Newcastle University - Risk Assessment

Project title	PARTNERS Academic Summer School 2024 (PASS)
Description of work activity	The PARTNERS Academic Summer School is attended by approximately 2,000 students aged 17-21+ from 30 June to 5 July 2024. Approximately 60% of student attendees are residential, staying in Park View Student Village. The remainder of students are local and commute to campus. Each student will attend 2.5 days of induction and teaching on campus and 2.5 days of teaching online via Canvas. Students attend various academic, HE Study Skills and social sessions. The sessions will take place in various buildings around campus. All students taking part in the event have been asked to confirm that they will adhere to a code of conduct (available at ncl.ac.uk/pass). All staff working at the event, both UK Recruitment Team staff and Academic colleagues, have been provided with this document, alongside the Child Protection Policy, Online Child Safeguarding Policy and the Online event guide. Academic staff have also been given a full briefing about the event and provided with a staff handbook. For the purposes of this risk assessment, hazards have been categorised into 'On Campus Activity' and 'Online Activity'. A thorough Staff Induction process should be adhered to, to ensure that the member of staff has read and understood all necessary precautions involved with undertaking university business online.

Unit name	UK Student Recruitment & Admissions	**Location**	King's Gate
Assessor	Dawn Dowling, Student Recruitment Manager	**Approver (Manager / Responsible person)**	Sarah Cowey, Head of UK Recruitment and Widening Participation
Date of assessment	25/04/2024	**Review Date (2 years)**	25/04/2026

	Hazards	Risks (Who might be harmed & how?)	Controls
1	On Campus Activity Health and Safety-Accident or illness	Injury or illness of staff or attendees	Event Organiser to ensure that an appropriate number of trained first aiders are present at the event. These may be staff, student helpers or members of a voluntary organisation (eg St John's Ambulance) • All UKRT staff will be First Aid trained and can be contacted via the Help Desk on 07341682352 • The Helpdesk will be located in Boiler House, Monday-Friday • There will be a minimum of 1 member of staff per 100 students • All staff and students will be advised to download the SafeZone app. Session leader in building to be aware of the location of the nearest first aid kit: • There will be a First Aid kit at the Help Desk. Session leaders will be asked to locate the First Aid kit in each building they are using. Event Organiser to identify and assess any general risks to Health and Safety with reference to the University's Health and Safety Policy. (University Health and Safety Policy available at: **https://newcastle.sharepoint.com/hub/orghas/Documents/University%20HS%20Policy%20V3%2023.02.21.pdf** • Session Leaders will be asked to identify and assess any general risks to Health and Safety within their School/Faculty with reference to their School/Faculty policy and the University's Health and Safety Policy. • This Risk Assessment document will be considered by all teaching staff at the Summer School and any additional risk information will be documented and given to Sam Mead. Any staff holding laboratory or practical sessions will complete an additional risk assessment. Event Organiser to give full detailed Health and Safety induction to all event participants.

Version: 6   Owner: DM   Approved by: OHSS   Date of creation: 08/2019   Review Date: 08/2021

	Hazards	Risks (Who might be harmed & how?)	Controls
			• This session will outline the support available if a student becomes ill and how to contact the team for support. • Session Leaders will cover all general health and safety information at opening presentation on the first day • Students staying in Accommodation will receive an additional health and safety briefing before staying overnight in accommodation.
2	On Campus Activity Health and Safety-Accident or illness	Staff or attendees contract Covid-19	In line with the most up to date governmental guidance ([available here](#)) Event organiser will ensure that attendees adhere to the following guidance regarding Covid, if a student has a high temperature or tests positive for Covid: On the day that they are due to travel to Newcastle University campus for the PARTNERS Academic Summer School, they will be advised to: • Stay at home While they are already staying within University accommodation they will be advised to: • Return home immediately In either circumstance, the student must notify the PARTNERS Team immediately, so that alternative teaching and assessment arrangements can be made. Event organiser to communicate this policy to attendees in advance of the event, via email, the PASS website and via the attendee code of conduct (available here – ncl.ac.uk/pass)

