

Health and Safety Risk Assessment

Assessment Ref:		Location	All BCU campuses	Activity	School/college campus visit
Date of 1st Assessment	26/07/2021	Risk Assessor(s) <small>(Worker Representative)</small>	Marc Alner		
Scope of Assessment e.g. details of process or activity, what the assessment will include					
All school/college visits arranged by Student Recruitment team. This assessment excludes faculty specific activities and facilities where individual risk assessments will be held.					
Record of Reviews			Likelihood and Severity Ratings and Guidance		
Date Review Completed	Reason for Review	Risk Assessor	Severity Rating (SR)		Likelihood Rating (LR)
26/07/21	General update	A Prentice	1	None	1 Highly Unlikely
25/08/22	General update	M Alner	2	Minor Injury or illness	2 Unlikely
06/09/23	General update	A Prentice	3	Over 7 Day Injury or illness	3 Possible
			4	Major Injury or illness	4 Likely
			5	Fatal	5 Highly Likely

High 16 - 25	High Risk - Unacceptable Control measures must be introduced to reduce the degree of risk prior to the activity/ process proceeding.
Significant 12 - 15	Significant Risk – Priority Action Required Immediate review of controls must be undertaken, interim controls may be necessary in order for activity/process to continue.
Moderate 5 - 10	Moderate Risk - Tolerable Activity/process can continue, but additional controls may need to be introduced to further reduce the risk prior to start of task
Low 1 - 4	Low Risk - Acceptable Risk is being adequately controlled; but further control measures may further reduce the risk.

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Risk Evaluation Matrix						
P x S = Risk		Severity (Outcome)				
		1	2	3	4	5
Probability (Likelihood)	5	5 Mod	10 Mod	15 Sig	20 High	25 High
	4	4 Low	8 Mod	12 Sig	16 high	20 High
	3	3 Low	6 Mod	9 Mod	12 Sig	15 Sig
	2	2 Low	4 Low	6 Mod	8 Mod	10 Mod
	1	1 Low	2 Low	3 Low	4 Low	5 Mod

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Hazard	Who Might Be Harmed	Existing Control Measures (if any)	Initial Risk Rating			Additional Control Measures (if required)	Final Risk Rating		
			SR	LR	Risk Level		SR	LR	Risk Level
Example: Trailing cables	<input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Student <input checked="" type="checkbox"/> Contractor <input checked="" type="checkbox"/> Visitor	Cables taped down. Warning signs in place. Weekly visual inspection.	4	3	12	Reorganise room so cables do not trail. Monitor use of additional, unnecessary equipment. Daily visual inspection.	4	1	4
<i>1. Accidents or illness including slips/trips/falls</i>	Staff Visitors	First Aiders on site Security first aid trained. Event location(s) inspected by event lead member of team on day of event. Staff and ambassadors report any issues immediately. Good housekeeping maintained in buildings. Any spillage reported to cleaning staff immediately.	3	2	6	Visitors informed of First Aid and fire evacuation procedures at beginning of event. Visitors have contact number of Birmingham City University staff and the 6969 emergency security number. Student ambassadors given guidelines when briefed at the beginning of the day. Visiting staff are to hold information on allergies, to take responsibility of the care but they must inform the organiser of any health, mobility or sensory difficulties as soon as possible. Any relevant information requested prior to event as part of booking process.	2	2	4
<i>2. Meet and greet on campus</i>	Staff Visitors	Staff and student ambassadors to escort visitors at all times. Security on site at all times and are first aid trained.	3	2	6	Visitors are advised that the University is open to the public and to not engage with persons outside of student recruitment team	3	2	6

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		<p>Prior the group's arrival, meeting points will be communicated to visitors and met by staff and student ambassadors at this point.</p> <p>Only pedestrian walkways and crossings are to be used, ensuring there is a member of staff and/ or ambassador in front and behind group.</p> <p>Schools and colleges should be advised if there is any construction work on site and to take extra care when walking around site.</p>				members, student ambassadors working the event, security and reception staff.			
3. Verbal and Physical Abuse, and Safeguarding	Staff Visitors	<p>Student ambassadors always work in pairs or with another member of staff.</p> <p>University staff have been advised to walk away from aggressive behaviour and not to engage. School/ college staff will be informed of inappropriate behaviour. Security on hand in all buildings and called upon in necessary circumstances.</p> <p>Code of Conduct supplied to all visitors and agreed to as part of placing booking.</p> <p>All Student Recruitment staff have been briefed on safeguarding and Student Recruitment and Engagement Team, Widening Participation team and UniConnect</p>	2	3	6	<p>Visitors are advised that the University is open to the public and to not engage with persons outside of student recruitment team members, student ambassadors working the event, security and reception staff.</p>	2	2	4

