

Notes relating to overall Risk Assessment

Persons in Danger:

- **Visitor/s-** this refers to: school pupils taking part in SR&WP activities, post 16 students taking part in SR&WP activities, external speakers supporting SR&WP activities, teachers, other school staff
- **Student Ambassador/s-** this refers to current University of Manchester students who are paid to support the delivery of SR&WP activities
- **SR&WP Staff-** this refers to Student Recruitment and WP team staff who are running the activity
- **UoM Staff-** this refers to other University of Manchester who may be helping to run the SR&WP activity or may be at risk during their normal working day
- **Driver-** SR&WP or UoM staff driving an appropriately insured car for SR&WP business

Health and Safety: all Student Ambassadors receive a health and safety briefing (including manual handling) appropriate to the activity in advance of each SR&WP event they work on. [Staff resources available here.](#)

Where pre16 pupils are attending an event unsupervised (e.g. without teachers/members of school staff), the SR&WP team will: /

- Ensure that we have parental consent for the pupil to take part in the activity including details of any medical conditions or additional needs;
- Ensure that we have accurate emergency contact details for parents/carers;
- Wherever possible have contact details (e.g. mobile phone number) of the pupil for use in an emergency situation;
- Provide pupils with an emergency telephone number to use while taking part in the activity;
- Ensure that pupils are chaperoned by Student Ambassadors or a member of University staff at all times;
- Contact parent/carers should the pupil not attend the event as planned;
- Request in advance of the event, written confirmation from parent/carers as to how the pupil will travel to and from the activity- should this information change, parents/carers will need to be spoken to by a University member of staff before the pupil leaves the event.

Additional risk assessments- outside the scope of this document:

- Physical social activities that take place as part of the visit should have their own risk assessment carried out (e.g. street dance lessons, Tai Chi). This should be carried out by the activity lead or SR&WP staff **only if** they have a good understanding of the activity and the risks associated with this.
- Workshops using any unusual equipment or tools, equipment that requires eye protection or equipment that presents ingestion or choking hazard will have its own risk assessment carried out by the workshop lead.

Date: (1) 31/03/2022	Date: (1) 31/03/2022	Checked by: (3) TBC	Location: (4) University of Manchester Campus –	Assessment ref no: (5) SMC2022/##	Review date: (6) TBC
-------------------------	-------------------------	------------------------	--	--------------------------------------	----------------------------

Task / premises: (7)
On campus activity. Stock Market Challenge: 31 March 2022. 125 x Y10 students, in groups of 5 accompanied by at least 1 teacher per group. In collaboration with Global Investor Simulations who hold public and employer's liability insurance cover for the event. GIS's AV supplier, AV Evolution, holds liability insurance for all the equipment used during the event.

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
1. During any part of Event	Fire	Visitor/s Student Ambassadors WP Staff UoM Staff All at risk of injury caused by fire and smoke inhalation, and additional risks caused by evacuation procedure	Premises are all maintained by Estates, and a system for reporting obvious defects likely to cause fire or related problems is in place (reporting line to Estates Helpdesk on x52424). WP and UoM Staff will be familiar with the fire reporting, fire alarm and evacuation arrangements for all the building(s) involved; Including procedures for: <ul style="list-style-type: none"> • Alarm testing; • Reporting if fire is discovered; • Alarm sounds confirming fire risk; • Alarm sounds confirming evacuation necessary • assembly point for the visitors and evacuees Guidance on fire alarm procedures given to all visitor and staff at the start of the event. Event leads will acquire information prior to the visit about individual(s) who may need assistance during an evacuation (eg those with mobility disabilities). Visitors who are blind or deaf will be assigned a "buddy" during the visit where necessary. Ensure and refer to any Personal Evacuation Plans for visitors with a disability and ensure those with caring responsibilities are also aware of this.	Likelihood: Virtually impossible Outcome: Major Risk level: Medium Risk	A

Date: (1) 31/03/2022	Date: (1) 31/03/2022	Checked by: (3) TBC	Location: (4) University of Manchester Campus –	Assessment ref no: (5) SMC2022/##	Review date: (6) TBC
-------------------------	-------------------------	------------------------	--	--------------------------------------	----------------------------

Task / premises: (7)
On campus activity. Stock Market Challenge: 31 March 2022. 125 x Y10 students, in groups of 5 accompanied by at least 1 teacher per group. In collaboration with Global Investor Simulations who hold public and employer's liability insurance cover for the event. GIS's AV supplier, AV Evolution, holds liability insurance for all the equipment used during the event.

