Risk Assessment: Medway Campus Visits for Secondary Schools/FE Colleges

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| **Assessor: Steph Brown** | **Date of Assessment: August 2024** | **Review date: Annually, or more frequently as required in line with government/University updates** |
| **Department/Section: Outreach & Widening Participation**  | **Signature:*****Head of Department*** | **Signature:*****Project Leader*** |

| Hazard | **Possible harm** | **People at risk** | **Existing controls** | **Further action required** | **Risk Factor\*** |
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| Fire | Smoke inhalation, burns, death | Staff, ambassadors, and visitorsEspecially at risk: those with disabilities (including temporary) – refer to PEEPs Performance Standard, SHE Unit website | * Up-to-date Fire Risk Assessment & Fire Emergency Plan available in all buildings
* Fire action notices showing full local information displayed by each call point.
* Fire alarm system installed and regularly tested and maintained.
* Fire fighting equipment provided, kept unobstructed, and regularly inspected and maintained.
* Staff given local induction/generic training
* Fire drill held at least annually
* Fire escape routes and exits kept clearly marked, unobstructed, and free from fire risks e.g. recycling bins/excessive open pin boards. Dead-end corridors kept fully fire sterile.
* Fire doors kept closed; automatic fire doors unobstructed.
* Combustibles kept to reasonable minimum; fuel (e.g. paper or cartons) separated from sources of heat (e.g. any electrical appliance) by at least 500mm.
* Waste bins emptied daily.
* System of local weekly/monthly fire safety checks in place
* Staff/ambassadors to brief visitors on what to do in case of a fire alarm, and staff to ensure visitors know where the fire exits and assembly points are located
* Staff/ambassadors to undertake appropriate Health & Safety Training
 | Head of Department to monitor to ensure that adequate fire safety information/instruction/training, including refreshers, is given to staff.Nominated staff to make regular inspections to ensure that fire safety standards are being maintained in each department/building | L |
| Floors, stairs (slip, trip and fall hazards) | Range from bruising to broken bones to death | Staff, ambassadors, and visitors | * Good housekeeping maintained.
* Floors/stairs cleaned regularly.
* Electrical cables positioned to prevent trip hazards.
* Reporting system for defects, followed by prompt repair.
* Staff to advise visiting visitors of any known building works that could pose a potential risk
* Ambassadors, staff and visiting staff to supervise participants during event times whilst on campus.
* Staff/Ambassadors to advise visitors to be extra cautious when travelling between buildings through the Drill Hall Library car park, and up and down the steps leading to this
* Staff/Ambassadors to be extra vigilant when supervising visitors in the Drill Hall Library car park, and when walking up and down the outside steps leading to this
* First Aid trained security staff available on campus to administer any necessary first aid (via contact number 01227 823333 or via the SafeZone app).
* Any accidents or near misses, of whatever severity, must be reported either by the injured person, a witness, their supervisor or the first aider, using the University’s eSafety reporting system [Kent – Health & Safety (e-dob.com)](https://kent-hs.e-dob.com/)
 | Nominated persons to carry out occasional inspections of their area to ensure adequate standards are maintained in departments/ buildings | L |
| Smoking | Respiratory problems from passive smokingFire | Staff, ambassadors, and visitors | * No smoking policy in place; 5m exclusion zone around all University of Kent buildings
 | None | L |
| Getting Lost | Unable to find way back to group, student deemed missing, seeking help from strangers | Visitors | * Staff to supervise visiting visitors at all times
* Adequate staff/ambassador training
* Staff to be aware of & follow the University/OWP safeguarding policies & procedures
 | None | L |
| Traffic | Range from shock/ cuts/ bruises to death | Staff, ambassadors & visitors, vehicle drivers, cyclists | * Adequate staff/ student ratios in place as per the advice of the attending School/College
* Ambassadors/staff to ensure visitors stick to footpaths at all times
* Staff/ambassadors to supervise visitors at all times
* Adequate staff/ambassador training
* Staff/ambassadors to inform visitors of any traffic crossings beforehand
* Staff/ambassadors to make visitors aware of traffic when crossing through the Drill Hall Library car park
* Staff/Ambassadors to be extra vigilant when escorting visitors through the Drill Hall Library car park
 | None | L |
