

ASTON UNIVERSITY - GENERAL RISK ASSESSMENT RECORD



DESCRIPTION OF ACTIVITY	Student Recruitment and Outreach (SRO) Year 10 Pre-16 (Unifest) Residential Summer School (07/07/2026-9/07/2026)	LOCATION OF ACTIVITY	Aston University Campus
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Hazards Associated with the Activity	Consequences of exposure to the hazards	Who or what is at risk of injury or loss	What control measures are in place to prevent this from happening	Initial Severity (LS)	Initial Likelihood (LL)	Initial Risk Rating (LSxLL)	Risk Category (A/T/U)	Action required to reduce the risk to an acceptable level	Responsibility for action and timescales to complete	Revised Severity	Revised Likelihood	Revised Risk Rating
First aid - Injuries or medical emergencies	Varying injuries from various accidents, incidents ranging from falls, bumps, burns etc.	Staff and student visitors	Student visitors are to be supervised by a member of staff at all times.	3	2	6	A	No further action required		3	2	

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			procedures. These will be followed, and premises first aiders will be utilised if required. Campus emergency contact details included in all student visitors and staff handbooks and lanyards. During overnight stay, follow Conference Aston policy and procedures.								
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Slips, trips, and falls	Cut, bruises and broken bones from falls and trips.	Staff and student visitors	Suitable footwear will be worn Walkways, corridors and stairways maintained by Aston University estates team. Student visitors are to be supervised by a member of staff at all times and routes will be in accordance with staff instructions.	3	2	6	A	No further action required		3	2	6
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Moving vehicles on Aston University Campus: including moving cars, delivery vans, bikes, scooters and other associated vehicles (e.g., waste collection and estate maintenance vehicles)	Risk of serious injury or death resulting from impact with, entrapment under, etc. potentially fast moving, heavy vehicles	Staff and student visitors	Student visitors will be supervised by a member of staff at all times, in small groups of 7 students + 1 staff member/ambassador, as they move around campus and routes will be in accordance with staff instructions and followed by the students. Pedestrianised areas can be utilised. Some barriers are in place at road sidings.	4	2	8	T	No further actions can be undertaken to reduce risk to a lower level, risk mitigated as far as is practicable		4	2	8
Fire	Serious injury or death from exposure to fire, smoke on Aston Campus	Staff and student visitors	Student visitors are to be always supervised by a member of staff. Aston University campus information and instruction will be provided which will include any associated fire policies and	5	1	5	A	No further controls required		5	1	5

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Young Persons (Misuse of equipment, e.g., climbing over furniture or misbehaviour)	Injury (e.g., falls etc)	Student Visitors	Any unnecessary equipment is stored or moved from the room to allow their use for large groups. Student visitors are to be supervised by a member of staff at all times as they move around campus and routes will be in accordance with staff instructions and followed by the students. Staff/Student ratio meets university policies and procedures, 1:7 with students for overnight residentials. Written codes of conduct have been issued to participants, and signed by parents, who will be made aware of the consequences for breaches of the code.	3	2	6	A	No further action required		3	2	6
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Roads on and around campus Group will be leaving campus to access accommodation and food at BCU Curzon St	Risk of serious injury or death resulting from impact with, entrapment under, etc. potentially fast moving, heavy vehicles	Staff and student visitors	Student visitors are to be supervised by a member of staff at all times as they move around campus and routes will be in accordance with staff instructions and followed by the students. Highway code to be followed when crossing to Curzon Street or University Locks Pedestrianised areas can be utilised. Some barriers are in place at road sidings.	4	2	8	T	No further actions can be undertaken to reduce risk to a lower level, risk mitigated as far as is practicable		4	2	8
Catering	Allergic reactions/ Food poisoning/sickness	Staff and student visitors	Details of staff and students catering requirements collected in advance and included in all staff packs. Catering outlets at Aston University and BCU informed of	3	2	6	A	No further action required		3	2	6

[illegible]

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Students getting separated from the group / lost	Increased anxiety through to minor and/or serious injury	Student Visitors	Student visitors are to be supervised by a member of staff at all times as they move around campus and routes will be in accordance with staff instructions and followed by the students. Staff/Student ratio over-meets university policies and procedures, 1:10 with students for overnight residentials. Safety briefing advising students to stay with a member of staff at all times. Information about policies and procedures included e.g., go to reception if separated or lost and they will contact a staff member, call staff phone number provided on the back of lanyards etc. Reception briefed in advance about any events on campus.	3	1	3	A	No further action required		3	1	3

