

Recruitment and Outreach (RAO) Team



Risk Assessment Form – On Campus residential events.

This form is designed to cover residential events at UEA. Participants could be either young people (aged 13-18) from schools/colleges or over 18's.

- Travel to and from UEA
- Staying on campus overnight
- Talks/interactive sessions by UEA staff
- Catering supplies
- Student Ambassadors/Recruitment Reps
- Campus based evening entertainment

Hazards Identified	Who is at risk?	Likelihood	Severity	Risk rating*	Control measures to minimise risk
Overnight accommodation (associated leaving/entering building)	Participants RAO staff Student Ambassadors Recruitment Reps	Low	High	Med	<p>All rooms have window locks to prevent anyone climbing out of the windows.</p> <p>Participants will be pre-allocated their flats. Where there are over 18's attending we will ensure they are in separate flats to students under 18 for safeguarding purposes.</p> <p>Student Ambassador rooms will be nearest the main hallway/ walkway/stairs.</p> <p>Student Ambassadors will remain in the communal flat kitchens for a minimum of one hour after students are instructed to be in their rooms for the night. RAO staff will walk around the building and check all lights are out/ everyone is settled before going to bed.</p> <p>Male and female room allocations will be separated by block as far as possible. Students who self-identify as transgender will be contacted and agree which room allocation will be used.</p> <p>All accommodation emergency exits are alarmed.</p> <p>All participants sign up to a Code of Behaviour which states they must be in their own room at specified times.</p> <p>All Student Ambassadors will have contact details for RAO staff and will know which rooms the staff members are in. RAO staff will be on-call throughout the night in case of any concerns or illness.</p>

*Risk rating calculated based on [Risk Matrix](#)

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Using equipment in flats	Participants RAO staff Student Ambassadors Recruitment Reps	Low	High	Med	In their briefing, Student Ambassadors are told to not leave students alone in the kitchen. Student Ambassadors are also told to supervise students when using equipment in the kitchens. Attendees are only permitted to use the toaster when making their own breakfast. All Student Ambassadors have contact details for the designated First Aider in case of an accident.
Allergic reaction to food provided for breakfast	Participants RAO staff Student Ambassadors Recruitment Reps	Low	High	Med	Allergies of the participants should be disclosed by the student and /or parent/ carer ahead of the event using the Medical Information form. Where a student has disclosed an allergy, we will not purchase that food e.g. an allergy to nuts means we won't purchase Crunchy Nut Cornflakes that event to prevent cross contamination.
Kitchen hygiene	Participants RAO staff Student Ambassadors Recruitment Reps	Low	Low	Low	In their briefing, Student Ambassadors are briefed with the expectations on how the flat kitchens should be kept. All washing up should be completed before the participants leave for the day and all perishables need to be put back into the fridge. At the end of the summer school, all food items are taken to the staff flat where the lead member of RAO staff will sort through to ensure it's disposed of properly.

Hazards Identified	Who is at risk?	Likelihood	Severity	Risk rating*	Control measures to minimise risk
Journey to campus	Participants Student Ambassadors Recruitment Reps Transport providers Members of the public	Low	High	Med	<p>Parents/carers will be encouraged to drop-off participants aged under 18 off and collect them from UEA. To facilitate this, information on public transport links, car parking and meeting points will be given to all those coming to campus.</p> <p>Over 18's will be encouraged to make their own way to campus, preferably using public transport. Where this is not possible, alternative arrangements will be agreed on a case by case basis.</p> <p>Where UEA has arranged transport to collect participants this will be booked through a UEA preferred supplier.</p> <p>If using coaches, Student Ambassadors will travel on the coaches with the participants.</p> <p>If using taxis, only DBS checked drivers will transport participants aged under 18. UEA can provide parents/attendees with the names of DBS checked drivers and taxi firms.</p> <p>Permission will be obtained by carers/guardians for participants aged under 18 to travel by coach, taxi, fleet car, hire car and/or public transport as required: to and from any other organised activities, and to obtain medical treatment if needed. Over 18's will be able to give this consent themselves.</p> <p>Journeys will be planned in advance and sat nav provided if needed, and weather conditions should be considered before travelling.</p> <p>Lone working procedures in place for all RAO staff and Student Ambassadors.</p>

