Newcastle University - Risk Assessment

<table>
<tr><td>Project title</td><td colspan="3">Head Start to Uni</td></tr>
<tr><td>Description of work activity</td><td colspan="3">Head Start to Uni is a dedicated event aimed towards Year 13 pupils and small school groups and their guests (parents, carers, teachers), who are in the process of applying for university.

Guests can choose from a range of optional workshops, take part in our student Q&A and have the option of taking a student-led campus tour. Event aims include, supporting aspirations and informing attendees about higher education.

More information about the event can be found here: https://www.ncl.ac.uk/schools/visit-us-on-campus/other-on-campus-events/head-start-to-uni/

The event will be staffed by a minimum of 3 x members of the UK Recruitment Team. Student Ambassadors will also be present at the event, to support with attendee engagement and event delivery.</td></tr>
<tr><td>Unit name</td><td>UK Recruitment Team</td><td>Location</td><td>Henry Daysh Building, Newcastle University Campus

<table><tr><th>Building</th><th>Room Number</th></tr><tr><td>HDB</td><td>G.09</td></tr><tr><td>HDB</td><td>G.11</td></tr><tr><td>HDB</td><td>1.02</td></tr><tr><td>HDB</td><td>1.09</td></tr></table></td></tr>
<tr><td>Assessor</td><td>Kiera Johnston</td><td>Approver (Manager / Responsible person)</td><td>Scott Douglass</td></tr>
<tr><td>Date of assessment</td><td>14/10/2026</td><td>Review Date (2 years)</td><td>14/10/2028</td></tr>
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	Hazards	Risks (Who might be harmed & how?)	Controls

1.	General health and safety of staff and guests	Attendees, university staff (including student ambassadors) and teachers
		
		Injury or illness of staff or attendees (including Covid-19), and adequate first-aid provision for colleagues and guests
			• Named members of the UK Recruitment Team are first aid trained, and all Security staff are first aid trained and can be contacted quickly via telephone (0191 2086666)
			• Event Leads to be aware of the location of the nearest first aid kit and carry event mobile to call for first aid assistance if necessary.
			• In line with the most up-to-date governmental guidance (available here). If an attendee or member of staff has symptoms of a respiratory infection (including COVID-19):
			  ○ On the day that they are due to travel to Newcastle University campus for this event, they will be advised to:
			  ▪ Stay at home
			  ○ While they are already in attendance at the University, they will be advised to:
			  ▪ Return home immediately
			  ○ In either circumstance, the student must notify the event lead, teacher or their Student Reps immediately. It will be the responsibility of the lead teacher to ensure the affected student travels safely home or is collected by a responsible adult.

2.	General health and safety of staff, students and guests	Risk of injury to guests or staff, due to slips, or trips	• The Event Lead is First Aid trained and a first aid KIT will be available in the Henry Daysh Building. • Majority of the UK Recruitment team and workshop deliverers are trained in first aid. • All Security staff are first aid trained and can be contacted quickly via telephone (0191 2086666) • Trip hazards to be removed, or made aware off • Event Lead to be aware of the location of the nearest first aid kit.

	Hazards	Risks (Who might be harmed & how?)	Controls
3.	General health and safety of staff, students and guests	Poor communication of health and safety information to marshals or suppliers leading to a delay in providing assistance to students or guests	• University Health & Safety Policy available via: https://www.ncl.ac.uk/schools/about-outreach-services/health-and-safety/ • Key information including emergency and/or evacuation procedures and first aid provision/support information is provided in the 'Day Notes'. This information will be highlighted to colleagues in advance of the day. • Any pertinent items will be raised with Student Ambassadors during a briefing before the event begins. • Any incident will be reported via the OHSS Incident database. • Event Leader to identify and assess any general risks to health and Safety with the event location prior to the visit. • Staff to contact security on 0191 2086666 or 999 in the event of an emergency.
4.	General health and safety of staff, students and guests	Adequate health and safety provision for students/guests with medical conditions and specific needs	• Students should have notified Event team in advance of any extra requirements needed, and to be aware off. • Event Staff to put any precautions in place and have information to hand • PEEPS to made and shared with Students (if needed) in advance of the event
5.	General health and safety of staff, students and guests	**1. Child protection (applicable as all participants will be under 18)** • Lost students • Emotional or physical abuse • Disclosures to staff or Student Ambassadors.	• All students will be accompanied by 1-2 Student Ambassadors on the day, and advised to return to Lindisfarne Room in the Hadrian Building • All participating staff told to avoid unsupervised access to pupils on a one-to-one basis e.g. by avoiding situations where pupils have to work alone, or by involving another member of staff. • All staff and Student Ambassadors have received training on Child Protection and know the procedure to follow if a disclosure is made. • Child Protection Policy is accessible online: **https://www.ncl.ac.uk/schools/about-outreach-services/health-and-safety/**

