NORTHUMBRIA UNIVERSITY
RISK ASSESSMENT ACTION PLAN

Introduction:

This is a general document to cover all Student Recruitment (SR) events and has been designed with guidance from the University Health and Safety Office. It is intended as a general guide and starting point for SR staff and academic colleagues. **It should be customised for each specific event by Student Recruitment Staff / University Staff, by highlighting relevant risks from the list AND detailing any additional specific risks (in Section 8 of the table below).** The final document should be a comprehensive assessment of the event and be clear as to with whom the different Health and Safety responsibilities for different aspects of the event lie.

RISK ASSESSMENT FOR:	NAME/DETAILS OF EVENT	ASSESSMENT UNDERTAKEN:
Northumbria University Newcastle upon Tyne NE1 8ST	Institutional Open Day Saturday 6 October 2012 The Open Day will take place at City Campus and Coach Lane Campus.	Date of Assessment: 1/10/12 (updated) Signed: David Eason

Definition of Terms:

Event Leader is the member of SR staff who is the lead organiser for the relevant event e.g. institutional Open Day, Summer School, ACE days, or master class programme. For the Open Day on Saturday 6 October, the Event Leader is David Eason
Leader is the person (member of SR staff, academic colleague or student helper) that is identified to actively ***run*** or ***supervise*** a particular workshop, activity or trip with the visiting Visitors. For the Open Day, leaders will be administrative and academic staff designated to deliver presentations and student representatives conducting campus tours.

HAZARD	WHO IS AT RISK	CONTROL MEASURE	Control measure in place (✓)	ADDITIONAL NOTES/ISSUES (Relevant to specific event)
				GENERAL NOTES **Items in bold are those that will be the responsibility of Session Leaders** Items in normal script are those that are the responsibility of the Event Leaders i.e. David Eason
1. FIRE (or other cause for evacuation)				
1.1 General	Visitors Staff	• Session Leaders to be aware of evacuation procedures from any room/building used for an activity and also the location of the most appropriate Refuge Point for wheelchair users. • Participants to be given guidance by the Leader about evacuation procedures in the event of a fire. • Wheelchair users should know procedure and location of refuge points	✔ ✔	For the Open Day presentations it is not possible to provide a list of names of all attendees as not all participants register beforehand For this event therefore, Session Leaders will take control of the group that they are speaking to and escort them to a place of safety. Wheelchair users will be escorted to the most appropriate Refuge Point. Health and Safety guidance notes will be circulated to all staff prior to the event so they are aware of what to do in an emergency. Health and safety guidance notes will be incorporated during the briefing for students before the event Staff/students working on event will be briefed as to fire evacuation procedures. This will include what to do if there are any wheelchair users in their area. All building users visitors made aware of action in the event of a fire via signage throughout the buildings

				Follow instructions from fire co-ordinators and fire marshals Fire Assembly Point signs are visible for staff and visitors
2. HEALTH & SAFETY				
2.1 General	Visitors Staff	• Staff trained in first aid should be present at the event or available and identified by the Event Leaders. • Leader in any building is aware of the location of the nearest first aid kit and the location of fire extinguishers • Event Leaders to identify and assess any general risks to Health and Safety with reference to the University's Health and Safety Policy. • Academic Leaders to identify and assess any general risks to Health and Safety within their School with reference to their School policy and the University's Health and Safety Policy.	✓ ✓ ✓ ✓	All Security staff and caretaking staff are trained First Aiders All session leaders will have the emergency contact number stored in their mobile phones – 0191 227 3200 to use in the event of an emergency First aid notices displayed throughout buildings First aid kits maintained by nominated first aiders No additional general risks-but may be specific risks for activities involving practical work- see below. University Health and Safety Policy available on request. Academic Leaders to add any relevant information to Section 8 of this form, below.
2.2 Medical conditions/special needs	Visitors Staff	• Visitors to the Open Day are asked to identify any special needs beforehand and informing us of these	✓	If as a result of being informed of a special need event organisers will put the necessary measures in place to accommodate the individual requirements of visitors The University only procures latex free accessories for events eg balloons/ pencils with erasers etc
2.3 Specific risk assessments for practical work and fieldwork	Visitors Staff	• Academic Leaders to identify and assess any specific risks that apply to events that they run e.g. for all materials, chemicals and equipment for practical or labwork.	✓	Academic Leaders to add any relevant information to Section 8 of this form, below.