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Departure at end of visit		Low	High	Med	<p>When registering for the event we will ask parents/ guardians to confirm the name of the responsible adult who will be collecting their child/ ward at the end of the residential event.</p> <p>At the end of the event we will collect the name of the responsible adult that the child/young person leaves with. Where the name given in advance is different to the person arriving to collect the young person we will call the parent/ guardian to clarify this is ok before letting the young person leave campus. If young people are being taken home in transport provided by UEA, the student ambassador will ensure they are returned to the agreed address.</p> <p>If it is agreed in advance that young people will make their own way home, UEA staff will text the parent/ guardian as they leave to let them know the young person has left campus.</p> <p>Over 18's will be encouraged to make their own way from campus, preferably using public transport. Where this is not possible, alternative arrangements will be agreed on a case by case basis.</p>

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Hazards Identified	Who is at risk?	Likelihood	Severity	Risk rating*	Control measures to minimise risk
Unknown people registering for the event	Participants Student Ambassadors Recruitment Reps UEA staff Members of public	High	Med	High	<p>Permission will be obtained directly from the parents/carers with responsibility for participants under 18, allowing them to take part in the event knowing they will be alongside other 18+ year old participants.</p> <p>The attendees, parents/ carers and school staff other relevant staff from external agencies are invited to make University staff aware of any disabilities or support needs before the event takes place so any reasonable adjustments can be made. Registration forms allow for initial data capture, but follow up phone calls will be made to seek clarification if necessary.</p> <p>Staff and Ambassadors working in 1-2-1 situations are trained to know how to behave should negative situations occur.</p> <p>Parent/ Carer contact details available throughout the residential in case needed for under 18's.</p> <p>Emergency contact details will be obtained for all participants, regardless of age.</p> <p>Staff work either day or night shifts on Summer Schools and time will be allocated when the first handover happens to allow the participants to become familiar with their assigned 'night' ambassador, before the day ambassadors leave.</p> <p>At the start of each shift time is allocated for staff briefings where any key information/ concerns about the participants can be raised.</p> <p>All staff working the summer schools will use Guidebook or Sharepoint so that they can immediately access event information including emergency contact details and medical information for participants if needed. These will have limited access and seek to protect the sensitive personal data about attendees and staff working the events.</p>

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Hazards Identified	Who is at risk?	Likelihood	Severity	Risk rating*	Control measures to minimise risk
Disruptive behaviour	Participants UEA students UEA staff Members of public	Low	Med	Low	<p>All participants sign up to a Code of Behaviour. There is a risk assessment that those aged 18 or over also sign which includes a Code of Behaviour. The detail of this is recapped at the start of the residential.</p> <p>Student ambassadors, who will be working directly with the participants are aware of the reporting procedure for any disruptive behaviour and this is highlighted in the staff briefings. Student ambassador> Summer School supervisor or Lead staff members (RAO staff)> RAO Managers.</p> <p>In the event that disruptive behaviour continues, and no effort is made by the person causing the disruption to change their behaviour, then plans will be implemented to remove them from the Summer School.</p> <p>UEA Security on site in the event of disruptive behaviour amongst members of the public/ adults.</p>
Sensitive personal data lost/ shared inappropriately	Participants UEA Students UEA staff	Low	High	Med	<p>All personal sensitive data e.g. medical information will be stored electronically and no hard copy files will be handed out to staff or students working on the summer school. This access will be enabled for the duration of the summer school via electronic devices and access removed at the end of the summer school. Data will be handled in accordance with the RAO Record Retention Schedule.</p>