	Hazards	Risks (Who might be harmed & how?)	Controls
			If staff have severe symptoms of Covid-19, they will be advised to return home. This will be outlined by the event organiser to all staff during staff briefing sessions in advance of the event.
3	On Campus Activity Health and Safety-Accident or illness	Attendee medical conditions/special needs	Registers of pupil names available. Must include any medical conditions/individual needs, allergies and emergency contact details of parent/carer. • Copies of the register and details of students will be held by all Session Leaders, and Event Organisers via shared file locations using Microsoft Teams. • Copies will be sent to Session Leaders in advance of the PASS and Session Leaders will keep a copy available in sessions.
4	On Campus Activity Health and Safety-Accident or illness	Accidents and injuries to staff and/or attendees during additional academic activities, such as practical work, lab-based work and fieldwork	Session Leaders must identify and assess any specific risks that apply to sessions that they run e.g. for all materials, chemicals and equipment for practical or labwork. 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. The University Safety Office's webpage on working with chemicals may be useful for staff: • https://newcastle.sharepoint.com/hub/orghas/Pages/safety_management.aspx If the event involves fieldwork the potential risks involved should be assessed by the Academic Leader and provided to the Event Organiser and attendees in advance of PASS. Any staff holding laboratory or practical sessions will complete an additional risk assessment (Undergraduate Risk Assessment) and copies will be kept on file and in the helpdesk folder

	Hazards	Risks (Who might be harmed & how?)	Controls
5	On Campus Activity Causes of evacuation	Injury to staff or attendees during unsafe evacuation of all students	Event Organiser and Session Leader to be aware of evacuation procedures from any room/building used for an activity. • Rooms will be visited in advance of the summer school and session leaders will check the evacuation procedure, including fire assembly points (available here) Event organiser to complete the following procedure upon discovery of a fire: • Try to extinguish the fire if you have been trained, and if it is safe to do so • Sound the alarm and leave the building by the nearest exit (follow the green man signs), do not attempt to use lifts • Telephone 999 (mobiles) 9-999 (university landlines) and ask for the fire service • Go to the designated assembly point for your building • Do not re-enter buildings until you are told it is safe to do so If Event Organisers are made aware in advance of any participant with hearing or visual impairments or mobility difficulties, they must complete a Personal Emergency Egress Plan (PEEP) for each student for each room they will be using: • Event organisers to complete PEEP form (available here) in line with guidance (available here) • Copies of each PEEP must be sent to each relevant Fire Warden before the event. • Copies of each PEEP will be held by all Session Leaders, and Event Organisers via shared file locations using Microsoft Teams. Additionally, some UKRT staff will be Evac chair trained, to facilitate the execution of a PEEP.

	Hazards	Risks (Who might be harmed & how?)	Controls
			If a student with hearing or visual impairment or mobility difficulty arrives for an event that does not have pre-registration, Event Organisers must make all reasonable adjustments to ensure the safety of that student. All participants given guidance at the start of each session by the Event Organiser and Session Leader about evacuation procedures in the event of an evacuation, including fire assembly points (available here). Where appropriate, a register of all participants attending the event must be held by the Session Leader in the room or building where the activity is taking place to enable the checking of names in the event of an evacuation. In the event of a fire brigade strike, trained staff should be present at the event/in the building to undertake a building sweep procedure. University Security staff will sweep buildings in the event of a fire.
6	On Campus Activity Causes of evacuation	Bomb Threat, firearms or weapons attack on campus	Event organiser and session leaders to familiarise themselves with the bomb policy and bomb threat procedure Upon discovery of a suspected bomb, staff are advised to follow the guidance in the above document, making sure to: • Call the police, even if it is a hoax • Call University Security on 0191 208 6666 (Emergency line) or 0191 208 6817 (Normal Security)