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		<p>team are all enhanced DBS checked.</p> <p>Student ambassadors are briefed on safeguarding and measures are put in place. Tours are conducted in pairs by student ambassadors and no ambassadors are to be alone on a one-to-one basis at any time with students. Stairs are used instead of lifts.</p>							
4. <i>Electrical Equipment/Wires</i>	Staff Visitors	<p>No wires to be left trailing or visible to visitors.</p> <p>All wires to be taped to floor or tables.</p> <p>All equipment PAT tested.</p>	4	2	8	<p>Safety checks to be completed throughout the day.</p> <p>Visitors are to be advised that no food or drink should be consumed around electronics.</p>	4	1	4
5. <i>Fire</i>	Staff Visitors	<p>Buildings have fire alarms and smoke detectors.</p> <p>Venue has evacuation procedure.</p> <p>No smoking policy in action.</p> <p>Fire extinguishers can be found around buildings but should only be used in the event of an emergency and only be trained fire marshals.</p>	5	3	15	<p>Pupils informed of First Aid and fire evacuation procedures on arrival.</p> <p>Vigilance during the course of the visit.</p>	5	1	5
6. <i>Traffic/arrival via taxi/car</i>	Staff Visitors	<p>Students are to disembark and board taxis/cars always under supervision of school/college staff.</p> <p>Visitors are to be advised to disembark close:</p> <p>Visitors are to be advised to disembark close to:</p>	4	3	12	<p>Visitors are escorted by university staff or student ambassadors when on campus. School/college staff are responsible for arranging travel arrangements before and after event.</p> <p>School/college staff are responsible for supervising their students outside of the scheduled</p>	4	2	8

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		<ul style="list-style-type: none"> • City Centre campus: Cardigan Street • City South campus: Westbourne Road. • School of Art: Margaret Street • School of Jewellery; Vittoria Street <p>Pedestrians are to use crossings at all times.</p> <p>Visiting school/college to instruct coach company of these arrangements at time of booking, ensuring health and safety of the coach company is the responsibility of the visiting school and not the University.</p>				activity and locations (where deemed appropriate).			
7. Hazardous substances and equipment	Staff Visitors	<p>Rooms with dangerous equipment are labelled and have security warnings of what they contain.</p> <p>Hazardous chemicals and equipment are labelled and are locked away when not in use.</p> <p>Equipment used by staff or under relevant supervision by faculty staff.</p>	4	3	12	<p>Visitors are advised to stay with their group at all times and should not enter rooms unoccupied.</p> <p>Visitors should not enter hazardous areas of the university without permission.</p> <p>Visitors should not use any hazardous equipment without supervision of trained staff and only once trained to do so.</p> <p>Students should be given appropriate PPE.</p> <p>Any incidents should be reported.</p>	4	2	8

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<i>8. Adverse weather – ice/rain/extreme cold or heat</i>	Staff Visitors	Campus services use grit when icy. Any activity will be adapted to match weather conditions appropriately.	4	1	4		4	1	4
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Action Plan

Risk or Activity	Additional Controls and Actions required	Action Owner	Target Date	Completion Date
Example	Reorganise room so cables do not trail. Monitor use of additional, unnecessary equipment. Daily visual inspection.	Department Manager	4 weeks	
<i>1. Accidents or illness including slips/trips/falls</i>	Visitors informed of First Aid and fire evacuation procedures at beginning of event. Visitors have contact number of Birmingham City University staff and the 6969 emergency security number. Student ambassadors given guidelines when briefed at the beginning of the day. Visiting staff are to hold information on allergies, to take responsibility of the care but they must inform the organiser of any health, mobility or sensory difficulties as soon as possible. Any relevant information requested prior to event as part of booking process.	Member of student recruitment team leading event.	1 week before the event	1 day before the event
<i>3. Verbal and Physical Abuse, and Safeguarding</i>	Visitors are advised that the University is open to the public and to not engage with persons outside of student recruitment team members, student ambassadors working the event, security and reception staff.	Member of student recruitment team leading event.	1 week before the event	1 day before the event
<i>4. Electrical Equipment/Wires</i>	Safety checks to be completed throughout the day. Visitors are to be advised that no food or drink should be consumed around electronics.	Member of student recruitment team leading event.	1 week before the event	1 day before the event
<i>5. Fire</i>	Pupils informed of First Aid and fire evacuation procedures on arrival. Vigilance during the course of the visit.	Member of student recruitment team leading event.	1 week before the event	1 day before the event
<i>7. Hazardous substances and equipment</i>	Visitors are advised to stay with their group at all times and should not enter rooms unoccupied. Visitors should not enter hazardous areas of the university without permission. Visitors should not use any hazardous equipment without supervision of trained staff and only once trained to do so. Students should be given appropriate PPE. Any incidents should be reported.	Member of student recruitment team leading event.	1 week before the event	1 day before the event
<i>8. Adverse weather – ice/rain/extreme cold or heat</i>	Weather checked well in advance of the event and regularly in the run up to the event. The site teams to action accordingly.	Member of student recruitment team leading event.	1 week before the event	1 day before the event

Covid-19 Working Safely Declaration

This assessment must be signed by the Faculty Dean, Director, or Senior Manager responsible for this authorised activity; to confirm that it cannot be performed remotely and that all necessary control measures to minimise the risk of spread of infection have been implemented and are effectively monitored.

Name	Joseph Devo 	Position/Job Title	Director of Marketing and Comms
Date	06.09.23	Review Date	30.08.24