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
	Major incident on campus making venue unsafe for event to go ahead.	Visitor/s Student Ambassadors WP Staff UoM Staff Campus unsafe; Potential scattering of individuals across campus	<p>The University has an Emergency Management Plan and an on duty trained Emergency Incident Manager (on call 24 hours a day) to support and take the initial lead in the event of a significant incident;</p> <p>Our permanent University Security team is available across our teaching and accommodation campuses 24 hours a day, 7 days a week, 365 days a year and can provide an immediate response in the event of an emergency or incident – security are contactable on 0161 306 9966</p> <p>Should a major incident occur on campus, a dynamic risk assessment will be carried out by AMBS leading the event, following the advice of UoM colleagues in SRWP as appropriate (Emma Britain from SRWP team on call via 0161 275 8924 or 07792506333)</p> <p>Where required, pupils and teachers will be returned to school or to home (depending on the time of day);</p> <p>As part of the health and safety/house-keeping briefing staff will:</p> <ul style="list-style-type: none"> Outline two different meeting points that all visitors should make their way to as an assembly point in the event of scattering of individuals i.e. the paved area outside University Place, the Gatehouse on Sackville Street or the quad behind Alan Gilbert Learning Commons. Provide all visitors with Security's phone number (0161 306 9966), and with a contact number for the event lead (Kate Scott – 07916 166390), in case an individual has any concerns on an event day or if they get lost from the group and are unable to re-join the group easily. 	Likelihood: Possible Outcome: Major Risk level: High Risk	A

Date: (1) 31/03/2022	Date: (1) 31/03/2022	Checked by: (3) TBC	Location: (4) University of Manchester Campus –	Assessment ref no: (5) SMC2022/##	Review date: (6) TBC
-------------------------	-------------------------	------------------------	--	--------------------------------------	----------------------------

Task / premises: (7)
On campus activity. Stock Market Challenge: 31 March 2022. 125 x Y10 students, in groups of 5 accompanied by at least 1 teacher per group. In collaboration with Global Investor Simulations who hold public and employer's liability insurance cover for the event. GIS's AV supplier, AV Evolution, holds liability insurance for all the equipment used during the event.

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
2. Supervised visitors within a building (s) on campus- rooms and buildings will vary from visit to visit.	Tripping or falling	<p>Visitor/s Student Ambassadors WP Staff UoM Staff</p> <p>All at risk of injury caused by tripping or falling as part of movement between rooms and different buildings</p>	<p>Premises are all maintained by Estates, and a system for reporting obvious defects likely to cause slips and trip is in place (reporting line to Estates Helpdesk on x52424).</p> <p>Reasonable standards of cleanliness maintained. Any identified damages are reported to maintenance accordingly. Floor is kept clear of items and warning notice displayed if floors are wet</p> <p>Venues to be used by visitors will be inspected on the day by lead member of staff before the group arrives to check that conditions are satisfactory.</p> <p>Building features such as stairs, atria, long distances between attractions, will be checked on the day by lead member of staff before the group arrives to ensure they are appropriate for the attendees, and steps will be taken to control any identified risk.</p> <p>Verbal warning regarding movement between rooms from lead member of staff at beginning of visitors to all attendees and staff.</p> <p>Pupils are chaperoned at all times when moving around campus by Student Ambassadors.</p> <p>If the party is large and crushing or bunching is anticipated, then this will be addressed by splitting the party up into more manageable groups.</p> <p>Any accidents are reported to first aider and recorded appropriately.</p>	<p>Likelihood: Possible Outcome: Minor Risk level: Medium</p>	A

Date: (1) 31/03/2022	Date: (1) 31/03/2022	Checked by: (3) TBC	Location: (4) University of Manchester Campus –	Assessment ref no: (5) SMC2022/##	Review date: (6) TBC
-------------------------	-------------------------	------------------------	--	--------------------------------------	----------------------------

Task / premises: (7)
On campus activity. Stock Market Challenge: 31 March 2022. 125 x Y10 students, in groups of 5 accompanied by at least 1 teacher per group. In collaboration with Global Investor Simulations who hold public and employer's liability insurance cover for the event. GIS's AV supplier, AV Evolution, holds liability insurance for all the equipment used during the event.