	Hazards	Risks (Who might be harmed & how?)	Controls
			Upon receipt of a bomb threat via phone, staff or reps, are advised to record the details of the call via the form in the bomb threat guidance, as per the above link. Event organiser to familiarise themselves with the advice from Northumbria Police regarding what to do in the case of a firearms or weapons attack. • If staff/reps suspect an immediate danger, whether it's suspicious behaviour, a package or a vehicle, move away and call 999 immediately.
7	On Campus Activity Safeguarding staff & pupils - working with children and young people (applicable if participants are under 18)	Harm to staff or students	Event Organiser to be aware of UKRT Framework for Safeguarding Children, and Child Protection Policy, and must brief Session Leaders accordingly. • Copies of the UKRT Framework for Safeguarding Children and Child Protection Policy, will be held by all Session Leaders, and Event Organisers via shared file locations using Microsoft Teams. • Session Leaders will be sent the Code of Practice for Staff delivering sessions to Under 18's. • Any external Session Leaders will be asked to sign and return the Code of Practice for External Organisations and copies will be kept in the Helpdesk File • All managers within the UKRT are trained as Designated Safeguarding Leads and can be contacted throughout the event on a dedicate mobile phone line. The phone number will be circulated in the staff handbook. Training to be offered to key staff on the Framework for Safeguarding Children • SRT staff will receive training from an appropriate provider • Student Reps will receive Child Protection Training

		Hazards	Risks (Who might be harmed & how?)	Controls
				Disclosures and Barring Service (DBS) enhanced checking to be carried out for lead staff and student helpers who have substantial unsupervised access to under 18s. (Refer to the Procedure for Safeguarding UKRT Staff). • All UKRT staff and Student Reps will receive DBS checks All participating staff told to avoid unsupervised access to pupils on a one-to-one basis e.g. by avoiding situations where pupils have to work alone, or by involving another member of staff. • The Code of Practice for Staff Delivering Sessions to Under 18's outlines the importance of avoiding one-to-one contact with pupils in order to prevent situations where allegations could be made. All participating staff to have read and completed the Code of Conduct for Staff Delivering Academic Subject Sessions. • Session Leaders will be sent the Code of Practice for Staff Delivering Sessions to Under 18's.
8	On Campus Activity Travel & transport	General risks during travel to & from campus via bus/coach.		If required for travel (for example, a shuttle service from Central Station), a reputable bus company should be used i.e. one that has been identified by the University, with relevant H&S agreements in place. These companies are available online: https://newcastle.sharepoint.com/hub/fap/Pages/travelandtransport.aspx# Any subject areas organising field trips will be asked to request and return H&S documentation (eg session risk assessment, completed in line with the University's travel policy). Copies will be kept with the Event Organiser.

	Hazards	Risks (Who might be harmed & how?)	Controls
9	On Campus Activity

Travel & transport | Access to restricted areas of University campus | Event attendees should always be supervised if they go through into an area via a security door.

Registration procedures should be in place to establish who is on campus and that appropriate supervision is in place.
- Registers will be taken in each session and Event Organisers informed of any absences. |
| 10 | On Campus Activity

Group size | Large groups and the risk of students going missing on campus | A lost and found area e.g. Central Help Desk should be identified by staff (and pupils) as a meeting point.
- A central Help Desk will be available on 07596 332 536
- The Helpdesk will be located in Boiler House, Monday - Friday
- Maps and relevant contact numbers will be given out to all students via email, the PASS website and Canvas.
- Students staying in accommodation will be advised to make sure someone always knows where they are in the form of a buddy system. |
| 11 | On Campus Activity

Rooms | Accessibility of rooms | Rooms should be checked for their appropriateness to the target audience and also potential issues of accessibility e.g. wheelchair access/fire escapes/existence of induction loops.

Rooms can be checked against existing University lists (e.g. at common user room bookings on the University website). http://roomfinder.ncl.ac.uk/
- Rooms in use for central sessions have been booked according to their appropriateness and accessibility |

	Hazards	Risks (Who might be harmed & how?)	Controls
			• Details of any students with specific requirements will be sent to Session Leaders and rooms will be checked in advance of PASS.
12	On Campus Activity Rooms	Evacuation	When booking rooms, restrict, as far as possible, to those that can be easily evacuated • Rooms in use for central sessions have been booked according to their appropriateness and accessibility
13	On Campus Activity Rooms	Room Capacity	Event Organiser and Session Leaders to be aware of the safe capacity of any room used for an event (e.g. by using the maximum occupancy information at common user room bookings on the University website). • Information to be gathered from http://roomfinder.ncl.ac.uk/. • Leaders must ensure that this capacity is not exceeded on the day of the event. • Registers will be taken at each session
14	Staying overnight in accommodation	Fire or emergency	Attendees should be briefed by the Event Organiser or Hall of Residence staff during induction about: • Halls Health and Safety Regulations • Action in the event of a fire • Hall evacuation procedures. Student Representatives will act as fire wardens in the event of a fire evacuation during night time hours in the accommodation. Students will be briefed on what to do and where to go in the event of an evacuation at the accommodation site. Staff and Student Representatives will hold room registers so checks can be made to ensure all participants have successfully evacuated the relevant accommodation block.

