

**GENERAL RISK ASSESSMENT FORM**  
*Visits away from UWE campus – Future Quest team*

Ref: Visits Away from Campus\_01

<p><b>Describe the activity being assessed:</b>                  Visits away from UWE campus by UWE staff and students (Student Ambassadors and volunteers) to host schools and colleges located within the UK – the vast majority of Future Quest visits will take place in Bristol, South Gloucestershire and Bath / North East Somerset. Purpose of visits will include holding face-to-face workshops, assemblies, training sessions with host staff and children / students, as well as and attending careers/HE fairs.</p> <p>Work activities relating to workshop activities where significant additional risk is identified will have individual risk assessments in place (e.g. subject-linked workshops). These will be available on request.</p>	<p><b>Assessed by:</b>                  Future Quest Secondary and College Delivery Teams including:</p> <p>Laura Davies – Future Quest Project Manager</p> <p>Sarah Gettings – Future Quest Coordinator</p> <p>Svenja Keese- Future Quest Coordinator</p> <p>Mary Zlobec-Short - Future Quest Coordinator</p> <p>Becky Baxter – Future Quest Coordinator</p> <p>Stacey Giles – Head of Widening Access and Collaborative Projects</p> <p>Jenny Street – Future Quest Project Manager</p> <p>Eve Miller – Future Quest Evaluation Manager</p>	<p><b>Endorsed by:</b></p> <p>Sarah Gettings – Future Quest Coordinator</p> <p>Svenja Keese- Future Quest Coordinator</p> <p>Mary Zlobec-Short - Future Quest Coordinator</p> <p>Becky Baxter – Future Quest Coordinator</p>
<p><b>Who might be harmed: UWE staff and students, host staff and student, members of the public</b></p> <p>How many exposed to risk: <span style="border: 1px solid black; padding: 2px 10px;">5-250</span></p>	<p><b>Date of Assessment:</b></p> <p>July 2024</p>	<p><b>Review date:</b></p> <p>July 2025</p>

<b>RISKS AND CONTROL MEASURES</b>											
Hazards Identified <i>(state the potential harm)</i>	Existing Control Measures	S	L	Risk Level	Additional Control Measures	S	L	Risk Level	By whom and by when	Date completed	
Moving resources to required locations, set up and pack down	<ul style="list-style-type: none"> <li>• Appropriate equipment such as trolleys is used to transport heavy/bulky resources.</li> </ul>	2	2	4		2	2	4	Future Quest team to review staff training	All control measures completed	

presents risks to staff and Student Ambassadors and volunteers of injuries such as strains, slips, trips, and falls.	<ul style="list-style-type: none"> <li>All staff undertake manual handling training in line with UWE policy and are referred to UWE manual handling risk assessment.</li> <li>Student Ambassadors are provided with training to set up and dismantle displays, banner stands, tables and promotional materials. Staff, ambassadors and volunteers should ensure all equipment for the event is not obstructing any fire exits/ escape routes, loose cables are made safe.</li> <li>Annual review of staff and SA training.</li> </ul>								needs. Staff members responsible for keeping mandatory training up to date.  Student Ambassador scheme to review student ambassador training.	in advance of UWE visiting a host and thereafter when on location.
Safeguarding	<ul style="list-style-type: none"> <li><a href="#">Safeguarding information</a> is provided to all those in roles with contact with young/vulnerable individuals.</li> <li>Enhanced DBS is provided for those staff working with these groups. DBS certificates are renewed every 3 years for UWE staff members.</li> <li>Where appropriate Student Ambassadors/ volunteers will work under the supervision of DBS cleared UWE/school/college staff.</li> <li>All staff / students / volunteers to carry UWE ID</li> <li>Student Ambassadors and volunteers will not necessarily be DBS checked but are informed of appropriate conduct whilst in school environment.</li> <li>SA's and volunteers who do not have a DBS will not be left with young people unsupervised.</li> <li>The school children remain the responsibility of the school during a Future Quest visit.</li> <li>Minimum of 1 school representative present at all times. With a larger group such as assemblies, a suggested ratio is at least 1:50.</li> <li>All Future Quest representatives attending host schools follow policy and practice as advised by staff at host school on arrival.</li> </ul>	2	1	2	<ul style="list-style-type: none"> <li><a href="#">Risk assessments</a> available on FQ website.</li> <li>Safeguarding information available on FQ website <a href="#">here</a></li> <li>Check with school that the teacher is staying in the classroom at the start of the session</li> </ul>	2	1	2	Future Quest managers to review staff training needs.  FQ team member coordinating activity and FQ team member facilitating activity to ensure SA's and volunteers are provided with safeguarding info.  HR will contact to let team member know if DBS due to expire – these need to be renewed every 3 years.  FQ team member to follow up and carry out instructions to	All control measures completed in advance of UWE visiting a host and thereafter when on location.