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
3. Supervised visitor/s moving around campus on foot	Tripping or falling	Visitor/s Student Ambassadors WP Staff UoM Staff All at risk injury caused by tripping or falling as part of movement between rooms and different buildings	Appropriate verbal Health and Safety directions will be given by AMBS staff/Student Ambassadors as required in relation to use of pavements. Pupils are chaperoned at all times when moving around campus by Student Ambassadors. Student Ambassadors to ensure pupils walk rather than run and that extra care is taken in wet or icy weather conditions. Any accidents are reported to first aider and recorded appropriately. Lead staff member to advise Ambassadors, School/College Staff and Pupils of any specific hazards caused by current and temporary building work or other current and temporary risks.	Likelihood: Possible Outcome: Minor Risk level: Medium	A
4. Supervised visitor/s moving around campus on foot and crossing roads	Traffic on Campus	Visitor/s Student Ambassadors WP Staff UoM Staff Injury due to failure to use official road crossings.	Appropriate verbal Health and Safety directions will be given by AMBS Lead staff/Student Ambassadors as required in relation to use of pavements and road crossings. Pupils are chaperoned at all times when moving around campus by Student Ambassadors. Student Ambassadors to ensure pupils walk rather than run and that extra care is taken in wet or icy weather conditions when crossing roads. Any accidents are reported to first aider and recorded appropriately. Lead staff member to advise Ambassadors, School/College Staff and Pupils of any specific hazards caused by current and temporary road works or other current and temporary risks.	Likelihood: Virtually impossible Outcome: Major Risk level: Medium	A

Date: (1) 31/03/2022	Date: (1) 31/03/2022	Checked by: (3) TBC	Location: (4) University of Manchester Campus –	Assessment ref no: (5) SMC2022/##	Review date: (6) TBC
Task / premises: (7) On campus activity. Stock Market Challenge: 31 March 2022. 125 x Y10 students, in groups of 5 accompanied by at least 1 teacher per group. In collaboration with Global Investor Simulations who hold public and employer's liability insurance cover for the event. GIS's AV supplier, AV Evolution, holds liability insurance for all the equipment used during the event.					
Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
5. Supervised visitor/s walking around campus for tours and other outdoor activities	Getting lost or separated from group	Visitor/s Pupils could become split up from their group and find themselves lost and unsupervised on campus	Visitors warned to keep close to Student Ambassadors at all times. All visitors aged under 18/vulnerable adults supervised at all times via combination of WP/UoM Staff and Student Ambassadors Pupils and other visitors (including Teachers) to be given guidance on the day's central meeting point to go to if lost or separated from group; and provided with a contact telephone number for use in such emergencies. Central meeting point will be on paved area outside University Place. All pupils and teachers will be provided a contact number for the event lead at the start of the day as part of the Health and Safety briefing.	Likelihood: Possible Outcome: Minor Risk level: Medium	A

Date: (1) 31/03/2022	Date: (1) 31/03/2022	Checked by: (3) TBC	Location: (4) University of Manchester Campus –	Assessment ref no: (5) SMC2022/##	Review date: (6) TBC
-------------------------	-------------------------	------------------------	--	--------------------------------------	----------------------------

Task / premises: (7)
On campus activity. Stock Market Challenge: 31 March 2022. 125 x Y10 students, in groups of 5 accompanied by at least 1 teacher per group. In collaboration with Global Investor Simulations who hold public and employer's liability insurance cover for the event. GIS's AV supplier, AV Evolution, holds liability insurance for all the equipment used during the event.

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
6. Supervised visitor/s climbing up or going down stairs	Tripping or falling	Visitor/s Student Ambassadors WP Staff UoM Staff All at risk of injury due to tripping, slipping or falling on the stairs.	Premises are all maintained by Estates, and a system for reporting obvious defects likely to cause slips and trip is in place (reporting line to Estates Helpdesk on x52424). Reasonable standards of cleanliness maintained. Any identified damages are reported to maintenance accordingly. Floor is kept clear of items and warning notice displayed if floors are wet Venues to be used by visitors will be inspected on the day by lead member of staff before the group arrives to check that conditions are satisfactory. Verbal warning regarding safe use of stairs from lead member of staff at beginning of visit. Pupils are chaperoned at all times when moving around campus by Student Ambassadors. If the party is large and crushing or bunching is anticipated, then this will be addressed by splitting the party up into more manageable groups. Hand rails are available on stairs. Lifts available if required. Any accidents are reported to first aider and recorded appropriately.	Likelihood: Possible Outcome: Minor Risk level: Medium	A

Date: (1) 31/03/2022	Date: (1) 31/03/2022	Checked by: (3) TBC	Location: (4) University of Manchester Campus –	Assessment ref no: (5) SMC2022/##	Review date: (6) TBC
-------------------------	-------------------------	------------------------	--	--------------------------------------	----------------------------

Task / premises: (7)
On campus activity. Stock Market Challenge: 31 March 2022. 125 x Y10 students, in groups of 5 accompanied by at least 1 teacher per group. In collaboration with Global Investor Simulations who hold public and employer's liability insurance cover for the event. GIS's AV supplier, AV Evolution, holds liability insurance for all the equipment used during the event.