Hazards Identified	Who is at risk?	Likelihood	Severity	Risk rating*	Control measures to minimise risk
Unsupervised young people and compromising situations	Participants Student Ambassadors Recruitment Reps UEA staff Members of public	Med	High	High	<p>UEA is responsible for ensuring appropriate supervision is in place to safeguard young people. The ratio of RAO staff and Student Ambassadors will not be more than 1:10. Participants will be monitored by RAO staff or Student Ambassadors during their structured activity. Participants advised what is off limits during breaks and Ambassadors will ensure these are adhered to. Behaviour management of participants is the responsibility of University staff.</p> <p>Ambassadors are briefed to register each young person in their group at the start of the visit and head counts should be undertaken when moving from one venue to another.</p> <p>UEA Security team will be informed of each event and have access to the event programme and staff contact details in case of emergency while on UEA campus.</p> <p>Participants advised what is off limits during breaks and Ambassadors check these are adhered to.</p> <p>All Ambassadors and University staff working on the summer school are made aware of the Safeguarding Policy and good practice for safe working. Of particular note is the following:</p> <ul style="list-style-type: none"> • Ambassadors and University staff are DBS checked and have signed up to our code of conduct • Individual's without a DBS are never left alone with students • Ensuring that, for residential visits, adults (including Ambassadors) should not enter participant's rooms or invite participants into their rooms, although they will be expected to be able to enter a room if behaviour gives cause for concern, accompanied by another member of staff. This applies regardless of age i.e. over or under 18 year old participants. <p>RAO staff will ensure they and the Ambassadors have a list of names of the participants in their assigned groups. Groups will be assigned ahead of the event.</p> <p>Ambassadors/Recruitment Reps will be notified in advance which students attending the Summer School are not aged 18+ i.e. mature students.</p>

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Hazards Identified	Who is at risk?	Likelihood	Severity	Risk rating*	Control measures to minimise risk
Lost/missing students	Participants Student Ambassadors Recruitment Reps RAO staff Members of public	Low	High	Med	<p>Head counts will be taken regularly and a reporting system is in place for missing participants. (Ambassadors > RAO staff > Security & Registry Aware > Parents/ Carers and/ or emergency contacts aware). This will be explained in all Student Ambassador pre-event briefings.</p> <p>All welcome talks will identify a central point on campus for students to head to in the unlikely event of getting separated from the group. Participants sign a Code of Behaviour agreeing not to leave campus, unless for UEA led activity.</p>
Intense programmes and staff fatigue	Participants Student Ambassadors RAO staff Recruitment Reps Members of public	Med	High	High	<p>Staff working patterns are split into three roles; day shifts, night shifts and overnight back up.</p> <p>No staff are to work two shifts (day or night) back to back during a summer school.</p> <p>Depending on numbers of participants, at least 2 UEA staff members to be working on each shift.</p> <p>Shift patterns are different depending on the contracts of employment staff operate under:</p> <p><u>ALC staff:</u> Day shift = 8am – 6.30pm (9.5hrs). Not to work or remain on site in evening/ overnight. Night shift = 6pm – 8.30am (14 hours during which we hope at least 6 hours will be spent asleep). Not to remain on site, or work, the following day as they need to rest.</p> <p><u>S & C staff:</u> Day shift = 8am – 4pm (7.5hrs) unless accrual of TOIL is agreed in advance by staff member, line manager and event lead. If this is the case no more than 9.5hours to be worked in a shift and staff are not to work or remain on site in evening/ overnight. Night shift = 6pm-8.30am and are <u>optional</u> for S & C staff. If S & C staff members choose to work a night shift, time spent in their room with the option to sleep (at least 6 hours we hope!) will not be eligible for TOIL. Staff are not to remain on site, or work, the following day as they need to rest.</p> <p>Overnight back up will also be in place from ALC staff members. This is someone not working the day or night shift who is prepared to spend the evening on campus (away from the summer school activities if they choose) and night sleeping on campus. Their role is to be 'on call' in case of emergencies. They can be expected to work a normal working day before and after being on call unless they have been 'called in' overnight in which case managers discretion will be used to ensure excessive fatigue does not occur.</p>