| Medical Conditions/ disabilities, additional educational needs | Range from rashes/ vomiting etc to deathInappropriate & inaccessible campus visit planned | Staff, ambassadors, and visitors | * Online booking form asks of any existing medical conditions and special educational needs for attending visitors, and any additional requirements of these
* Staff to ensure that any requests or additional requirements are fulfilled on the campus visit
* First Aid trained security staff available on campus to administer any necessary first aid
* Any accidents or near misses, of whatever severity, must be reported either by the injured person, a witness, their supervisor or the first aider, using the University’s eSafety reporting system [Kent – Health & Safety (e-dob.com)](https://kent-hs.e-dob.com/)
 | None | L |
| Photography/unsafe internet/ smartphone use/  | Inappropriate images/ websites to be viewed, content (including images/recordings) to fall into the hands of the wrong person or collected/stored/used unlawfully | Staff, ambassadors, and visitors | * All University staff working at outreach events to be aware of the University’s Data Protection Policy for outreach activities which covers the use of photographs and videos
* Only named staff or professional photographers contracted by Outreach & Widening Participation to take photos of visitors during campus visit, in line with the University/OWP Safeguarding Policies
* If photography is due to take place, for visitors aged under 13 parents/guardians must complete a photography consent form, and students must be informed that photography is taking place.
* If photography is due to take place, for students aged 13-17, a photography consent form must be completed by the student, and a photography opt-out form must be shared with parents/guardians.
* If photography is due to take place, for staff, ambassadors and visitors aged 18+, they must complete a photography consent form.
* If we do not have consent for an individual (or, in the case of students aged 13-17, their parent/carer has opted out), they should be clearly identified and not photographed/filmed. Where this does happen accidentally, these photos/videos will be destroyed
* Staff, including ambassadors, to limit the use of their own mobile phones as much as is reasonably practicable
* Staff/ambassadors to not take any photos of visitors on their own personal devices
* Only the University equipment/ designated staff to take photos of visitors using University equipment
* All pictures to be uploaded and processed in accordance with the University’s Data Protection Policy for outreach activities, and the memory card contents deleted after use by staff
* Where visitors or ambassadors are required to make use of University IT equipment, this must be done in accordance with the University’s library and/or IT regulations, as appropriate
* Staff/ambassadors to ensure that visitors are supervised when using the University’s IT equipment to ensure correct and appropriate usage
* Student pictures should be held securely and in line with current data protection legislation.
 | None | L |
| Inappropriate behaviour (including safeguarding incidents) | To include, but not limited to:Self harm, substance misuse, under-age alcohol consumption, sexual activity, missing visitors, false allegations, inappropriate feelings towards staff members | Staff, ambassadors, and visitors | * Ambassadors, staff and visiting staff to supervise participants during event times whilst on campus.
* Adequate staff/ambassador training, including Safeguarding training which should be re-taken by staff/ambassadors every 2 years
* All Outreach & Widening Participation staff to hold a valid DBS check
* Staff to adhere to the UoK Safeguarding Policy/Outreach & Widening Participation Safeguarding Guidelines at all times
* Ambassadors to inform staff immediately of any concerns they may have (this should be to an LSO if of a safeguarding nature)
* Staff to complete relevant incident report forms where necessary.
* Staff/ambassadors to report any queries/ concerns/ incidents to a Local Safeguarding Officer
* For out of hours working, the University will have a DSO on call
* Staff/ambassadors to ensure that, as much as is reasonably practicable, they are not left alone with a student.
* Emergency services and security to be informed where necessary
* Where minors will be on campus for a prolonged period of time (for example a Summer School) they are to be provided with UoK ID badges that should be worn at all times. Ideally these badges will identify that they are minors.
* Hospitality and other independent on-campus outlets should be informed where minors will be on campus for a prolonged period of time, and asked to be extra vigilant when checking ID
 | None | L |
| Building Work |  | Staff, ambassadors & visitors | * Staff & Ambassadors to make these areas known to visitors/visitors, to the best of their knowledge.
* Staff & Ambassadors will avoid these areas where possible when conducting campus tours.
