Risk Assessment
UoP-CGHS-F-04

UNIVERSITY OF PORTSMOUTH

As part of managing the health, safety and well-being within the University, risks in the workplace, on campus and in our activities must be effectively mitigated and controlled. To do this, thought must be given to what might cause harm to the university community and whether reasonable pragmatic steps are taken to prevent that harm from occurring. This is known as risk assessment and it is a protocol required to be undertaken by the University as stated by legislation. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in the workplace, on campus and within our activities. Whilst steps are already being taken to protect the University's community, risk assessment will assist in deciding whether there are suitable and sufficient controls in place. **NOTE: All Risks that are rated at HIGH or 12 and greater must be reported to Corporate Health and Safety.**

Assessment Date	5 October 2023	**Review Date** 4 October 2024
Faculty	Recruitment & Outreach	
Description of Assessment and Site/Area	On Campus Risk Assessment for University of Portsmouth campus for pre and post-16 events	
Assessor Name	Raechelle Jackson	**Assessor Sign off** RL Jackson
Responsible person	Kristian Barratt	**Responsible person sign off** KBarratt

RISK EVALUATION TABLES

Table 1 - Risk Evaluation

Impact - Severity (Table 3)		1 Extremely Unlikely	2 Unlikely	3 Possible	4 Likely	5 Almost Certain
Catastrophic	5	5 Low	10 Medium	15 High	20 High	25 High
Major	4	4 Low	8 Medium	12 Medium	16 High	20 High
Moderate	3	3 Low	6 Low	9 Medium	12 Medium	15 High
Low	2	2 Low	4 Low	6 Low	8 Medium	10 Medium
Negligible	1	1 Low	2 Low	3 Low	4 Low	5 Low

RISK = Likelihood (Table 2) x Impact (Table 3)

Likelihood/Probability (Table 2)

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Risk Assessment

| Ref | Hazard(s) | Who might be Harmed? | How could they be harmed? (Risk) | Risk Level | | | | Further Additional Controls (Actions) (What further action needs to be taken / what can be done to reduce the risk further) |
| | | | | LH – Likelihood, IP – Impact, RR – Risk Evaluation | | | | |
				Existing Controls In Place (What are you already doing to control the risks)	LH	IP	RR	
01	Stress/Mental Health	Visitors including teachers and students	Sessions or lectures may make reference to mental health conditions or concerns	• Targets and objectives are set in advance with academic visitors (including teachers and staff) • Talk leaders are asked to highlight trigger warnings both vocally and before presentations begin giving students the option to attend or vacate the session • Visitors are encouraged to provide feedback of their experience whereby individual specific stress assessments are conducted for those who raise concern	3	2	6 Low	• Remind visitors of any potential trigger warnings prior to booking and visiting on campus • Ensure an open door policy for those students who may change their mind on attending a session with a sensitive topic area
02	Food and drink hygiene/poisoning/allergic reaction	• Visitors including teachers and students • University staff	Risk from allergic reaction, anaphylactic shock etc resulting from drinks or foods offered at events	• Drinks and food are marked with appropriate signage • Allergen markers are included on packaged food and drink • Visitors are made aware if there is likely to be food or drink at events	3	3	9 Medium	• Ensure to check for any food or drink allergies at the time of confirming bookings for events • Event briefing includes what to do in event of someone becoming unwell • Visiting schools are given contact details for event team • Visiting member of staff responsible for care of ill student, notifying school and parents/carers, and arranging for student to leave the event if required
03	Slips, trips and falls	• Visitors including teachers and students • University staff	Risk of injuries such as fractures and bruising if they trip over objects, or slip on spillages or on wet floors etc. falls	• Good housekeeping promoted regularly at events • Event locations visual checked prior to events and any defects reported accordingly • Warning signs placed on wet floor areas and during cleaning and if there has been a spillage • Reputable cleaning contract for	3	2	6 Low	• If a building is new or unfamiliar to staff, arrange a walkaround to gage potential risks • Remind staff how to report defects or hazards

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				Existing Controls In Place (What are you already doing to control the risks)	LH	IP	RR	
				regular cleaning throughout the university buildings • Cable Management including PAT testing and no personal electrical items such as leads • All areas well lit, including stairs. • Raise awareness with staff, to remind staff to report defects or hazards as appropriate				
04	Moving and Handling	University staff	Manual Handling of potential paper documentation including prospectuses and resources for events Potential for injuries due to: 1. Incorrect manual handling techniques (lifting, pulling, pushing etc.) can lead to a variety of musculoskeletal injuries 2. Weight and size of load is excessive can lead to musculoskeletal injuries 3. Poor environmental conditions e.g. poor lighting, uneven floor, slippery ground conditions 4. Falling loads leading to bodily injury 5. Moving loads repetitively leading to muscular injuries	• Policies / Arrangements / Guidance and Forms for manual handling are in place. • Staff involved in non-routine higher risk manual handling activities must have received training in manual handling techniques and be adequately supervised where necessary and appropriate. • Where possible staff are encouraged to use mechanical lifting aids to assist with lifting and moving including trolleys	3	3	9 Medium	• Remind staff to conduct refresher training around manual handling • Remind Student Ambassadors of manual handling training • Visitors asked not to move furniture or equipment • Estates booked for set up/pack down of large or heavy items

