



Risk assessment policy for UCL Access and Widening Participation Office

Residential activities

June 2019



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Activities, hazards and controls

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Activities, hazards and controls

Overview of UCL AWPO residential summer schools on and around UCL campus and the surrounding areas

- Residential Summer Schools 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 and Senate House.
- Residential Summer Schools also involve students staying in university of London halls of residence for a period of consecutive nights. There are also evening excursions to attractions such as the theatre or bowling alleys which necessitate travel around London on public transport or on foot.

Description of activity

- This risk assessment covers residential summer schools taking place on or around the UCL campus and organised by the UCL AWPO for groups of prospective students (referred to here as participants).
- The AWPO summer school participants will be at the end of Year 12 and therefore under 18 but over 16 years old.
- Participants attend the residential summer school independently.
- Participants take part in lectures, workshops, study sessions and other activities organised by the 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 the AWPO to work on events.

Hazards

Hazard 1 Environment

- Participants or staff may be injured while moving around the UCL site, halls of residence 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 in the Basic Fire Safety Guidance for UCL Students document: <https://www.ucl.ac.uk/safetyservices/sites/safety-services/files/tn-088.pdf>)
- 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, the AWPO requires details of any existing health concerns and 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 annually 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
- All student staff working on Residential Summer Schools must complete the Educare Child Protection training
- Students are registered on arrival at an event and their whereabouts are monitored throughout
- Student leaders will meet participants at main over-ground train stations and return them there at end of the summer school
- If a participant does not arrive at an event as expected, staff make every effort to contact their parent/carer to check 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 participants are supervised by AWPO staff and student staff and have a maximum ratio of 1 adult (AWPO staff and student staff) to 10 young people
- Participants attend alone and 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
- If a participant wishes to leave before the end of an event, AWPO staff will seek permission from the emergency contact and escort the student to the train station from which they will travel home and will only leave once the participant has boarded their train. AWPO staff will arrange for a new travel ticket to be purchased for the participant, if necessary
- Apart from planned group trips, participants are not permitted to leave the site during the event unless accompanied by an adult working on the Summer School (e.g. to visit a shop)

- When moving participants around London they are supervised by a designated student leader who will regularly count the members of the group
- When going on a trip each participant will be provided with the destination address, AWPO mobile phone number (and the mobile phone number of their student leader's office mobile phone if they have one)
- The AWPO mobile phone is available for participants to call or text 24hrs per day for the duration of the Summer School dates
- During day or evening trips, if convenient, participants can visit a supermarket if accompanied by their student leaders or staff member who works on the Summer School
- Participants are required to provide details of any medical or additional support needs and keep the AWPO informed of any changes

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 (for example lab visits), the session leader should develop a specific risk assessment to cover the session which must be approved by UCL AWPO well in advance