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
7. Supervised visitor/s within a building(s) on campus – rooms and buildings will vary from visit to visit	Use of lifts on campus	Visitor/s Student Ambassadors WP Staff UoM Staff All at risk of injury caused by trapping fingers in lift doors, overheating due to overcrowding in the lift, getting stuck in the lift due to mechanical breakdown	Premises are all maintained by Estates, and a system for reporting obvious defects likely to cause slips and trip is in place (reporting line to Estates Helpdesk on x52424). Reasonable standards of cleanliness maintained. Any identified damages are reported to maintenance accordingly. Visitor/s will be supervised by Student Ambassadors and UoM Staff when using the lifts to ensure they are using them in a safe manner and that lifts are not over crowded. Where the group is large, they will be split up to enter the lift in smaller groups or advised to use the stairs. Emergency buttons available in all University lifts. Lifts not to be used out of hours or in an emergency situation.	Likelihood: Possible Outcome: Minor Risk level: Medium	A
8. Movement of resources for activities around campus	Lifting and carrying boxes or equipment	Student Ambassadors WP Staff UoM Staff Injury (particularly to back) as a result of lifting boxes incorrectly/dropping of boxes/resources	AMBS staff or UoM staff to receive manual handling training. Student Ambassadors to use wheels and trolleys to transport heavy and awkward items at all times. Resource boxes or cases kept to a reasonable weight. Student Ambassadors briefed on correct lifting technique. Student Ambassadors not to carry/transport more than they are capable/comfortable with. Any accidents are reported to first aider and recorded appropriately.	Likelihood: Possible Outcome: Minor Risk level: Medium	A

Date: (1) 31/03/2022	Date: (1) 31/03/2022	Checked by: (3) TBC	Location: (4) University of Manchester Campus –	Assessment ref no: (5) SMC2022/##	Review date: (6) TBC
-------------------------	-------------------------	------------------------	--	--------------------------------------	----------------------------

Task / premises: (7)
On campus activity. Stock Market Challenge: 31 March 2022. 125 x Y10 students, in groups of 5 accompanied by at least 1 teacher per group. In collaboration with Global Investor Simulations who hold public and employer's liability insurance cover for the event. GIS's AV supplier, AV Evolution, holds liability insurance for all the equipment used during the event.

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
9. Moving tables and chairs	Movement of heavy furniture	Student Ambassadors WP Staff UoM Staff Injury (particularly to back and hands) as a result of lifting boxes incorrectly/dropping of boxes/resources	Student Ambassadors receive manual handling training as part of training (from January 2017) and will receive a manual handling briefing as part of the event briefing; Where possible, building porters will be asked to move furniture in advance. Where this is not possible, AMBS staff will ensure that; there is enough time for furniture to be moved in a safe manner; Safe methods are used by WP staff and Student Ambassadors; Pupils will be kept away from furniture movement; Furniture will be stacked out of the way of the activity in a safe manner. Pupils will be warned about the dangers of climbing on any stacked furniture and chaperoned by Student Ambassadors always.	Likelihood: Possible Outcome: Minor Risk level: Medium	A

10. Use of Hot water (for tea/coffee)	Scalding during filling or use of hot water flasks; Hot drinks	Visitor/s Student Ambassadors WP Staff UoM Staff	<p>Where hot drinks are provided by external catering, AMBS or UoM staff and Student Ambassadors to follow any instructions provided re safe use of hot water vessels.</p> <p>Where AMBS or UoM staff are using UoM owned urns/flasks; All electrical equipment is PAT tested annually; Pre-event:</p> <ul style="list-style-type: none"> • Ensure that care is taken when filling flask – use appropriate vessels to fill flask (do not attempt to angle and place beneath boiler) • Use suitable flask containers which seal for carrying. • Off button stopping use of how water flask to be in use once filling complete <p>During Event:</p> <ul style="list-style-type: none"> • Use of suitable flat surface for location of serving area. • Hot water only to be accessible to visitors and staff above the age of 18 • Visitors asked to behave safely with hot drinks when in presence of other visitors aged under 18 • Off button stopping use of how water flask to be in use once usage period is complete • Where the event is busy, a Student Ambassador will be asked to be responsible for the serving area and cleaning up any spills promptly. <p>Post Event:</p> <ul style="list-style-type: none"> • Off button stopping use of how water flask to be in use once usage period is complete and during transportation at end of event. • Care to be taken when emptying flask to ensure remaining hot water cannot cause injury. 	Likelihood: Possible Outcome: Major Risk level: High Risk	A
11. Consumption of food and drink	Choking Allergic reactions	Visitor/s Student Ambassadors WP Staff UoM Staff <p>All may choke on food which is not consumed carefully</p>	<p>First aiders available 24 hours a day via University Security</p> <p>Allergic reactions: All visitors and Student Ambassadors are asked to provide dietary requirements and details of allergies in advance of the event to ensure these foods are catered for;</p>	Likelihood: Possible Outcome: Major Risk level: High Risk	A