	Hazards	Risks (Who might be harmed & how?)	Controls
15	On Campus Activity

Staying overnight in accommodation | Harm to staff or students | • Staff trained in first aid should be on duty at all times in the Halls of Residence.
• University security staff will be on site at Park View overnight and also available on 0191 208 6817 and Event Organisers will be available 24 hours a day on 07596 332 536
• A DSL will be available 24 hours a day on 07596 332 536
• All students will be advised to download the SafeZone app
• Staff who have significant contact with pupils must be selected on the basis of their experience with younger age groups and skills, and will be trained in Child Protection and Health and Safety issues.

Every effort should be made to ensure that staff who have significant contact with pupils are checked against the lists of unsuitable people held by the Criminal Records Bureau.
• All staff will receive DBS checks and child protection training |
| 16 | On Campus Activity

Staying overnight in accommodation | Dealing with bad behaviour | Attendees will sign a Code of Conduct (available at ncl.ac.uk/pass) which sets out expected behaviour on the event.

In the event of serious incidents of misbehaviour, such as bullying, the use of racist, homophobic or sexist language or encouraging the use of illegal substances, the attendee(s) concerned will not be allowed to continue on the Summer School.

In Halls of Residence, a staff student ratio of one responsible adult to every 10 pupils must be established.
• N/A - Majority of students will be 18+. Students U18 will provide written consent from parents to stay in Halls of Residence |

		Hazards	Risks (Who might be harmed & how?)	Controls
				• Student reps will be on site overnight • Two members of UKRT staff will be on site overnight • University Security Staff will be on campus at all times • Sixteen student reps of both sexes (and from a range of cultural backgrounds where possible) will be recruited and trained appropriately to deal with residential events and bad behaviour.
17		On Campus Activity Staying overnight in accommodation	Harm resulting from the use of alcohol and illegal substances	Bars in halls should be alcohol-free for pupils aged 18 or under. • No bar on site at Park View Student Village. Majority of students will be 18+. Students U18 will sign a code of conduct Trained responsible adults should be resident in Halls to ensure that no illegal substances are present during the event. • Trained student representatives will be present in Halls of Residence at all times • Two members of UKRT staff will be on site overnight • University security staff will be on campus at all times • Students staying in accommodation will be asked to sign a code of conduct (available at ncl.ac.uk/pass) which states that the purchase, use, or possession of any illegal substances is strictly forbidden.
18		On Campus Activity Staying overnight in accommodation	Harm as a result of allergies and/or medical conditions	Identification of special requirements at least two weeks in advance of the event (i.e. allergies, medical conditions) in consultation with the University Disability Officer, Safety Officer and a first aid adviser to address specific needs of individuals. • Event Organiser will contact attendees several weeks in advance of the event, to discuss support where necessary

		Hazards	Risks (Who might be harmed & how?)	Controls
				• Event Organiser will liaise with Wellbeing and Disability Support, to provide support where necessary • Event Organiser will liaise with University Catering, Park View and Student Wellbeing, if students with additional needs are staying in accommodation. Allergy information will be clearly available for all food served on campus. A list of the emergency contact numbers of attendees must be held in the event of any problems. • Emergency contact numbers for attendees will be held by staff staying in Halls of Residence and copies will be kept in a secure, shared location via Microsoft Teams, available for all staff members. An Accident Form must be used to report any incidents. • Copies of accident report forms will be kept in the Health and Safety file located at the Help Desk and/or available in a shared location via Microsoft Teams, available for all staff members.
19		On Campus Activity Protest	Providing the protest/occupation is peaceful the University's approach would be one of tolerance and understanding, respecting and supportng their rights	Guidance can be found in the Student Protest Procedure – available online here: https://www.ncl.ac.uk/schools/about-outreach-services/health-and-safety/ •Security to inform event organiser if we're notified in advance about a protest being planned. • If a risk is expected, lead staff will be briefed about the risk and security will be on alert. • In the event of a protest, leaders within all areas will immediately contact Security. Security action plan will then be put in place. Building lock down will be implemented if necessary, security staff and police deployed to an area of unrest. • Staff should not approach protesters. This decision would be taken by Security.