Hazards Identified	Who is at risk?	Likelihood	Severity	Risk rating*	Control measures to minimise risk
Inappropriate conduct/safeguarding	Participants UEA staff Student Ambassadors Recruitment Reps Members of public	Low	High	Med	<p>All RAO staff and Student Ambassadors have undergone DBS checks. All RAO staff and Student Ambassadors have been given a copy of the Safeguarding Policy (above) and have signed the RAO code of conduct. RAO staff and Student Ambassadors are identifiable by lanyards stating Student Ambassador with name tags. Student Ambassadors also wear UEA branded work t-shirts. Participants will be made aware that can approach all RAO staff or Student Ambassadors if they have any concerns during the residential.</p> <p>RAO staff and Student Ambassadors will have received safeguarding training, but the procedure for reporting a disclosure will be recapped at the staff briefing at the start of the residential.</p> <p>RAO safeguarding policy states staff should not take photographs or videos of participants (including on mobile phones) unless on UEA equipment, and parental consent has been given. This will also be reiterated in the staff briefing at the start of each event.</p> <p>Participants won't be left unaccompanied except in their individual bedrooms in halls and when going to the toilet. During periods of free time, event organisers and Student Ambassadors will have student mobile numbers, and students will be told when and where to meet at the end of the free time. Students will also be given event organiser work mobile numbers and be told not to leave campus during this time. Should a student not be located at the end of the period of free time, the following procedure will be followed (Call student > Ambassadors > RAO staff > Security & Registry Aware > Parents/ Carers or emergency contacts for over 18's aware). This will be explained in all Student Ambassador pre-event briefings and during the attendee welcome talk.</p> <p>One-to-one situations between participants and Student Ambassadors will be avoided where possible. If this isn't possible the Student Ambassador will ensure they remain in a fully visible and public place.</p>
Emergency situations including fire	Participants Student Ambassadors UEA staff Recruitment Reps Members of public	Low	High	Med	<p>Student Ambassadors and RAO staff have been briefed on emergency procedures.</p> <p>Each event will have First Aid cover provided by RAO. All security staff are First Aid trained too.</p> <p>All Student Ambassadors will be given staff contact number(s) for the duration of the event. All staff will have Student Ambassador phone numbers too.</p>

Hazards Identified	Who is at risk?	Likelihood	Severity	Risk rating*	Control measures to minimise risk
Sports based activities in Sports Park	Participants Student Ambassadors UEA staff Recruitment Reps Members of public	Low	Med	Low	Organised activities in the Sports Park are led by qualified instructors and will be fully risk assessed by them.
Sports based activities on campus	Participants Student Ambassadors UEA staff Recruitment Reps Members of public	Med	Med	Med	<p>Organised sports activities such as Rounder's or football will take place in an appropriate area of the campus, away from buildings and crowds, where there is lots of room to run around and play with a ball.</p> <p>Staff and Student workers will assess the possible locations of play, before making a decision. This will also be weather dependent.</p> <p>The correct equipment will be provided and well maintained.</p> <p>Students will be encouraged to wear sensible clothing and footwear and put on sun protection if needed. They will be told to bring along any medication such as inhalers. Anyone with injuries or concerns will be asked to make themselves known to Ambassadors before playing.</p> <p>Any injuries will be assessed by First Aiders and escalated higher if needed. Incident reports will be filled in if required.</p>
Planned activities off campus	Participants Student Ambassadors UEA staff Recruitment Reps Members of public	Med	Med	Med	<p>RAO staff and Student Ambassadors will accompany and supervise participants for the duration of these activities.</p> <p>All activities will be fully risk assessed in a separate document.</p> <p>Parental consent will be obtained for all participants under 18 years of age to take part in off campus activities.</p>