Date: (1) 31/03/2022	Date: (1) 31/03/2022	Checked by: (3) TBC	Location: (4) University of Manchester Campus –	Assessment ref no: (5) SMC2022/##	Review date: (6) TBC
Task / premises: (7) On campus activity. Stock Market Challenge: 31 March 2022. 125 x Y10 students, in groups of 5 accompanied by at least 1 teacher per group. In collaboration with Global Investor Simulations who hold public and employer's liability insurance cover for the event. GIS's AV supplier, AV Evolution, holds liability insurance for all the equipment used during the event.					
Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
		whether provided as part of event or brought by individual themselves. All at risk from allergic reaction to food, if food provided not clearly labelled with contents.	Staff and Student Ambassadors will be aware of any attendees with allergies and ensure that these individuals do not eat food that will cause an allergic reaction where possible; Details of all allergens will clearly be displayed by catering companies providing food for the event; Where a severe allergy is known about in advance, first aiders will be informed in advance and be aware of the procedure to treat the reaction should it occur e.g. epipen and ensure that appropriate food is kept separately for other food items.		
12. All Activities (including workshops and presentations)	Injury from equipment	Visitor/s Student Ambassadors WP Staff UoM Staff Injury from use of everyday stationery and office equipment including: scissors, pens, pencils, paper and	Qualified first aiders available at all times via University Security. Lead member of staff for each activity will give full briefing and instructions on the correct use of any tools and equipment prior to use. Equipment deemed not necessary for the activity will be inaccessible to pupils. Workshop leaders to ensure all equipment is returned and accounted for at the end of each activity. Workshops using any unusual equipment or tools, equipment that requires eye protection or equipment that presents an ingestion or choking hazard will have its own risk assessment carried out by the workshop lead	Likelihood: Possible Outcome: Minor Risk level: Medium Risk	A

Date: (1) 31/03/2022	Date: (1) 31/03/2022	Checked by: (3) TBC	Location: (4) University of Manchester Campus –	Assessment ref no: (5) SMC2022/##	Review date: (6) TBC
Task / premises: (7) On campus activity. Stock Market Challenge: 31 March 2022. 125 x Y10 students, in groups of 5 accompanied by at least 1 teacher per group. In collaboration with Global Investor Simulations who hold public and employer's liability insurance cover for the event. GIS's AV supplier, AV Evolution, holds liability insurance for all the equipment used during the event.					
Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
13. All Activities (including Workshops and presentations)	Tripping, falling or trapped limbs	Visitor/s Student Ambassadors WP Staff UoM Staff	Qualified first aiders available at all times via University Security. Any unrequired furniture to be stacked correctly and safely (no more than 4 chairs high and facing wall, correctly stacked tables) and out of the way of all event attendees. Lead member of staff for each activity will give full briefing and instructions on the use of any tables or chairs as props for workshops. Visitors not allowed to use chairs or tables for standing on.	Likelihood: Possible Outcome: Minor Risk level: Medium	A
14. University engaging with young people under the age of 18	Child protection issues relating to the well-being of young people unaccompanied on campus	Visitors As a University we have a requirement to safe guard their emotional and physical well-being of young people on campus UoM Staff Student Ambassadors WP staff Need to protect self from potential of allegations	Physical well-being covered in other areas of the risk assessment; Emotional well-being: Staff and Student Ambassadors working on the event will have received enhanced DBS checks carried out by The University of Manchester and are aware of the University's Child Protection Policy; Staff and Student Ambassadors are trained in child protection matters and good practice when working with young people and are asked to read the University's Child Protection Policy in advance of the event; Staff and Student Ambassadors are trained to never share personal details (e.g. personal mobile phone number, social media accounts) with the young people they are working with; Staff and Student Ambassadors are trained in the University's disclosure process and how to manage a disclosure from a young person; Staff and Student Ambassadors advised to avoid being alone with pupils at all times.	Likelihood: Possible Outcome: Major Risk level: High Risk	A

