


## Residential Course Risk Assessment

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| <b>Risk Assessment for</b>      | The Smallpeice Trust Residential Courses                                           |  |
| <b>Assessment undertaken on</b> | THURSDAY 14 MARCH 2019                                                             |  |
| <b>Assessment undertaken by</b> | Dr Kevin D Stenson                                                                 |  |
| <b>Signed</b>                   |  |  |

| No | Activity/ area being assessed | Associated risk                                                                                   | Who is at risk? | Existing control measures in place?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Level of risk (low, medium, high) | Responsibility                           |
|----|-------------------------------|---------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|------------------------------------------|
| 1  | Health & Safety - General     | Risks associated with general accidents and injuries – slips, trips and falls, illness, cuts etc. | All             | <ul style="list-style-type: none"> <li>The Smallpeice Trust staff are First Aid trained and have first aid kits appropriate to the number of students and adults.</li> <li>Education Officer to ensure all participants are aware of location of first aiders. Information on who safety issues will be given in welcome address.</li> <li>Health and safety risks and guidance to be given at the start of each session/activity</li> <li>University Co-Ordinator to identify and assess any general risks to Health and Safety with reference to the University's Health and Safety Policy.</li> </ul> | M                                 | Smallpeice staff<br><br>University staff |

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|----|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|------------------|
| 2  | Health & Safety – Medical conditions/ special needs | Risks associated with specific medical conditions/special needs – including allergic reactions and provision of critical information for emergency medical treatment | All             | <ul style="list-style-type: none"> <li>Registers of student names to be available to all supervisors. This should include any medical conditions/special needs/ allergies. Any specific instruction will be passed to supervisors responsible for that student</li> <li>Health forms of all adults and students to be kept by Smallpeice staff on their person always</li> </ul> | M                                 | Smallpeice staff |
| 3  | Health & Safety – hired transport                   | Potential accidents on the road                                                                                                                                      | All             | <ul style="list-style-type: none"> <li>Use of reputable companies</li> <li>Supervisors to manage groups whilst in transit</li> </ul>                                                                                                                                                                                                                                             | L                                 | Smallpeice staff |

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|----|----------------------------------------------------|-------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|------------------|
| 4  | Health & Safety – moving from one venue to another | Slips/trips/falls/injury/ students getting lost/student not complying to instruction/absconding | All             | <ul style="list-style-type: none"> <li>All students to move from venue to venue with their supervisor. Supervisors to check at start and end of journey that all students are present</li> <li>Supervisors briefed on safest routes, and any 'risk' areas to be highlighted</li> <li>Students sign 'points for a comfortable stay' prior to arrival to state they agree to behave and follow instruction. Behavioral expectations and consequences outlined in Welcome Address</li> <li>Smallpeice staff available for first aid</li> </ul>                | M                                 | Smallpeice Staff |
| 5  | Health & Safety – Missing students (general)       | Unknown whereabouts of student – missing during night or during activity                        | Students        | <ul style="list-style-type: none"> <li>Registers to be taken each morning and evening, and supervisors to have responsibility for their teams/flats</li> <li>Headcounts to be done by supervisors when moving off-site (at start and end points) by Education Officers</li> <li>Students to be briefed in welcome address as to location of adults</li> <li>Adults to have student lists and information on which student is in which flat</li> <li>Supervisors carry photos of their students in their folders so they can identify who's who.</li> </ul> | L                                 | Smallpeice Staff |

| No | Activity/<br>area being<br>assessed | Associated risk                                                                                               | Who is at<br>risk? | Existing control measures in place?                                                                                                                                                                                                                                                                                                                                                                                                                                    | Level of<br>risk (low,<br>medium,<br>high) | Responsibility   |
|----|-------------------------------------|---------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------------|
| 6  | Student mis-<br>behaviour           | Including substance<br>abuse, damage to<br>property, bullying,<br>entering flats/rooms of<br>the opposite sex | Students           | <ul style="list-style-type: none"> <li>• Prior to arrival, students sign 'points for a comfortable stay' which highlights behavior policy and policy regarding substances and smoking</li> <li>• Students to be briefed in welcome address on the traffic light system regarding behavior, and which behaviors are not tolerated</li> <li>• Students to be monitored daily by supervisors. Any misbehavior or bullying to be reported to Education Officer.</li> </ul> | L                                          | Smallpeice Staff |

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|----|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------------------------------|
| 7  | Fire                                | Risks associated with evacuation from buildings and accounting for all participants in the case of evacuation – students not knowing where to assemble, getting trapped in buildings, not knowing which students/staff have been evacuated. | All                | <ul style="list-style-type: none"> <li>All session leaders to be aware of evacuation procedures from any room/building used for an activity. Participants given guidance by the session leader about evacuation procedures in the event of a fire.</li> <li>A register of all participants must be held by The Smallpeice Trust staff in the room or building where the activity is taking place.</li> <li>Information about fire and evacuation procedures for activities and accommodation to be given by Education Officer at Welcome Address. Supervisors to be briefed on this procedure</li> <li>All supervisors have lists of students in their daytime teams and overnight accommodation</li> <li>Students receive fire procedure instruction in their joining instructions, which they sign to say they have read; and all participants have a copy in their course folder</li> <li>Fire evacuation instructions in place in University accommodation</li> </ul> | L                                          | Smallpeice staff and session leaders<br><br>University coordinator |

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|----|-----------------------------------|------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|------------------|
| 8  | Child protection and safeguarding | Abuse of a minor | Students        | <ul style="list-style-type: none"> <li>• DBS checks for all Supervisors and The Smallpeice Trust Staff</li> <li>• Sole usage of accommodation is obtained wherever possible; when not possible the designated safeguarding officer will assess the accommodation and make recommendations to ensure students are adequately safeguarded.</li> <li>• Adults without DBS checks will not be left unsupervised with students. The Education Officer will supervise this.</li> <li>• All staff advised not to be on their own with a young person, even if they have a DBS check.</li> <li>• Supervisors alerted that they must report any behavior that is of concern to the Education Officer.</li> <li>• All supervisors and staff sign to say they have read the Child Protection and Safeguarding policy.</li> </ul> | L                                 | Smallpeice staff |

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|----|-------------------------------------|-----------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------|
| 9  | Use of<br>equipment                 | Injury from use of any<br>equipment for practical<br>work | All                | <ul style="list-style-type: none"> <li>• Full supervision will be given always</li> <li>• Project leaders to give full instruction on how to use equipment</li> </ul> | M                                          | Smallpeice staff<br>and session<br>leaders |