

Appendix A - Standard Risk Assessment Form

RISK ASSESSMENT FORM

(BASED ON HSE "FIVE STEPS TO RISK ASSESSMENT")

PSD/School:	Outreach & Widening Participation	Work Area:		Date of Assessment:	August 2026
Assessor:	Sarah Berry	Signature:	 Clare Allison, Head of Outreach & WP	Date of Review:	August 2027
RA Number:		Task:	School/college outreach/ recruitment Medway campus visits	Version:	2026/27

Brief Description/overview of what is being risk assessed:

School/college outreach/recruitment visits to the Medway Campus

		Likelihood				
Risk Rating		1 Very Unlikely	2 Unlikely	3 50/50 likelihood	4 Likely	5 Very likely/certain
Severity	1 Minor injury or minimal damage	1	2	3	4	5
	2 First aid injury or minor damage	2	4	6	8	10
	3 Injury resulting in hospital treatment/moderate damage	3	6	9	12	15
	4 Major injuring resulting in significant time off or major damage	4	8	12	16	20
	5 Life altering/fatal injury or irreparable damage	5	10	15	20	25

Risk Rating	Action to follow
Low	Current controls are adequate. Ensure controls in place are maintained.
Medium	Improve risk reduction measures within a specified timescale.
High	Stop or restrict the activity and make appropriate improvements immediately.

What is the Hazard?	Who is at Risk?	Existing controls?	Risk Rating			Additional Requirements?	Residual Risk Rating			Action/ Monitored by:
			Likelihood	Severity	Risk		Likelihood	Severity	Residual Risk	
Fire <i>Smoke inhalation, burns, death</i>	Staff, ambassadors, and visitors Especially 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. - Firefighting 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 regularly. - 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 - Anyone who needs assistance to escape from an upper floor should move immediately to a refuge/safe area, press the button on the comms panel and await assistance from	2	5	10	A personal risk assessment should be undertaken by the line manager for any staff with medical conditions that require additional measures to be put in place, in consultation with the individual and Occupational Health as required. Nominated staff to make regular inspections to ensure that fire safety standards are being maintained in each department/building	1	5	5	

		Campus Security as first responders to fire incidents - Regular building users should have a Personal Emergency Evacuation Plan (PEEP) in place, put in place by the relevant University HSE Advisor - Event recorded on the University's Event Management Platform to ensure central knowledge of the event taking place							
Slip, trip and fall hazards <i>Range from bruising to broken bones/ hospitalisation</i>	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 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)	3	3	9	Nominated persons to carry out occasional inspections of their area to ensure adequate standards are maintained in departments/ buildings	2	3	6
Smoking <i>Respiratory problems from passive smoking</i> <i>Fire</i>	Staff, ambassadors, and visitors	No smoking policy in place; 5m exclusion zone around all University of Kent buildings	1	1	1				

Getting Lost <i>Unable to find way back to group, student deemed missing, seeking help from strangers</i>	Visitors	• Visitors to be supervised at all times • School/college staff to ensure appropriate staffing levels for supervision of students • Adequate staff/ambassador training • Staff to be aware of & follow safeguarding policies & procedures • Adequate staffing of ambassadors and staff based on expected number of attendees	1	1	1				
Traffic <i>Range from shock/ cuts/ bruises to death</i>	Staff, ambassadors & visitors, vehicle drivers, cyclists	• Adequate staff/ student ratios in place from the attending School/College • Ambassadors/staff to ensure visitors stick to footpaths • 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	1	5	5				
Medical Conditions/ disabilities, additional educational needs <i>Range from rashes/ vomiting etc to hospitalisation.</i> <i>Inaccessibility of activity</i>	Staff, ambassadors, and visitors	• Staff to ensure that any requests or additional requirements are fulfilled on the campus visit, as much as is reasonably practicable to do so • 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) • Anyone who needs assistance to escape from an upper floor should move immediately to a refuge/safe area, press the button on the comms panel and await assistance from Campus Security as first responders to fire incidents • Regular building users should have a Personal Emergency Evacuation Plan (PEEP) in place, put in place by the relevant University HSE Advisor • A personal risk assessment should be undertaken by the line manager for any staff with medical conditions that require additional	1	3	3				

		measures to be put in place, in consultation with the individual and Occupational Health as required.							
Photography /unsafe internet/ smartphone use	Staff, ambassadors, and visitors	- All University staff working at outreach events to be aware of the Outreach Photography and Recording Policy which covers the use of photographs and videos - Only named staff or professional photographers contracted by the University to take photos of activities - 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, with the opportunity to object themselves - 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 an outreach participant 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 using a coloured lanyard and not photographed/filmed. Where this does happen accidentally, these photos/videos will be destroyed - Staff and ambassador photography must follow the University guidance - Where photos of teachers/parents/ other professionals may be taken, staff to follow the University guidance and ensure they receive a copy of the Supporter privacy notice and are provided with an opportunity to object	1	2	2				

