



UCL

Risk assessment for UCL Access and Widening Participation Office in- person on-site activities

November 2024



Risk assessment for UCL Access and Widening Participation Office in-person on-site activities (excluding residential activities).

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Activities, hazards and controls

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Overview

- This risk assessment covers non-residential events and activities taking place on or around the UCL campus and organised by UCL Access and Widening Participation Office (AWPO) for groups of prospective students (referred to here as participants).
- AWPO activities take place within rooms across the UCL campus and within rooms close to, but outside, the UCL estate in buildings such as Woburn House and Senate House. There are also occasional trips to attractions which may necessitate travel around London on public transport or on foot.
- 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 individual activities unaccompanied, whilst at family events, they are accompanied by a parent/carer and at events organised for schools or other organisations, each group is accompanied by a staff member from the school/organisation.
- Participants take part in lectures, workshops, study sessions, campus tours and other activities organised by UCL's AWPO and delivered by UCL staff, students, and/or 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.



- AWPO staff brief the student staff team at the start of the day/event to make them aware of any hazards and of evacuation routes.
- 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 will follow the step and stair free [campus tour](#) for participants with restricted mobility.
- AWPO staff contact participants in advance to ascertain any access requirements and, where necessary, 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.
- UCL AWPO will consider any government guidance or restrictions, for example, the re-introduction of face coverings, and respond appropriately to these, keeping participants and their parents/carers or teacher informed of any changes.

Hazard 2 Emergencies

Fire, First Aid, building evacuation or any other incident or occurrence that may affect UCL's operation or reputation.

Existing control measures

- All AWPO staff complete Basic Fire Safety Training and Health and Safety Training as part of their induction.
- All AWPO staff receive responding to emergencies and incidents training at induction, comprising:
 - Introduction to Organisational Resilience and Business Contingency Management at UCL online training.
 - Read the Metropolitan Police's Staying Safe From Terrorism advice.
- Contact details of AWPO managers are up to date and accessible to staff.
- Fire Action Notices are displayed near fire alarm call points in UCL buildings. Annual fire drills are held and there are weekly fire alarm tests.
- All student staff are provided [with a copy of UCL's Fire Safety and Evacuation Information for People Acting as Stewards for Events](#) and the UCL Fire Safety Awareness video during training.
- UCL campuses are patrolled by dedicated security officers who can offer advice and guidance in the event of an emergency or incident.
- UCL Bloomsbury campus Security Office can be reached 24 hours a day, to provide support in an emergency by dialling 222 on any internal UCL landline, or by calling +44 (0)20 7679 2222 from any other phone and will alert the UCL Critical Incident Team when necessary.
- UCL East campus Security Control Room can be contacted on 0208 016 8555 / 07966 555 204.
- The UCL SafeZone app has been installed on all AWPO mobile phones.
- Some members of AWPO staff, and UCL security staff, are first aiders. UCL Security provide an appropriate number of trained first aiders throughout the campus.
- Prior to participants taking part in activities they attend unaccompanied, UCL's AWPO requires details of any existing health concerns and details of an emergency contact to be provided. In



the event of an emergency, UCL will contact parents and carers as quickly as practicable and safe to do so.

- Accidents, incidents and near misses must be reported to an AWPO manager immediately and the UCL accident recording process must be 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/online child protection training is arranged on an annual basis for new staff and those requiring a refresher.
- There are allocated AWPO staff who have received training to act as a Designated Safeguarding Officer (DSO) and AWPO staff should consult a DSO 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 who will be supervising young people receive child protection training from AWPO staff, complete Educare online child protection training, are made aware of the UCL Child Protection policy and sign a code of conduct.
- Participants attending an activity unaccompanied are registered on arrival at an event and their whereabouts is monitored throughout. If a student 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.
- Any concerns regarding a participant's wellbeing should be communicated to the lead member of AWPO staff for the event who should contact the young person's parent/carer and/or the Designated Safeguarding Officer as a matter of urgency.
- Guest contributors (both external and internal) must sign the AWPO code of conduct prior to supporting any AWPO activities. The code of conduct will outline safeguarding practices and processes.

Hazard 4 Working with young people under the age of eighteen – 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 minimum ratio of 1 adult (AWPO staff and student staff) to 10 young people. Many events have a higher ratio.
- When participants attend an event unaccompanied, 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 escorted throughout the event. Student staff regularly take registers to ensure they know the whereabouts of the participants in their group at all times, particularly when transferring locations.

- 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 and the participant is below Year 12, a parent/carer must complete a form giving permission to attend and the details of an emergency contact.
- For Year 12 events that last for more than one day the participants will complete a participant information form including the details of two emergency contacts.
- If a student in Year 12 or above attends an activity that lasts for one day or less then parental contact details will be collected prior to the activity starting
- Personal details of a parent/carer must be collected prior to the event, when the activity involves attending an in-person event or activity. This includes details of an emergency contact, and any additional support required.
- For students in Year 9 or below attending an activity unaccompanied, the parent/carer must confirm whether the participant must be collected from the event or can travel independently.
- Participants or their 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 two 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.
- When applying for an activity as an individual, all participants are required to agree to a code of conduct prior to taking part. Participants will be reminded of expected behaviour during the programme.

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 which must be approved by UCL AWPO well in advance.

Risk Level with existing controls: B - Low / Tolerable