		NB The Health and Safety officer advises that in COSHH no chemical should be used with a rating worse than “harmful”. bioCOSHH substances should not be more harmful than Class 1. PPE (Personal Protective Equipment) should be supplied as required.		
2.4 Visitor Registration Areas	Visitors Staff	• Visitors at City Campus will register in three marquees on City Campus (CCE, Outside of Students’ Union and on pedestrian area on Northumberland Road) • Visitors at Coach Lane Campus will register in a marquee on Coach Lane Campus West • Marquees must not block access/fire doors		Reputable Marquee provider used and risk assessment documents/public liability certificates seen before event. For this event we are using Belle Tents. Marquees will be positioned so there is access through and around them throughout the event. They will not be placed in front of any emergency exits. The erection procedure for the marquees is provided by Belle Tents before the event. Marquees will be secured using weights (filled with water or sand) in order to secure them in the event of high winds. If the wind speed is deemed too high by the Marquee Company to guarantee safe erection, Marquees will not be erected for this event.
3. CHILD PROTECTION Applicable if any participants are under 18.				
3.1 General	Visitors Staff	• Event Leaders to be aware of University Child Protection Guidelines and procedures and brief Leaders accordingly. • All staff to avoid unsupervised access to Visitors on a 1:1 basis e.g. by avoiding situations where Visitors have to work alone, or by taking	✔ ✔	University Child Safeguarding Guidelines are available. All student representatives participating in the Open Day should be aware of the key elements of these guidelines.

		another member of staff with them in such a situation.		
4. TRAVEL & TRANSPORT				
4.1 General	Visitors Staff	• A reputable bus company should be used at all times • Visitors on buses/organised transport should be supervised by responsible adults to maintain discipline at all times. • Event Leaders need to be aware of the University's Transport Policy	✔ ✔	Buses for shuttle tours booked through University Transport Dept. For this event we are using Gillingham Coaches, who are an approved transport provider for the University.
4.2 To/From Campus	Visitors Staff	• Recognised safe drop off and collection points need to be identified	✔	Taken into consideration for travel to and from Coach Lane Campus. At City Campus buses will pick up and drop off in City Campus East turning circle. At Coach Lane Campus visitors will be dropped off at the bus stop near CLC West and picked up from the bus stop on CLC East. "Bus Stops" will be monitored by staff/students throughout the event.
4.3 On Campus	Visitors Staff	• Avoidance of any pedestrian/vehicle accidents		Any staff/students working close to roads will wear hi-viz vests/orange t-shirts throughout the event Directional signage in place Observe speed limit signs in place Access barrier slowing down vehicles accessing rear of CCE1 through pedestrianised area Turning circle to slow vehicles entering car park Drop off point a safe distance from pedestrian routes
4.4 On Campus	Visitors Staff	• There should be adequate signage to assist visitors when moving around campus	✔	Additional external and internal signage will be erected on campus and easily identifiable student reps will assist with directions.