Date: (1) 31/03/2022	Date: (1) 31/03/2022	Checked by: (3) TBC	Location: (4) University of Manchester Campus –	Assessment ref no: (5) SMC2022/##	Review date: (6) TBC
Task / premises: (7) On campus activity. Stock Market Challenge: 31 March 2022. 125 x Y10 students, in groups of 5 accompanied by at least 1 teacher per group. In collaboration with Global Investor Simulations who hold public and employer's liability insurance cover for the event. GIS's AV supplier, AV Evolution, holds liability insurance for all the equipment used during the event.					
Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
15. Collection and storage of personal and sensitive data relating to the pupils attending the activity	Data breach	Visitors WP staff UoM staff The University of Manchester Via data breach	As part of the booking process for the WP events, personal and sensitive data relating to the visitors taking part will be collected. This includes: Name Date of birth Gender Home postcode Name of school/college This data is held in accordance with the University's data protection policy and is accessed by WP staff who require this information for the safety of the pupils. The information above is collected via a consent form that includes a fair collection notice. After the event, sensitive data is destroyed. Personal information is retained, where we have the relevant permission, to enable tracking and evaluation of the activity.	Likelihood: Possible Outcome: Minor Risk level: Medium	A
16. Returning to campus and mixing of staff, ambassadors and members of the public	Infection with SARS-CoV-2 & resulting COVID-19 disease	Visitors SR&WP staff UoM staff Student Ambassadors	Social distancing will be practiced at all times, by staff, ambassadors and visitors not from the same household. Visitors will be informed of this expectation via email ahead of visit. They will also be reminded not to attend if they are showing any Covid symptoms. 2m social distance in place where possible. All SR&WP staff, ambassadors and visitors will be asked to wear a mask when indoors (unless exempt.) Spares will be available on the day, staff will hand these out and ensure hands are sanitised before doing so. Visitors will be checked in for their tour via the Gecko App – the booking software being used for these events.	Staff and visitors to comply with all signage and maintain social distancing	Medium A

Date: (1) 31/03/2022	Date: (1) 31/03/2022	Checked by: (3) TBC	Location: (4) University of Manchester Campus –	Assessment ref no: (5) SMC2022/##	Review date: (6) TBC
Task / premises: (7) On campus activity. Stock Market Challenge: 31 March 2022. 125 x Y10 students, in groups of 5 accompanied by at least 1 teacher per group. In collaboration with Global Investor Simulations who hold public and employer's liability insurance cover for the event. GIS's AV supplier, AV Evolution, holds liability insurance for all the equipment used during the event.					
Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
17. Accessing buildings	Infection with SARS-CoV-2 & resulting COVID-19 disease	SR&WP staff UoM staff Student Ambassadors	Hygiene measures – House services (UoM buildings) Hand sanitisers positioned at building entrances and exits Increased frequency cleaning of circulation spaces by House Services Focussed cleaning of specific areas such as high touch surfaces (hand rails, door handles, lift buttons etc.) Increased cleaning of toilet facilities Increased cleaning of turnstiles and access/egress points	Users to maintain regular cleaning of desks Low	A
18. Accessing offices and shared equipment	Infection with SARS-CoV-2 & resulting COVID-19 disease	SR&WP staff UoM staff Student Ambassadors	Cleaning processes in place to sanitise any equipment such as ipads and desks at the start and end of each shift, or when moving from one user to another. Student Ambassadors will be given a lanyard at the start of their shift which is theirs to keep and re-use for further shifts. High frequency of hand washing for at least 20 seconds on each occasion (https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/)	Low	A

Date: (1) 31/03/2022	Date: (1) 31/03/2022	Checked by: (3) TBC	Location: (4) University of Manchester Campus –	Assessment ref no: (5) SMC2022/##	Review date: (6) TBC
-------------------------	-------------------------	------------------------	--	--------------------------------------	----------------------------

Task / premises: (7)
On campus activity. Stock Market Challenge: 31 March 2022. 125 x Y10 students, in groups of 5 accompanied by at least 1 teacher per group. In collaboration with Global Investor Simulations who hold public and employer's liability insurance cover for the event. GIS's AV supplier, AV Evolution, holds liability insurance for all the equipment used during the event.