		• 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 • All pictures to be uploaded and processed in accordance with the Outreach Photography and Recording Policy, and the memory card/iPad 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.							
Inappropriate behaviour (including safeguarding incidents) <i>To include, but not limited to: false allegations, inappropriate feelings towards staff members, taking/sharing of photos without consent</i>	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 and Schools & Colleges staff to hold a valid DBS check • Staff to adhere to safeguarding guidelines at all times • Ambassadors to inform staff immediately of any concerns they may have as soon as possible (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 the 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	2	2	4				

		- Staff & ambassadors to wear their University lanyard for ID purposes - Ambassadors to wear their ambassador t-shirt when working on events so they are easily identifiable							
Building Work <i>Range from shock/ cuts/ bruises to death</i>	Staff, ambassadors & visitors	- Staff & Ambassadors to make these areas known to visitors, to the best of their knowledge. - Staff & Ambassadors will avoid these areas where possible when conducting campus tours. - Staff to avoid the use of buildings near construction work, where possible, to minimise noise disruption - All members of staff, ambassadors, students and family are advised to follow signs and diversions when necessary - Campus Security should be notified of any risk taking behaviour involving building work on campus	1	5	5				
Use and Transportation of Equipment <i>Loss/damage of equipment. Injury caused by carrying equipment. Those with an underlying health condition particularly at risk</i>	Staff, ambassadors, and visitors Especially 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 - Electrical equipment to undergo annual PAT testing in line with University processes - Staff to contact Estates for support with moving any large items of equipment - Staff to be mindful of any student ambassadors/staff members who may have a personal risk assessment with measures in place for taking equipment to events, following the steps outlined in the risk assessment as required	2	2	4	A personal risk assessment should be undertaken by the line manager for any staff with medical conditions that require additional measures to be put in place, in consultation with the individual and Occupational Health as required.	1	2	2
Food Poisoning/ Allergic reactions	Staff, ambassadors, and visitors	- Departments and organisations that operate food outlets on behalf of the University are bound by all aspects of the Food Safety Act (1990) and any regulations passed under it - The University's Food Safety Policy should be followed	2	3	6				

Range from vomiting/diarrhoea to hospitalisation		- Where food is being provided on events, staff to ensure that visitor's dietary requirements, specifically in relation to any allergies, are requested in advance and catered for accordingly, and in line with the above legislation - Where visitors/ambassadors are asked to bring food to a campus event, they should be advised not to bring nuts or nut-based products as we are unaware of the dietary requirements of other attendees. However, it should also be made clear that the campus is not a nut free environment so this cannot be guaranteed anywhere on site.							
Data Protection Breach Loss of documents containing personal and/or sensitive data, or personal and/or sensitive data being unintentionally disclosed.	Visitors, ambassadors	- 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 - All University staff working at outreach events to be aware of the Outreach Register Policy which covers the collection and management of personal data - 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, and/or ensure this is put in the locked confidential waste bin and collection organised as required - Staff to be aware of, and adhere to, data protection legislation, including the University's Data Protection Code of Practice.	1	2	2				

		- 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 Team and the APP Ops & Compliance Lead/Impact & Evaluation Officer as soon as staff become aware of the breach/possible breach							
Terror or Firearms Incident <i>Range from scare/threat (false alarm) to death</i>	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 Campus Security based next to Reception in the Medway building, or by calling the security control room at Canterbury on ext 3300 (non-emergency)/3333 (emergency) - 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 between 08:00-23:00 on the Medway campus 'Stay Safe' guidance available on the University website - Staff and ambassadors should follow the 'run, hide, tell' principles - In the event of a terror incident, staff/ ambassadors are to focus on keeping themselves safe, even if it means splitting from the group, and not to do anything that puts themselves in any further risk - Staff/visitors to ensure that any guidance issued by Security Officers is followed - Staff to complete the University's Prevent training, to be re-taken every 3 years	1	5	5				

Extreme Weather (snow, ice, heat etc) <i>Increased risk of accidents and travel disruption, hypothermia, discomfort, dehydration, sun burn, sun stroke etc</i>	Staff, ambassadors, visitors	• Staff will follow University and Met Office guidance in instances of extreme weather • Visits may need to be cancelled or postponed at short notice • Staff to ensure access to water for staff, ambassadors and visitors in hot weather • Visitors and ambassadors asked to bring water and sun cream when hot weather is expected • Staff to ensure rooms are well ventilated and to make adaptations to timetables/venues etc as appropriate to ensure safety and comfort of ambassadors, staff and visitors • Campus tours may need to be cancelled or reduced during extreme weather conditions • Staff to contact visitors and ambassadors as soon as possible in advance to notify them if travel to campus may be disrupted/unsafe in extreme weather conditions • Staff and ambassadors to ensure appropriate clothing is worn for the weather and working environment • Staff to keep in close communication with visitors and ambassadors prior to and during the event to ensure the safety and wellbeing of all is paramount and that appropriate actions and decisions be made accordingly as conditions progress, in line with University and official guidance. • Staff to take appropriate steps and precautions for any visitors/ ambassadors with medical conditions/ that fall into a priority group, for which extreme weather conditions may increase medical risks	3	3	9					
--	-------------------------------------	--	---	---	---	--	--	--	--	--

NOTE: Only competent persons shall undertake risk assessments, please Refer to the UKC Risk assessment Policy (010), Section 3.3.

Action Summary:

Action	Person Responsible	By when	Action complete (Y/N)