									renew DBS if needed.	
Photography during events - risk of images being captured without appropriate consent - may cause confrontational situation (includes under 18s risk of data breach)	<ul style="list-style-type: none"> <li>Consent to be obtained for photography.</li> <li>Consent to be sought from those with parental responsibility or school as appropriate.</li> <li>Children without photo consent will be identified to the photographer</li> <li>Children and young people are informed if photographs will be taken. They can say on the day if they do not want photos taken – even if parents / school have given prior consent.</li> <li>Data collected on paper forms is stored securely. Once recorded in attendance data, destroyed in confidential waste.</li> </ul>	1	1	1	<ul style="list-style-type: none"> <li>UWE staff to only use UWE cameras or work phones to take photos. Where this isn't possible due to quality issues, staff able to use own camera with a UWE photocard which is downloaded as soon as possible to the UWE systems and held securely. Photos deleted immediately from device/ card.</li> <li>Remind Student Ambassadors and Volunteers not to take photos of children and young people on their devices.</li> </ul>	1	1	1	FQ team member coordinating activity and FQ team member facilitating activity	Control measures completed prior to scheduled visits and during time of scheduled visits
Accident when travelling to or from a non-UWE Bristol campus location	<ul style="list-style-type: none"> <li>Staff and students aware that business insurance is required if driving to an event. Use alternative travel arrangements if not in place.</li> <li>Staff can use their own vehicles if appropriate insurance is in place or UWE pool cars if preferred</li> <li>If using own cars, staff are responsible for obtaining an MOT and appropriate maintenance on their vehicles</li> <li>Staff member checks Student Ambassadors or volunteers arrive and follows up any no shows.</li> <li>Staff and student ambassadors are provided with an emergency contact number.</li> <li>Event specific information (including location/directions) given to Student Ambassadors in face-to-face briefing and/or email confirmation prior to the event</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>Staff / ambassadors / volunteers check routes before travelling to avoid accidents / red spots</li> </ul>	3	1	3	FQ team member coordinating activity and FQ team member facilitating activity	All control measures completed in advance of UWE visiting a host and thereafter when on location.
Risk to personal safety due to extreme weather events (extreme heat, flooding, snow)	<ul style="list-style-type: none"> <li>Staff follow any guidance from UWE around campus closures or actions to take such as how to look after yourself in extreme heat</li> <li>Staff consider travel arrangements and appropriateness of these i.e. consider use of taxis in extreme heat for transport from Student Ambassadors / volunteers as alternative to bus</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Staff in consultation with managers and UWE decide if an event needs to be cancelled i.e. in flooding, dangerous driving conditions</li> </ul>	2	2	4	UWE to provide guidance in extreme weather – will be provided on intranet.  FQ team FQ team member coordinating activity and FQ team member facilitating activity to follow guidance, consider	All control measures completed in advance of UWE visiting a host and thereafter when on location.

									appropriate transport and consult with FQ managers if event may need to be cancelled.
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**RISK MATRIX: (To generate the risk level).**

Very likely 5	5	10	15	20	25
Likely 4	4	8	12	16	20
Possible 3	3	6	9	12	15
Unlikely 2	2	4	6	8	10
Extremely unlikely 1	1	2	3	4	5
Likelihood (L) ↑ Severity (S) →	Minor injury – No first aid treatment required 1	Minor injury – Requires First Aid Treatment 2	Injury - requires GP treatment or Hospital attendance 3	Major Injury 4	Fatality 5

**ACTION LEVEL: (To identify what action needs to be taken).**

POINTS:	RISK LEVEL:	ACTION:
1 – 2	NEGLIGIBLE	No further action is necessary.
3 – 5	TOLERABLE	Where possible, reduce the risk further
6 - 12	MODERATE	Additional control measures are required
15 – 16	HIGH	Immediate action is necessary
20 - 25	INTOLERABLE	Stop the activity/ do not start the activity