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)	
19. First aid provision	Infection with SARS-CoV-2 & resulting COVID-19 disease	First aid provider and individual being treated - exposed to infection due to close proximity	<p>University guidance for first aid providers to reduce the risk of infection whilst treating a casualty will be followed:</p> <p>http://documents.manchester.ac.uk/display.aspx?DocID=49430</p> <p>Where help is required and a first aider is not available security will be contacted to provide first aid assistance Tel: 0161 306 9966 or from internal phone 69966</p> <p>In the event that an ambulance is required dial (9)999 and notify University Security (69966) that an ambulance has been called. Security will facilitate access for the paramedics</p>	<p>Appoint a member of the group to take charge of first aid situations and first aid supplies</p> <p>Users to ensure local first aid boxes are stocked and replenished</p>	Medium	A

In addition:

- All visitors to be made aware by the University lead staff member of the action to be taken in the event of a fire.
- All medical conditions, including allergies, are to be highlighted to the University lead staff member when sending in parental consent forms/booking forms.
- Where attendees are under the age of 18, University staff and students in regulated activity will have an enhanced DBS check.
- All University security staff are first aid trained and can be contacted 24 hours a day on 0161 306 9966
- The staff: pupil ratio should not exceed 1:15 including university staff, teachers, postgraduate facilitators/demonstrators and student ambassadors
- Student Ambassadors receive a health and safety briefing (including manual handling) appropriate to the activity in advance of each SR&WP event they work on.
- Event leads should also consider whether any attendee requires a PEEP (personal exit and evacuation plans). This is particularly relevant for events which require regular participation or for overnight stays. Further information is available at <http://www.healthandsafety.manchester.ac.uk/toolkits/fire/peeps/>

Action plan (14)

Ref No	Further action required	Action by whom	Action by when	Done

Notes to accompany General Risk Assessment Form

This form is the one recommended by Safety Services, and used on the University's risk assessment training courses. It is strongly suggested that you use it for all new assessments, and when existing assessments are being substantially revised. However, its use is not compulsory. Providing the assessor addresses the same issues, alternative layouts may be used.

- (1) **Date** : Insert date that assessment form is completed. The assessment must be valid on that day, and subsequent days, unless circumstances change and amendments are necessary.
- (2) **Assessed by** : Insert the name and signature of the assessor. For assessments other than very simple ones, the assessor should have attended the University course on risk assessments (THS 15 Principles of Risk Assessment)
- (3) **Checked / Validated* by** : delete one.

Checked by : Insert the name and signature of someone in a position to check that the assessment has been carried out by a competent person who can identify hazards and assess risk, and that the control measures are reasonable and in place. The checker will normally be a line manager, supervisor, principal investigator, etc. Checking will be appropriate for most risk assessments.

Validated by : Use this for higher risk scenarios, eg where complex calculations have to be validated by another "independent" person who is competent to do so, or where the control measure is a strict permit-to-work procedure requiring thorough preparation of a workplace. The validator should also have attended the University's risk assessment course or equivalent, and will probably be a chartered engineer or professional with expertise in the task being considered. Examples of where validation is required include designs for pressure vessels, load-bearing equipment, lifting equipment carrying personnel or items over populated areas, and similar situations.

- (4) **Location** : insert details of the exact location, ie building, floor, room or laboratory etc. If off-campus, provide information about expected location(s) or attach itinerary.
- (5) **Assessment ref no** : use this to insert any local tracking references used by the school or administrative directorate.

- (6) **Review date** : insert details of when the assessment will be reviewed as a matter of routine. This might be in 1 year's time, at the end of a short programme of work, or longer period if risks are known to be stable. Note that any assessment must be reviewed if there are any significant changes – to the work activity, the vicinity, the people exposed to the risk, etc
- (7) **Task / premises** : insert a brief summary of the task, eg typical office activities such as filing, DSE work, lifting and moving small objects, use of misc electrical equipment. Or, research project [title] involving the use of typical laboratory hardware, including fume cupboards, hot plates, ovens, analysis equipment, flammable solvents, etc.
- (8) **Activity** : use the column to describe each separate activity covered by the assessment. The number of rows is unlimited, although how many are used for one assessment will depend on how the task / premises is sub-divided. For laboratory work, activities in one particular lab or for one particular project might include: use of gas cylinders, use of fume cupboard, use of computer or other electrical equipment, use of lab ovens, hot plates or heaters, use of substances hazardous to health, etc
- (9) **Hazard** : for each activity, list the hazards. Remember to look at hazards that are not immediately obvious. For example, use of a lathe will require identification of the machine hazards, but also identification of hazards associated with the use of cutting oils (dermatitis), poor lighting, slipping on oil leaks, repetitive actions, etc. The same activity might well have several hazards associated with it. Assessment of simple chemical risks (eg use of cleaning chemicals in accordance with the instructions on the bottle) may be recorded here. More complex COSHH assessments eg for laboratory processes, should be recorded on the specific COSHH forms.
- (10) **Who might be harmed and how** : insert everyone who might be affected by the activity and specify groups particularly at risk. Remember those who are not immediately involved in the work, including cleaners, young persons on work experience, maintenance contractors, Estates personnel carrying out routine maintenance and other work. Remember also that the risks for different groups will vary. Eg someone who needs to repair a laser may need to expose the beam path more than users of the laser would do. Vulnerable groups could include children on organised visits, someone who is pregnant, or employees and students with known disabilities or health conditions (this is not a definitive list).