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				Existing Controls In Place (What are you already doing to control the risks)	LH	IP	RR	
			6. Some staff may have health conditions that can affect their capacity to move or lift loads leading to injuries or ill health					
05	COSHH (Harmful Substances)	● Visitors including teachers and students ● University staff	Visitors may come into contact with substances when visiting laboratories or partaking in particular sessions at events	● Cleaners are employed to clean offices and toilets and their cupboards storage kept locked ● Supervision from academics and professionals that use equipment regularly at all times ● Ensuring PPE is available where necessary ● COSHH assessments for chemicals are undertaken where necessary and made readily available to staff and visitors ● First Aid Provisions available and in place including items such as eye washes. Barrier cream is provided to staff where necessary and washing facilities are available ● COSHH secure cabinets are used where necessary and kept in well ventilated areas ● Spill kits are kept on site to deal with any spillages.	3	2	6 Low	● Ensure that visitors and University staff are aware of any situations in which these issues may arise
06	Hosts and Visitors unfamiliar with location/environment	● Visitors including teachers and students ● University staff	Visitors could be unaware of site hazards and risks that could put themselves or others at risk of injury.	● Policies / Arrangements / Guidance and Forms for management of visitors ● Ensure that signing in/out procedures (where required) are followed and visitors are escorted by a member of staff where required	2	3	6 Low	● Discuss arrangements for breaks and signing in and out of individuals are discussed within bookings prior to event

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				Existing Controls In Place (What are you already doing to control the risks)	LH	IP	RR	
07	Pedestrian access or egress	• Visitors including teachers and students • University staff		• Access and egress routes (footpaths/driveways) are maintained to a good standard • Entry to all buildings is adequately signposted to reduce likelihood of getting lost of wondering into danger • Good standard of lighting is provided in indoor or dark spaces.	3	2	6 Low	• Highlight the event is happening, date and location, likely footfall with estates in advance • Review signage where required
08	Vehicle access or egress & access to restricted areas	• Visitors including teachers and students • University staff		• Speed reduction measures and signage in place • Visitors accompanied by competent adult when moving around campus • Vehicle entry into pedestrian areas is restricted • Event briefing provided to event staff on the day, highlighting where access is required or where access is off limits • Access to restricted areas controlled via swipe card or estates	3	2	6 Low	• Adult supervision cited in school visit policy/communication in advance of visit • Staff including student ambassadors trained in safe road crossing with groups • Programme to accompany verbal briefing to highlight venues or locations being used for the event • Prior arrangement with estates to visit any areas normally restricted and additional risk assessment undertaken for venue specific if required
09	Electrical equipment	• Visitors including teachers and students • University staff		• Only PAT tested electrical equipment used • Children supervised by adults if using electrical equipment	3	2	6 Low	• Additional specific risk assessment to be completed if event involves use of non-personal electronic equipment (e.g other than mobile phones or tablets)
10	Fire	• Visitors including teachers and students • University staff		• Signage in all buildings and rooms for emergency exits • Event briefing includes emergency evacuation plan • Briefing for all visitors on evacuation procedure • PEP completed for all staff or visitors who declare accessibility	2	3	6 Low	• Staff all provided with security phone number to contact in emergency • Staff all provided with an event lead contact number • Register to be taken at muster point and any missing persons reported to security and event lead

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				Existing Controls In Place (What are you already doing to control the risks)	LH	IP	RR	
				issue ● Estates aware of events taking place and venues in use ● University staff to lead fire evacuation upon hearing fire alarm				
11	Illness	● Visitors including teachers and students		● Contact details for building first aiders on display in all buildings ● Event team have access to first aid trained member of staff ● Visitors are accompanied by responsible adult who is first point of contact if feeling unwell ● A room will be allocated for the care of the unwell person ● If ambulance is required, university security will be notified on #3333	2	3	6 Low	● Event briefing includes what to do in event of someone becoming unwell ● Visiting schools are given contact details for event team ● Visiting schools required to bring emergency contact details of students with them ● Visiting member of staff responsible for care of ill student, notifying school and parents/carers, and arranging for student to leave the event if required
12	Missing persons	● Visitors including teachers and students		● Register is taken by visiting school staff on arrival ● Headcount undertaken after each building movement or venue change ● Visiting school staff responsible for register ● Groups supervised by university staff for those under 16 years of age ● Event briefing and welcome talk includes importance of not wandering off	3	2	6 Low	● Students accompanied by adults in ratio of 1:15 where possible ● Verbal briefing to visitors on importance of not wandering off and to outline behaviour expectations ● Registered and counted regularly throughout visit ● Contact details for visiting school available to event team
13	Safeguarding	● Visitors including teachers and students		● All staff involved in event are DBS checked, or never left alone with students ● Event staff trained in safeguarding ● Students supervised in ratio of 1:15 where possible ● Event staff to check toilet areas prior to event and during the event	3	2	6 Low	● Staff event briefing reiterates key aspects of safeguarding training ● Event team aware of safeguarding escalation and reporting procedure ● Staff asked to be identifiable as university staff via uniform or branded lanyard