Hazards Identified	Who is at risk?	Likelihood	Severity	Risk rating*	Control measures to minimise risk
Medical conditions, disabilities, medication, reactions and allergies	Participants RAO staff Student Ambassadors Recruitment Reps	Low	High	Med	<p>Medical conditions and allergies of the participants should be disclosed by the student and /or parent/ carer ahead of the event using the Medical Information form. Where appropriate this information will be shared with staff working on the event.</p> <p>The attendees and parents/ carers are invited to make University staff aware of any disabilities or support needs before the event takes place so any reasonable adjustments can be made. University staff will liaise directly with young people and parents/ carers (directly with participants aged 18 and over) to put appropriate support measures in place and adjust/revise activities if required.</p> <p>Where individuals have physical disabilities a Personal Emergency Evaluation Plan (PEEP) will be completed, to ensure evacuation is possible and the exit routes known for all rooms used during the Summer School.</p> <p>University staff and Student Ambassadors to inform colleagues of any known reactions/ allergies that could be triggered during the visit. Caterers to be advised of any dietary requirements.</p> <p>First Aid cover to be provided by University staff who have completed the First Aid at Work course. First Aiders will be briefed on the medical conditions that have been disclosed for participants. UEA security also has first aid trained staff on site 24/7.</p>

Hazards Identified	Who is at risk?	Likelihood	Severity	Risk rating*	Control measures to minimise risk
Accidents	Participants UEA staff Student Ambassadors Recruitment Reps	Low	High	Med	<p>First Aid cover to be provided by University staff who have completed the First Aid at Work course. Extra First Aid support may be sought from qualified first aiders at external venues e.g. St John's Ambulance overnight. The names and contact numbers for First Aiders will be shared with all staff working on the event.</p> <p>For serious injury any participants will be directed to A&E.</p> <p>UEA accident reporting procedure adhered to.</p> <p>University staff and Ambassadors to ensure colleagues working at this event are aware of any accidents/incidents.</p> <p>Identifiable hazards to be removed or identified to visitors at the beginning of the activity.</p> <p>University staff and Ambassadors have completed manual handling training and trolleys will be provided to transport materials when needed.</p>
Electrical equipment	Participants UEA staff Student Ambassadors Recruitment Reps	Low	Low	Low	If used, electrical equipment including laptops and projectors will have been PAT tested.
Emergency situations including fire		Low	High	Med	<p>University staff and Ambassadors must be familiar with the fire escapes and emergency procedures of all buildings used. This is reiterated in the Staff briefings at the start of each event. Each event will have First Aid cover provided by RAO. All security staff are First Aid trained too.</p> <p>All Student Ambassadors will be given staff contact number(s) for the duration of the event. All staff will have Student Ambassador phone numbers too.</p> <p>Participants sign up to a Code of Behaviour which states that smoking is only allowed for students over the age of 18. Cigarettes may not be purchased on the campus by students under the age of 18.</p>
Alcohol		Low	Med	Low	All participants agree in the Code of Behaviour not to consume any alcohol during the residential.

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Building work		Low	High	Med	RAO staff to highlight any hazards associated with building work at the start of event and advised not to trespass on to building sites. Diversions to be followed and shortcuts avoided. All will be accompanied by RAO staff, visiting staff or Student Ambassadors during campus tours.
Glass bottles and Food and containers		Low	Med	Low	All food will be provided, and in plastic / paper containers. RAO staff and Student Ambassadors to ensure the correct and safe disposal of all containers.
Traffic		Med	Med	Med	Limited traffic on site and speed limit in place. When walking between venues, appropriate road crossings will be used and staff:student supervision ratios will remain the same. Student Ambassadors, RAO staff to supervise crossing of roads as appropriate.
Illegal Substances		Low	High	Med	UEA reserve the right to remove anyone from campus should they be in possession of illegal substances. Participants and parents/ carers (if under 18) advised of expected behaviour via signed declaration on Code of Behaviour.
Lost possessions		Low	Med	Low	All participants advised not to bring valuables with them. All participants are the sole key holder for their rooms and it is their responsibility to ensure their rooms are locked if they leave anything in them. Participants are made aware at the start of their visit that all personal belongings are their responsibility.

Declaration:

I _____ have read, understood and agree to adhere to any protocol outlined in the above risk assessment.

Date _____

Contact details:

Enrichment team

enrichment@uea.ac.uk or tel. 01603 593251

To find out more about how your information will be used, why it is needed and how it will be shared please read our [Privacy Notice](#).

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