

Risk assessment policy for UCL Access and Widening Participation Office events and activities

April 2019



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Activities, hazards and controls

Overview of UCL Access and Widening Participation Office (AWPO) non-residential events and activities

AWPO events take place within rooms across the UCL campus and, on occasion, within rooms close to, but outside, the UCL estate in buildings such as Student Central, Woburn House and Senate House. There are also occasional trips to attractions such as the theatre or bowling alleys which may necessitate travel around London on public transport or on foot.

Description of events and activities

- This risk assessment covers non-residential events and activities taking place on or around the UCL campus and organised by UCL AWPO for groups of prospective students (referred to here as participants).
- UCL's AWPO works with prospective students from primary school age to mature students of any age, the majority of participants are under 18. Events can be one-off visits or regular activities with the same participants that take place over a period of time.
- Participants attend most activities independently but there are also a number of family events at which they would be accompanied by a parent/carer as well as visits when participants attend with a teacher as part of a school group.
- Participants take part in lectures, workshops, study sessions and other activities organised by UCL's AWPO and delivered by UCL students, staff and external providers. Any activities that involve highly practical or lab-based elements require an additional specific risk assessment.
- Events and activities are supervised by AWPO staff and UCL student staff who are recruited and trained by UCL's AWPO to work on events.



Hazards

Hazard 1 Environment

Participants or staff may be injured while moving around the UCL site and elsewhere, particularly where building work is taking place; participants or staff may have restricted mobility or additional access requirements.

Existing control measures

- UCL Estates make every effort to ensure safe passage around campus, even when building works are taking place.
- AWPO staff responsible for an event consider areas in use and routes that a group will need to travel, particularly when going off-site and brief student staff at the start of the day/event.
- AWPO staff and student staff are mindful of the environment during events and as participants move around campus and beyond, and consult with local building staff as needed.
- AWPO staff contact participants in advance to ascertain any access requirements and liaise with UCL Room Bookings and UCL Safety Services to ensure safe access for all participants.
- Participants are escorted by AWPO staff or student staff at all times from registration until the end of the event.

Hazard 2 Emergencies

Fire, First Aid, Building Evacuation.

Existing control measures

- All UCL staff complete Basic Fire Safety Training and Health and Safety Training as part of their induction.
- Student staff are briefed on their Fire Safety responsibilities during training (as detailed in the Basic Fire Safety Guidance for UCL Students document: <https://www.ucl.ac.uk/safety-services/fire/table-staff>.)
- Fire Action Notices are displayed near fire alarm call points in each UCL building. Annual fire drills for each building are held in October and each building has a weekly fire alarm test.
- The UCL campus is patrolled by dedicated security officers who can offer advice and guidance in the event of an emergency. The UCL Security Office can be reached by dialling 222 on any internal phone, 24 hours a day, to provide support in an emergency.
- Some members of AWPO staff and UCL Security staff are first aiders.
- Prior to participants taking part in activities they attend independently, UCL's AWPO requires details of any existing health concerns and the details of two emergency contacts to be provided.



- Accidents, incidents and near misses should be reported to an Access Manager immediately and the UCL accident recording process followed.

Hazard 3 Working with young people under the age of eighteen – safeguarding

Concerns related to the safeguarding of young people may arise.

Existing control measures

- All UCL AWPO staff must have a clear DBS check and complete an online child protection training module as part of their induction. Face-to-face child protection training is arranged on an annual basis for new staff and those requiring a refresher.
- Access Managers have received training to act as a Designated Safeguarding Officer (DSO) and AWPO staff should consult the Access Manager for their team if any safeguarding issues arise. There is a system in place for a DSO to be available on the phone during out of hours events.
- All student staff working on regulated activity must have a clear DBS check prior to starting work on the programme.
- All student staff working directly with young people receive child protection training from a senior member of AWPO staff (Grade 7 or above), are made aware of the UCL Child Protection policy and sign a code of conduct.
- Students are registered on arrival at an event and their whereabouts is monitored throughout. If a student in Year 11 or below (or an older student attending an event of more than one day) does not arrive at an event as expected, staff will make every effort to contact their parent/carer to ascertain that this is an authorised absence.

Hazard 4 Working with young people – supervision and behaviour

AWPO must ensure a safe and enjoyable experience for participants.

Existing control measures

- All events are supervised by UCL AWPO staff and have a maximum ratio of 1 adult (AWPO staff and student staff) to 10 young people. Many events have a higher ratio.
- When participants attend alone, UCL AWPO has responsibility for their wellbeing from registration until the end of the event (but not during travel to and from the event). Participants are under constant supervision by staff and are escorted at all times from registration until the event ends.
- When participants are accompanied by a parent/carer or teacher, responsibility for the supervision of the participant rests with the teacher or parent/carer, and not with UCL AWPO.



- For events that participants attend unaccompanied, a parent/carer must complete a form giving permission to attend and the details of 2 emergency contacts (except where the participant is in Year 12 or above and the activity lasts no more than 1 day).
- For students in Year 9 or below, the parent/carer confirms whether the participant must be collected from the event or can travel independently.
- Parents/carers are required to provide details of any medical or additional needs and keep AWPO informed of any changes.
- Apart from planned group trips, participants are not permitted to leave site during the event (e.g. to visit a shop). In exceptional circumstances, a participant may be escorted to a shop by 2 adults
- If a participant is in Year 11 or below (or is attending an event that lasts more than one day) and wishes to leave before the end of an event, staff will seek permission from the emergency contact for this.
- A code of conduct outlining behaviour expectations is completed prior to an event lasting more than one day. Participants will be reminded of expected behaviour during the programme. Student staff are trained in dealing with behaviour that does not conform to the code of conduct. In the event of serious misbehaviour, AWPO staff will inform the parent/carer.

Hazard 5 Equipment

Use of IT equipment and use of equipment or objects in academic sessions

Existing control measures

- All equipment used is subject to general UCL safety checks. Sessions are not expected to include the use of chemicals or dangerous equipment. Where these take place, the session leader should develop a specific risk assessment to cover the session which must be approved by UCL AWPO well in advance.

