits – Faculty of Humanities

Date: (1) 22.07.2026	Assessed by: (2) Sonja Bernhard	Checked / Validated* by: (3) Osen Kilic-Yildirim, Executive Compliance and Support Officer, Faculty of Humanities	Location: (4) Oxford Rd campus	Assessment ref no (5)	Review date: (6) Sept 2027

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, Student Marketing and Recruitment Coordinator, 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:

- **Date & Title of individual event:** Viva Langauges, 6,7,8,11,12 January 2027
- **Number of visiting students:** 80-90 max each day
- **Number of accompanying teachers:** 8-10 approx
- **UoM staff:** 2-3
- **UoM student ambassadors:** 20 approx
- **Room(s) used:** Samuel Alexander Building: SLG 12 (150), A7 (52), A18 (20), A101 (82), A104 (20), A112 (49), A113 (98), A114 (24), A213 (16), A213A (24), A102 (54), A115 (56), A116 (40), A214 (32), A215 (48)
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General information - To mitigate the severity of any injury that does occur and to comply with legal requirements:
First aid is available 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.
All UoM staff to install SafeZone App on their phones – this is the quickest means of getting First Aid and contacting Campus Support.
Any accidents should be reported on the forms available from University Organiser 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)
A) 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
B) 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 – • 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 University Organiser. 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)
C) 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
D) Moving across campus Campus tour (if applicable) Lunch break at sixth form events	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 advised 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 Lunch break at sixth form events: Attending students have a free period during lunch. They will be given a map which shows location of food outlets, will have the organisers' emergency phone number and will be asked to check in again at the registration desk after lunch.	Low	A
E) 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

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F) 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. Student ambassadors will accompany groups. 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
G) 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	• 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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H) Supervised visit to teaching building Campus tour (if applicable)	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	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; 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; 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; Where required, pupils and teachers will be returned to school or to home (depending on the time of day); As part of the health and safety/house-keeping briefing University organiser will: • 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 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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I) Arrival & departure of schools, moving between buildings, campus tours. Scheduled event.	Disruptive protest, heckling and/or unrest. There is the specific issue in 2025 of the conflict in the Middle East and the way universities are seen to have links with Israeli universities and companies.	All present	It is an important principle that any disruption to make a point of protest is allowed freedom of speech – however this needs to be balanced with the fact that attendees at school/college events are children and therefore safeguarding has to be enhanced. It will not be deemed appropriate for protesters to address groups of children. University organisers will have the Safe Zone App installed on their phones, this is the most efficient way of contacting Campus Security. University organisers will be fully familiar with each event building and all routes into/out of it - this information to be shared with any student ambassadors working at the event. Protest on campus/ at building entrances/inside buildings: • On arrival: Student ambassadors (purple hoodies/Tshirts) and/or event organisers will wait for schools/students well away from the protest and will guide them into the building (if possible avoiding the protest). Visitors have event lead contact number. • On departure: Student ambassadors and/or event organisers will explain (and if necessary, guide) visitors via the best route (if possible, avoiding the protest). • Moving between buildings/during campus tours: Student ambassadors and/or event organisers will guide visitors via the best route (if possible, avoiding the protest). If campus tours are part of the event, ambassadors will be briefed to avoid areas with protest activities. Protesters seeking to gain entry to a session (n.b. this is very unlikely to happen during an outreach event – if it does, organiser to alert campus security in case they are not already in attendance): 1. If a group of protesters wish to enter the building, university event organisers will inform them that this is an event reserved for an invited audience of under-18 school/college pupils and only they and staff/ambassadors working at the event are authorised to enter. Security will be called for assistance if they are not already in attendance. 2. The event attendees are children (under 18 years of age), therefore it is not appropriate for any protesters to enter the event and address the audience. Should protesters insist on it,	Medium	A

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
			the event will be stopped and attendees will be evacuated via the safest route (dynamic risk assessment to be made by university organiser). 3. Event will be disbanded once all visitors are outside the building and visitors will be shown the best departure route to exit campus. If during the event protesters remain outside the building and are disruptive and noisy, so as to be interfering with the event, we will ask a designated member of staff to speak to them. University's CS&S will be present across the University Campus. All guests will be checked-in on entry against a guest list. All security first aid and AED trained, comprehensive First Aid and defibrillator in security vehicles nearby. Nearby hospital identified – MRI.		

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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/evacuation arrangements for each building by university organiser prior to the visit	SB	Prior to visit	
1.	All UoM staff to install SafeZone App on their phones	SB	Prior to visit	
2.	University organiser 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 with safe zone app 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 University organiser 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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