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				Existing Controls In Place (What are you already doing to control the risks)	LH	IP	RR	
				– but not when in use by visiting children				
15	Covid 19	● Visitors including teachers and students ● University staff		● University follows updated government guidance and recommendations ● Event locations provided with hand sanitiser ● Event staff and visitors advised to follow own discretion regarding measures such as face coverings and social distancing ● Event staff and visitors advised not to attend if they feel unwell or have symptoms of covid 19 ● Positive cases of covid19 among staff are reported internally	2	3	6 Low	● Event briefing includes what to do in the event someone feels unwell ● Courtesy follow up with visiting schools should a member of staff fall ill with covid19 in the days following an event

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Action Plan

| Total No of Actions: | **13** | Actions Completed: | **N/A** | Actions in Progress: | **N/A** | Actions Ongoing: | **13** |

Ref	Action(s) Details (This should reflect all the further additional controls highlighted in the above table)	Remedial Action Owner	Target Date	Status	Comments / Updates
01	● Remind visitors of any potential trigger warnings prior to booking and visiting on campus ● Ensure an open door policy for those students who may change their mind on attending a session with a sensitive topic area	Event organiser	Prior to event	Ongoing	**Actions will be based upon individual events to ensure maximum safety when on campus events take place**
02	● Ensure to check for any food or drink allergies at the time of confirming bookings for events ● Event briefing includes what to do in event of someone becoming unwell ● Visiting schools are given contact details for event team ● Visiting member of staff responsible for care of ill student, notifying school and parents/carers, and arranging for student to leave the event if required	Event organiser	Prior to event	Ongoing	
03	● If a building is new or unfamiliar to staff, arrange a walkaround to gage potential risks ● Remind staff how to report defects or hazards	Event organiser	Prior to event	Ongoing	
04	● Remind staff to conduct refresher training around manual handling ● Remind Student Ambassadors of manual handling training ● Visitors asked not to move furniture or equipment ● Estates booked for set up/pack down of large or heavy items	Event organiser	Prior to event	Ongoing	
05	● Ensure that visitors and University staff are aware of any situations in which these issues may arise	Event organiser	Prior to event	Ongoing	
06	● Discuss arrangements for breaks and signing in and out of individuals are discussed within bookings prior to event	Event organiser	Prior to event	Ongoing	
07	● Highlight the event is happening, date and location, likely footfall with estates in advance ● Review signage where required	Event organiser	Prior to event	Ongoing	
08	● Adult supervision cited in school visit policy/communication in advance of visit ● Staff including student ambassadors trained in safe road crossing with groups ● Programme to accompany verbal briefing to highlight venues or locations being used for the event ● Prior arrangement with estates to visit any areas normally restricted and additional	Event organiser	Prior to event	Ongoing	

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		risk assessment undertaken for venue specific if required				
09	●	Additional specific risk assessment to be completed if event involves use of non-personal electronic equipment (e.g other than mobile phones or tablets)	Event organiser	Prior to event	Ongoing	
10	● ● ●	Staff all provided with security phone number to contact in emergency Staff all provided with an event lead contact number Register to be taken at muster point and any missing persons reported to security and event lead	Event organiser	Prior to event	Ongoing	
11	● ● ● ●	Event briefing includes what to do in event of someone becoming unwell Visiting schools are given contact details for event team Visiting schools required to bring emergency contact details of students with them Visiting member of staff responsible for care of ill student, notifying school and parents/carers, and arranging for student to leave the event if required	Event organiser	Prior to event	Ongoing	
12	● ● ● ● ●	Students accompanied by adults in ratio of 1:15 where possible Verbal briefing to visitors on importance of not wandering off and to outline behaviour expectations Registered and counted regularly throughout visit Contact details for visiting school available to event team	Event organiser	Prior to event	Ongoing	
13	● ● ●	Staff event briefing reiterates key aspects of safeguarding training Event team aware of safeguarding escalation and reporting procedure Staff asked to be identifiable as university staff via uniform or branded lanyard	Event organiser	Prior to event	Ongoing	
14	● ●	Event briefing includes what to do in the event someone feels unwell Courtesy follow up with visiting schools should a member of staff fall ill with covid19 in the days following an event	Event organiser	Prior to event	Ongoing	

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