4.5 On Campus	Visitors Staff	• Visitors should not access any areas undergoing building or maintenance work	✔	Any areas where there is ongoing building or maintenance work will be clearly marked as non accessible to visitors
5. GROUPS				
5.1 Size	Visitors Staff	• 6000+ visitors expected across both campuses. Could cause congestion in areas of campus which could lead to injury.	✔	A team of trained staff and students will be on hand to assist, direct and monitor visitors throughout the event. All staff have emergency contact numbers in the event of any incident.
5.2 Cohesion	Visitors	• Lost and found area e.g. Central Helpdesk should be identified by staff (and Visitors) for people/possessions.	✔	This will be at Reception Desk, City Campus East (City) and Clinical Skills Centre (Coach Lane)
6. ROOMS				
6.1 Accessibility	Visitors	• Rooms should be checked against existing University lists for potential issues of accessibility eg reliance on lifts. Check on rg.roombooking on Email Global List	✔	All rooms are accessible.
6.2 Evacuation	University Staff Visitors	• Try to restrict room usage to easily evacuated rooms.	✔	Caretaking/Security staff/Event Leaders aware of Emergency Evacuation plans in all buildings used.
6.3 Capacity	University Staff Visitors	• Event Leaders to check that all prospective rooms to be used are within legal occupancy capacity (e.g. check against maximum occupancy list at rg.roombookings on Email Global List	✔	Leader also has responsibility to ensure that this number is not exceeded on the day of the event.
7. OTHER		•		
7. Other	Visitors Staff	• Common areas, such as lift lobby's and stair cases to be monitored to avoid congestion/risk of injury	✔	Staff/Students to monitor areas throughout event to avoid congestion/queues forming. Queues will be managed in breakout areas. Access controls will be disabled during event to allow access where appropriate.

				Appropriate signage will be in place to direct visitors.
	Visitors Staff	• Exhibition area layout will be agreed in advance and set up before visitors are on campus	✔	Layout must be agreed in advance and remain in place unless changes agreed with Services Manager. Layout agreed with consideration given to additional numbers of people using building, access to fire exits, cable management.
	Visitors Staff	• Access controls need to be disabled where appropriate to avoid congestion	✔	Access control units can be switched to free flow for duration of event
	Visitors Staff	• Avoid risk of injury through collision when equipment or materials delivered to lecture theatres/seminar rooms	✔	Only trained staff/delivery personnel/personnel nominated by event organiser to undertake manual handling. Arrange movement at quiet times e.g. before event starts or finishes, when group is in lecture theatres or seminar rooms Deliveries are to be supervised to ensure materials are moved through stair/lift lobby without injury to building users.
	Visitors Staff	• Risk of scalds/burns from hot drinks	✔	Cups not over filled, lid provided with take away cups with insulated sleeve No cups to be taken into lecture theatre
	Visitors Staff	• Risk of injury due to congestion in cafeterias during lunch period	✔	Multiple service points can be arranged for delegates to reduce congestion in one area
	Visitors Staff	• Accident whilst carrying plates	✔	Set up various shelving areas where used plates can be collected and stored Advise delegates of where they are to dispose of their used plates Member of café staff to monitor shelves and tables and clean where necessary
	Visitors Staff	• Risk of slipping due to and spills (liquids)	✔	Duty Cleaners/Caretakers to damp mop and then dry mop the area to make it safe but without making the area slippery

				Once spill identified mark the area with ‘Caution Wet Floor’ signs until cleared up

SECTION 8: OTHER RISKS For completion by Academic staff delivering presentations in conjunction with their School Representatives.

HAZARD	WHO IS AT RISK ?	CONTROL MEASURE	Control measure in place (✓)	ADDITIONAL NOTES/ISSUES (Relevant to specific event)
		NONE		**If there are no risks additional to those stated in the main document, please state "none"**
8. 1 General risks to Health and Safety		NONE		NONE
8.2 Specific risks associated with materials e.g. for all chemicals and equipment for practical or labwork		NONE		NONE
8.3 Specific risks for any fieldwork/ work outdoors		NONE		NONE
8.4 Other risks (please specify)		NONE		NONE

The University has taken all practicable measure to ensure the health and safety of Visitors attending this event. All activities are being carried out in accordance with the University's written Health and Safety Policy. A thorough risk assessment of the range of activities in which Visitors will engage has taken place and EL staff and are confident that Visitors are not exposed to significant or unreasonable risk. Potential hazards are listed above, together with the measures taken to counter these. The University has a formal procedure for the reporting and recording of accidents and incidents. Any recorded accidents involving Visitors will be reported their school and to the pupil's parent/guardian. The University is insured against its legal liability as a result of bodily injury to persons and/or damage to material property arising out of the negligence of the University.