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			Staff member identified by specific and highly visible clothing.									
External/Internal Speakers - adults working with students without a DBS check	Safeguarding concerns, extremist views	Student visitors	Safety briefing advising students to stay with a member of staff at all times as they move around campus and routes will be in accordance with staff instructions and followed by the students. External/Internal speakers not left with students without DBS staff present.	2	2	4	A	No further action required		2	2	4

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Violent or non-violent crime.	Serious injury or death from both physical and emotional violence/criminal acts	Staff and student visitors	Staff are given training and briefed at the event on what to do if there's an emergency within their group. Team to stay in regular contact and liaise with campus safety during event to avoid any potential hazards on campus. Aston University policies and procedures to be followed during summer school. Emergency services can be called if required.	4	1	4	A	No further controls required		4	1	4
Child Protection /Safeguarding	Disclosures of a child protection nature and issues relating to	Student Visitors	Procedures for whistleblowing where concerns arise about a colleague's behaviour are	3	2	6	A	No further actions required		3	2	6

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Poor weather conditions	Bad or extreme weather could lead to various injuries, illnesses associated with exposure to heat, cold, wind, rain, snow, etc.	Staff, student ambassadors , student visitors	Consult the weather forecast the day before the event. Where the forecast is extreme, consider postponement if necessary to ensure safety	3	2	6	A	No further actions required		3	2	6
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Young persons within our teaching laboratories	Laboratory/workspace possible exposure to Biohazards leading to potentially serious illness, infection and/or carrying infection to a wider population	Students and staff	Laboratory rules to be undertaken e.g. wearing of laboratory coats and gloves. No eating/ drinking or mobile phones. Hand washing on leaving the lab. Where specialist equipment is being used, this is to be undertaken only by specialised staff and students will be supervised during the session. Additional risk assessments to be provided by academic staff where hazards may occur. Students will be always supervised in small groups with a staff member.	4	1	4	A	No further action required.		4	1	4
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Young persons within our teaching laboratories	Laboratory/ workspace possible exposure to Chemical hazards leading to various injuries and longer term ailments such as chemical burn, various types of cancer, asthma	Students and staff	Laboratory rules to be undertaken e.g. wearing of laboratory coats and gloves. No eating/ drinking or mobile phones. Hand washing on leaving the lab. Where specialist equipment is being used, this will only be undertaken by specialised staff at the university e.g. lab Demonstrators and students will be supervised during the session. Students will be always supervised in small groups with a staff member.	4	1	4	A	No further action required.		4	1	4
Young persons within our teaching laboratories	Possible exposure to Mechanical Hazards leading to various physical injuries	Students and staff	Laboratory rules to be undertaken e.g. wearing of laboratory coats and gloves. No eating/ drinking or mobile phones. Hand washing on leaving the lab.	4	1	4	A	No further action required.		4	1	4

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	caused by entrapment, crushing, entanglement , cutting, etc.		Where specialist equipment is being used, this is to be undertaken only by specialised staff and students will be supervised during the session. Additional risk assessments to be provided by academic staff where low-level hazards may occur. Students will be always supervised in small groups with a staff member.									
Evening Activity: Cluego Night 1, board games and crafts Night 2	Slips, trips and falls	Students and staff	Cluego team have appropriate insurance cover and risk assessments for the evening activities. Very low risk activity (ipad quiz) Aston University Security Staff are qualified first aiders who can be contacted 24 hours a day. Accidents will be reported to the on-duty member of staff and appropriate action will be taken.	3	3	9	T	No further actions can be undertaken to reduce risk to a lower level, risk mitigated as far as is practicable		3	3	9

[illegible]

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			Appropriate action will be taken in response to the accident, which will also be recorded. In the event of an accident, University staff on duty will act in loco parentis. Parents/Carers will be informed of any accidents and the actions taken. Students' emergency contact information will be carried by the duty member of staff at all-times.									
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Date Risk Assessment Completed	15 th June 2026	Date of Next Review(s) (max 12 months)	Date Review(s) completed	Review completed by (Name)
Assessor Name	Simon Mitchell			

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Peer Reviewer (where required)				
Manager Responsible for Assessment	Rebecca Joyce			
Date Assessment Actions Completed				