	Hazards	Risks (Who might be harmed & how?)	Controls
6.	Slips, trips and falls	Attendees, university staff (including student ambassadors) and teachers. Colleagues, students or guests may be injured if they trip over objects or slip on spillages	General: • Ramps/lifts available for disabled access to all areas. • Good housekeeping i.e. the areas being used for the event will be tidy, in good repair and free of obstructions. • No trailing cables or obstructions in walkways. Any cable will be secured to the floor using adhesive tape or cable protectors. • Adequate lighting to be provided at the various areas being used. • Steps and changes in level are highlighted. Any spillages will be cleaned up promptly.
7.	Rooms used across campus	**Accessibility** • 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. • Capacity – overcrowding and entrapment	• Appropriate floor surfaces within venue (all in good condition). • Good housekeeping and maintenance to ensure clear access to pedestrian walk ways. Internal areas all open aspect and clear of obstructions. • It is expected that the Event Lead would be notified in advance of a disability to ensure that appropriate measures are put in place • Lighting is adequate in all areas. • Balcony area adequately protected with building regs compliant barriers. • Personal emergency egress evacuation plans (PEEPS) arranged where visitors have notified us of a disability in advance and the activities that they intend to take part in. If a visitor has a mobility issue this should flagged up prior to attending. They are then given copies of PEEPS and any relevant members of staff are informed. • The suitability of rooms will be checked in advance against existing University lists (e.g. at common user room bookings on the University's internal website) •
8.	Fire (or other cause for evacuation)	**Fire** • A fire strike	• Event staff to be aware of evacuation procedures from all rooms/buildings used for an activity, and be aware of the fire assembly points

	Hazards	Risks (Who might be harmed & how?)	Controls
		• Colleagues not being aware of evacuation procedures from room/building being used • Fire Wardens not present in all buildings out of term time/normal working hours • Evacuation of attendees with mobility difficulties • Entrapment • Burns, fractures and fatalities	• Event Lead to give health and safety briefing to Student Ambassadors and event attendees, including pointing out fire exits and fire extinguishers, as part of the welcome talk to all event participants. • If event staff are made aware in advance of any participant with hearing or visual impairments or mobility difficulties, they must complete a Personal Emergency Egress Plan for each student for the room they will be using. Further information about Disability Support can be found on their webpages. • If a student with hearing or visual impairment or mobility difficulty arrives for an event that does not have pre-registration, staff must make all reasonable adjustments to ensure the safety of that student. • Participants given guidance by the Event Lead about evacuation procedures in the event of a fire. • Event Leader will take responsibility for checking rooms to ensure all visitors have been evacuated. Teachers who are accompanying all students will maintain registration lists and check-off names in the event of an evacuation. • In the event of a fire brigade strike, trained staff should be present at the event/in the building to undertake a building sweep procedure. • An event such as a fire strike will be communicated to the Fire Safety Advisor who will issue specific guidance. All staff are made aware of the fire evacuation procedure. • Staff who have completed Evac chair training are in all university buildings and listed in staff briefing documents. • Registers will be made by event staff ahead of the event to be used in an emergency • All visitors to sign in and out of event • All staff are trained in healthy and safety, including fire prevention.

	Hazards	Risks (Who might be harmed & how?)	Controls
9.	Threat of attack	Attendees, university staff (including student ambassadors) and teachers. • Bomb threat, firearms or weapons attack on campus risking colleagues and guests • There is a low possibility of a bomb threat or Firearms use occurring during on campus visits. • Lack of Policy and procedures and the understanding of them	• Event Leads to familiarise themselves with the University Policy and Guidelines on Receipt of Bomb Threats, available online here: Child Safeguarding and Health and Safety | Newcastle University (ncl.ac.uk) • Security are in close communication with the Counter Terrorism Safety Advisors who have provided several training sessions and audits. • Event leads advised to contact Security immediately upon discovering this situation and then inform Event Manager.
10.	Travel and transport	Attendees. Travel around campus • Visitors may go into prohibited areas or areas which are a traffic thoroughfare. • Getting lost in unfamiliar locations, slips, trips and falls	• Event Leaders will be in attendance at the event. There will be appropriate supervision of pupils when moving around campus. • Security are available for assistance 24/7 • Student helpers will be based at key arrival points to direct the participants to the correct event space.

	Hazards	Risks (Who might be harmed & how?)	Controls
		• Registration procedures should be in place to establish who is on campus.	
11.	Safeguarding Staff and Pupils (Participants are under-18)	• Participants under 18 may disclose something • Risk of 1:1 contact with staff and students	**1. General** • Event Lead aware of the UK Recruitment team Framework for Safeguarding Children along with the Child Protection Policy and will brief assisting staff/student helpers accordingly • All staff/student helpers will have undertaken child protection training • All staff/student helpers have an Enhanced Check from the Disclosures and Barring Service (DBS) • All participating staff told to avoid unsupervised access to students on a one-to-one basis e.g. by avoiding situations where students have to work alone • All participating staff to have to have read and completed the Code of Conduct for Staff Delivering Academic Subject Sessions, where Academics are being used.

Additional Controls (is there anything you need to plan for?)	Who	Target Date	Completion Date
		Click or tap to enter a date.	
Emergency procedures			
2. Staff are advised to call 999 or security on 0191 2086666 in an emergency where there is an immediate threat to life or property.			

Signature of Responsible Person (Double click on the signature box below)

Recoverable Signature

X

Signed by: nsd141

Scott Douglass, Student Recruitment Manager