For each group, describe how harm might come about, eg an obstruction or wet patch on an exit route is a hazard that might cause a trip and fall; use of electrical equipment might give rise to a risk of electric shock; use of a ultraviolet light source could burn eyes or skin.

- (11) **Existing measures to control the risk** : list all measures that already mitigate the risk. Many of these will have been implemented for other reasons, but should nevertheless be recognised as means of controlling risk. For example, restricting access to laboratories or machine rooms for security reasons also controls the risk of unauthorised and unskilled access to dangerous equipment. A standard operating procedure or local rules (eg for work with ionising radiation, lasers or biological hazards) will often address risks. Some specific hazards may require detailed assessments in accordance with specific legislation (eg COSHH, DSEAR, manual

handling, DSE work). Where this is the case, and a detailed assessment has already been done in another format, the master risk assessment can simply cross-reference to other documentation. For example, the activity might be use of a carcinogen, the hazard might be exposure to hazardous substances, the existing control measures might all be listed in a COSHH assessment. Controls might also include use of qualified and/or experienced staff who are competent to carry out certain tasks; an action plan might include training requirements for other people who will be carrying out those tasks.

- (12) **Risk Rating** : the simplest form of risk assessment is to rate the remaining risk as high, medium or low, depending on how likely the activity is to cause harm and how serious that harm might be.

The risk is **LOW** - if it is most unlikely that harm would arise under the controlled conditions listed, and even if exposure occurred, the injury would be relatively slight.

The risk is **MEDIUM** - if it is more likely that harm might actually occur and the outcome could be more serious (eg some time off work, or a minor physical injury).

The risk is **HIGH** - if injury is likely to arise (eg there have been previous incidents, the situation “looks like an accident waiting to happen”) and that injury might be serious (broken bones, trip to the hospital, loss of consciousness), or even a fatality.

Schools or administrative directorates may choose to use other rating systems. Typical amongst these are matrices (of 3x3, 4x4, 5x5 or even more complex) which require the assessor to select a numerical rating for both “likelihood that harm will arise” and “severity of that harm”. These may give a spurious sense of accuracy and reliability – none are based on quantitative methods. There are methods of estimating risk quantitatively, and these may be appropriate for complex design of load bearing structures and the like. Advice on methods of risk assessment is available from Safety Services. Whatever system of assessment is adopted, it is **essential** that the assessor has received suitable training and is familiar with the meaning of the terms (or numbers) used.

- (13) **Result** : this stage of assessment is often overlooked, but is probably the most important. Assigning a number or rating to a risk does not mean that the risk is necessarily adequately controlled. The options for this column are:

T = trivial risk. Use for very low risk activities to show that you have correctly identified a hazard, but that in the particular circumstances, the risk is insignificant.

A = adequately controlled, no further action necessary. If your control measures lead you to conclude that the risk is low, and that all legislative requirements have been met (and University policies complied with), then insert A in this column.

N = not adequately controlled, actions required. Sometimes, particularly when setting up new procedures or adapting existing processes, the risk assessment might identify that the risk is high or medium when it is capable of being reduced by methods that are reasonably practicable. In these cases, an action plan is required. The plan should list the actions necessary, who they are to be carried out by, a date for completing the actions, and a signature box for the assessor to sign off that the action(s) has been satisfactorily completed. Some action plans will be complex documents; others may be one or two actions that can be completed with a short timescale.

U = unable to decide. Further information required. Use this designation if the assessor is unable to complete any of the boxes, for any reason. Sometimes, additional information can be obtained readily (eg from equipment or chemicals suppliers, specialist University advisors) but sometimes detailed and prolonged enquiries might be required. Eg is someone is moving a research programme from a research establishment overseas where health and safety legislation is very different from that in the UK.

For T and A results, the assessment is complete.

For N or U results, more work is required before the assessment can be signed off.

- (14) **Action Plan.** Include details of any actions necessary in order to meet the requirements of the information in Section 11 'Existing measures to control the risk'. Identify someone who will be responsible for ensuring the action is taken and the date by which this should be completed. Put the date when the action has been completed in the final column