* Adequate staff/ student ratios in place as per the advice of the attending School/College
* Staff to avoid the use of buildings near construction work, where possible, to minimise noise disruption
 | None | L |
| Use and Transportation of Equipment | Injuries, loss, theft, damage to equipment | Staff, ambassadors, and visitorsEspecially at risk: those with disabilities or other health conditions and expectant mothers | * All University equipment is insured by the University
* Staff to carry and move equipment safely and appropriately, according to the University’s Manual Handling policies
* Staff to carry only the necessary equipment required to minimise chance of loss, theft or injury
* Staff to only carry equipment which is reasonable and safe to transport
* Staff/ambassadors to undertake appropriate Health & Safety Training
 | None | L |
| Food Poisoning | Range from vomiting/ diarrhoea to death | Staff, ambassadors, and visitors | * Both University and external food outlets to adhere to individual health, safety and food preparation guidelines and risk assessments.
* Staff to ensure safe storage and preparation of any food bought/brought in (limited)
* Staff to ensure adherence to the University’s Food Safety Performance Standard where food is purchased for events.
 | None | L |
| Data Protection Breach | Loss of documents containing personal and/or sensitive data, or personal and/or sensitive data being unintentionally disclosed. | Visitors | * Staff and ambassadors to ensure they have completed the University’s Data Protection Training, which staff & ambassadors are required to re-take every 2 years
* Ambassadors to be fully briefed and made aware of any sensitive information provided to them, including any data they may be asked to collect on the day such as register information.
* Staff/ambassadors to carry any documents containing sensitive or personal information with them at all times, or ensure they are securely locked away.
* Ambassadors to return any documents containing personal and sensitive data to the department, and staff to check in documents to ensure none are missing.
* Ambassadors/tutors should return registers to the department within 24 hours following an activity, and in line with the guidelines on the Ambassador Expectations of Behaviour document.
* Staff to shred any sensitive data no longer required by the department at the end of the visit.
* Staff to be aware of, and adhere to, data protection legislation, including the University’s Data Protection Policy.
* Qualtrics must not be used to collect data from students under 13 years old (Year 7/8)
* Any data protection breaches, or possible breaches, should be reported to the University’s Data Protection Officer and the Deputy Head of Outreach & Widening Participation: Impact & Evaluation as soon as staff become aware of the breach/possible breach
 | None | L |
| Terror or Firearms Incident | Range from scare/threat (false alarm) to death | Staff, ambassadors, and visitors | * Kent staff and ambassadors are encouraged by the University to download the SafeZone app and use when needed.
* Staff and ambassadors to visibly wear University ID .
* Staff and visitors to report anything suspicious to a Security Officer or to the Campus Security control room on ext 3300/3333
* Staff/ambassadors to challenge and check IDs of any unknown visitors, where they feel safe to do so, or inform manager and report to Campus Security if it seems unsafe or if staff/

ambassadors feel uncomfortable doing so.* Campus Security available 24/7 and perform regular patrols of the campus
* ‘Stay Safe’ guidance available on the University website
* Staff/visitors to ensure that any guidance issued by Security Officers is followed
 | None | L |
| Spread of COVID-19 through contact and airborne transmission | Contracting COVID-19 could lead to serious illness and can be fatal.There is also the risk of further transmission to other individuals | All University Staff including ambassadors and Visitors; contractors; delivery drivers; visitors | * Outreach & Widening Participation to share this risk assessment with the school/college prior to the campus visit taking place.
* School/College to provide Outreach & Widening Participation with a student register before the activity takes place wherever possible
* Staff/ambassadors to open windows in multi-occupancy spaces to allow adequate ventilation
* Where possible individuals should leave doors open to reduce hand contact and increase ventilation. This must not apply to any designated fire door unless it is automated
* Staff/ambassadors and visitors are advised to follow basic good hygiene rules; washing hands regularly and following the ‘catch it bin it kill it’ approach
* The University encourages all staff and visitors to take up all vaccinations for which they are eligible
* If staff/ambassadors and visitors have symptoms of a respiratory illness and feel unwell/have a high temperature they are advised to stay at home, in line with government guidance
* If staff/ambassadors or visitors develop symptoms of a respiratory illness while on an outreach activity and feel unwell, they should return home, inform the office/school/college and follow government guidelines
* The wearing of face coverings is a personal choice
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