		Hazards	Risks (Who might be harmed & how?)	Controls
			to protest in a safe manner	• In the event of difficulties accessing or leaving campus via building entrance/exit, event staff will temporarily signpost the most suitable entrance, which may include the use of a fire door
19		Online Activity Selection and procurement of online platforms	Platform unable to adequately monitor live (or private) chats, unable to record content, no reporting functionality or being not suitable for GDPR compliance	• Ensure that the platform is rigorously tested in advance and that it is suitable for the age ranges. • List events, age ranges and types of delivery functionality that the platform is capable of to safeguard against it being used incorrectly.
20		Online Activity Selecting appropriate staff to work on online events/activities	Staff/Student ambassadors conducting sustained private communications with participants without holding a valid DBS check or previous child protection training	• DBS checking required for all staff/ambassadors undertaking sustained online activity with under-18s • Staffing is carefully considered and recruitment practices are rigorous • Relevant training is delivered by the relevant and experienced people within the UK recruitment team and/or external organisations, such as NSPCC.
21		Online and On Campus Activity Inadequate training for staff and student ambassadors	Staff/Student Ambassadors being unaware of reporting procedures Staff/Student Ambassadors failing to	• Ensure all staff/student ambassadors have attended an Online Child Safeguarding training session delivered by the DSO. When selecting staff to work on the platform, refer to training records • Link training with Code of Conduct, to sign and return, to demonstrate understanding and agreement

		Hazards	Risks (Who might be harmed & how?)	Controls
			spot a safeguarding concern	
22		Online Activity Personal information & location of work	Participants being able to identify the personal details of a member of staff/student ambassador from items seen whilst on a video call Inappropriate items and/or clothing visible when on a video call	• Comprehensive training, based on information in the Child Safeguarding and Online Child Safeguarding Annex, will be given to staff/student ambassadors to ensure consistency across all online work with participants • Appropriate advice and guidance will be communicated for the best working practises when engaging with attendees on an online platform, such as the Code of conduct for students participating in events • Any staff/student unable to fulfil the requirements, will be unable to take part in the activity • Appropriate levels of staffing to identify any issues that can be dealt with swiftly • Ensure appropriate monitoring and hosting controls on the system
23		Online Activity Inadequate Code of Conduct for participants	Attendees unaware of rules and regulations for partaking in the online event	All students must read and sign code of conduct prior to being given access to online platform. • Ensure Code of Conduct is developed in line with the Online Child Safeguarding document, platform providers and is tailored to the purpose of each event • Adapt Code of Conduct where appropriate to suit both staff, student ambassadors/mentors and participants • Code of conduct makes clear participants should only access websites as recommended by event organisers
24		Online Activity Security breach	Attendee Exposure to harmful content	Harmful content may include but not limited to; • Hate fuelled language • Biased content and extreme opinion, including radicalisation • Sexual/pornographic content • Violent/discriminatory behaviour

	Hazards	Risks (Who might be harmed & how?)	Controls
			Controls: • Ensure the event is adequately staffed in order to address any issues. • Provide advice and guidance for attendees to use reputable websites for conducting research. • Ensure that if attendees are directed to conduct own research, that websites are recommended.
25	Online Activity Data Breach	Personal information being compromised, affecting staff and attendees	• Implement the Newcastle University's policy for data breaches, including logging the breach and subsequent actions from thereon in • Informing and keeping the Data Manager informed • Assurance and approval of security in place by system provider • Requesting and providing comprehensive training on any platform used (in particular relation to the lead of the online event along with a Deputy for the purposes on monitoring and regulation) • Password protecting logins • Staff/Student Ambassadors should use institutional email address at all times • University equipment supplied by NUIT should be used where possible to ensure additional levels of security

Additional Controls (is there anything you need to plan for?)	Who	Target Date	Completion Date
	[Insert Name]	Click or tap to enter a date.	Click or tap to enter a date.
Emergency procedures			
Staff are advised to call 9-999 or security on 6-666 in an emergency where there is an immediate threat to life or property.			

Signature of Responsible Person (Double click on the signature box below)

 X _____