

S3 Campus Reporter Risk Assessment
Venue: University of Edinburgh

Introduction:

The need for risk assessment

This document is designed to protect University staff and visiting pupils. University staff act *in loco parentis* when taking responsibility for young people who attend events on campus. Evidence of risk assessment is increasingly requested by schools and colleges who send pupils on such events.

The purpose of this document

This document provides a comprehensive risk assessment for S3 Campus Reporter events and clearly indicates who holds responsibility for Health and Safety issues relating to specific aspects of the programme.

RISK ASSESSMENT FOR	NAME/DETAILS OF EVENT	ASSESSMENT UNDERTAKEN
LEAPS 7 Buccleuch Place Edinburgh EH8 9LW	S3 Campus Reporter Event Leader: LEAPS staff	Date of Assessment: October 2010 Signed: (James Lamb, Assistant Director, LEAPS) Date: Thursday, 21 October 2010

Definition of Terms:

Event Leader is the member of LEAPS staff who is the lead organiser for the event.

Leader is the person (member of LEAPS staff) who has been identified to **run** or **supervise** a particular workshop, activity or trip.

HAZARD	WHO IS AT RISK?	CONTROL MEASURE (highlight all that apply to the specific event / delete all that do not apply)	Control measure in place (✓)	ADDITIONAL NOTES/ISSUES (relevant to specific event)
1. HEALTH & SAFETY				<p>Items in bold are the responsibility of academic colleagues and other session leaders (i.e. Leaders) as well as the Event Leader.</p> <p>Items in normal script are those that are the responsibility of the Event Leader.</p>
1.1 General	LEAPS staff, Vols, University Staff Pupils Visitors	<ul style="list-style-type: none"> • Event Leader to ensure that a trained first aider is on-call during the event. This may be staff, student helpers or members of a voluntary organisation. • Leader in any building to be aware of the location of the nearest first aid kit. • Event Leader 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/Faculty with reference to their School/Faculty policy and the University's Health and Safety Policy. • Event Leader to give full detailed Health and Safety induction to all event participants. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Two members of LEAPS staff will be first aiders. In the event that neither member staff is available, a member of the university staff will be identified and be on-call during the event.</p> <p>Session leaders will have access to a first aid kit which is located in every university building.</p> <p>Specific risks in workshops to be addressed in section 1.3</p> <p>Event Leaders will be made aware of the procedure should an emergency occur. Staff will call 2222 or 0131 651 3999 from the nearest building and where possible also inform the LEAPS office.</p>
1.2 Medical conditions/ special needs	LEAPS staff, Vols, University Staff Pupils Visitors	<ul style="list-style-type: none"> • Registers of pupil names should include any medical conditions/special needs, food allergies and emergency contact details of parent/guardian. Copies to be held by accompanying school staff member. 	<p>✓</p>	<p>School staff accompanying the group will be aware of any medical conditions.</p>

1.3 Specific risk assessments for practical work and fieldwork	LEAPS staff, Vols, University Staff Pupils Visitors	<ul style="list-style-type: none"> LEAPS staff identify risks, eg traffic, inherent in moving about the campus 	✓	Pupils will be fully supervised and accompanied at all times.
2. FIRE (or other cause for evacuation)				
2.1 General	LEAPS staff, Vols, University Staff Pupils Visitors	<ul style="list-style-type: none"> Leader to be aware of evacuation procedures from any room/building used for an activity. Participants to be given guidance by the Leader about evacuation procedures in the event of a fire. Where appropriate, a register of all participants attending the event is held by the responsible school staff member in the room or building where the activity is taking place to enable the checking of names in the event of an evacuation. 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	Event Leaders will make each participant aware of the evacuation procedure in each building by highlighting instructions posted on each exit.
3. CHILD SAFEGUARDING Applicable if any participants are under 18.				
3.1 General	Pupils	<ul style="list-style-type: none"> Event Leader to be aware of Child Safeguarding Guidelines and procedures and brief Leaders accordingly. Training should be offered to key staff in child protection 	<ul style="list-style-type: none"> ✓ ✓ 	Included in training of student volunteers.

		<p>procedures.</p> <ul style="list-style-type: none"> • Disclosure Scotland checking to be carried out for lead • All staff to avoid unsupervised access to pupils on a 1:1 basis e.g. by avoiding situations where pupils have to work alone, or by taking another member of staff with them in such a situation. • Event Leader and school staff to ensure that all children are accounted for at all times 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>All staff members involved in activity have been checked by Disclosure Scotland.</p> <p>Children are required to remain with the group at all times. However, in the event that anyone splits from the group, the child should use their lanyard to contact the LEAPS office via their nearest university building servitor or using their mobile phone.</p>
3.2 Missing Children	Pupils			
4. TRAVEL & TRANSPORT				
4.1 General	Pupils	<ul style="list-style-type: none"> • A reputable bus company should be used i.e. one that has appropriate Health and Safety policies in place. • Pupils on buses/organised transport should be supervised by responsible adults to maintain discipline at all times. • Drop off and collection points need to be identified 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>Students will be transported in coaches in accordance with local authority regulations Transport to and from the event will be the responsibility of the school.</p>
4.2 On Campus	Pupils	<ul style="list-style-type: none"> • There should be appropriate supervision of pupils when moving around campus • Pupils 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 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>Students will be accompanied to and from every session by LEAPS staff/school staff and student volunteers.</p> <p>There will be a LEAPS staff member present with each group, therefore meaning that student volunteers are not left alone in a one to one situation.</p> <p>School staff will be responsible for registering pupils throughout the day to ensure that all are present.</p>

		campus.		
5. GROUPS				
5.1 Size	Pupils	<ul style="list-style-type: none"> Appropriate staff to pupil ratios should be observed 	✓	The ratio of staff/volunteers to pupils will not exceed 1:10
5.2 Cohesion	Pupils	<ul style="list-style-type: none"> Lost and found area 	✓	Students will be told where to report in event of becoming separated from their group.
6. ROOMS				
6.1 Accessibility	Pupils	<ul style="list-style-type: none"> 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 user room bookings on the University website). 	✓	Information on mobility and other special needs of students will be collected prior to the event. Rooms are available that will meet all needs and will be booked accordingly.
6.2 Evacuation	LEAPS staff, Vols, University Staff Pupils Visitors	<ul style="list-style-type: none"> When booking rooms, try to restrict room usage to those easily evacuated. 	✓	Rooms will be set-up to ensure fire exits are clear
		<ul style="list-style-type: none"> 		

Notes

- The Universities have taken all practicable measure to ensure the health and safety of pupils attending. All activities are being carried out in accordance with the Universities' Health and Safety Policies.*
- A thorough risk assessment of the range of activities in which pupils will engage has taken place and LEAPS staff are confident that pupils are not exposed to significant or unreasonable risk. Potential hazards are listed above, together with measures taken to counter these.*
- The Universities have procedures for the reporting and recording of accidents and incidents. Any recorded accidents involving pupils will be reported to their school and to the pupil's parent/guardian.*
- The Universities are insured against their legal liability as a result of bodily injury to persons and/or damage to material property arising out of the negligence of the Universities*
- General questions on Health and Safety at the 'S3 Campus Reporter' workshop should be addressed to the LEAPS office on 0131 650 4676*