



APPENDIX 2A

Risk assessment form.

Students under 18 at 1 October in year of entry

General Risk Assessment	Number	Issue	Sheet no	Author Source	Approved by	Signature
-------------------------	--------	-------	----------	---------------	-------------	-----------

RISK ASSESSMENT DETAILS (to be completed by reference to paragraph 4 of the Guidance on Admission of Young Persons and Children And On Safeguarding Students Under 18 And Adult Students In Vulnerable Circumstances)	DEGREE OF RISK	RISK RATING MATRIX																																																																																																														
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Faculty</td> <td style="width:50%;"></td> </tr> <tr> <td>School</td> <td></td> </tr> <tr> <td style="height: 60px; vertical-align: top;">Risk Assessment Title</td> <td style="vertical-align: top;">Conditional offer stage Risk Assessment for Undergraduate Students under 18 at 1 October in year of entry.</td> </tr> <tr> <td>Name of Student</td> <td></td> </tr> <tr> <td>Student Reference</td> <td></td> </tr> <tr> <td>Age of student at 1 October in year of entry (in years:months)</td> <td></td> </tr> <tr> <td>Date</td> <td></td> </tr> <tr> <td>Name of Assessors HSM: ESO: Admissions Tutor: Programme Leader:</td> <td></td> </tr> <tr> <td>Location</td> <td></td> </tr> <tr> <td colspan="2">Details of Programme</td> </tr> <tr> <td colspan="2">Other assessments which might also be required, ✓ if needed:</td> </tr> <tr> <td> <ul style="list-style-type: none"> • Fieldwork • Study Abroad • Science Project • Work Placement • Lone Working • Other, please specify. </td> <td style="text-align: center; vertical-align: middle;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </td> </tr> </table>	Faculty		School		Risk Assessment Title	Conditional offer stage Risk Assessment for Undergraduate Students under 18 at 1 October in year of entry.	Name of Student		Student Reference		Age of student at 1 October in year of entry (in years:months)		Date		Name of Assessors HSM: ESO: Admissions Tutor: Programme Leader:		Location		Details of Programme		Other assessments which might also be required, ✓ if needed:		<ul style="list-style-type: none"> • Fieldwork • Study Abroad • Science Project • Work Placement • Lone Working • Other, please specify. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">LIKELIHOOD (L)</th> </tr> <tr> <td style="width:5%; text-align: center;">5</td> <td>Inevitable</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Highly Likely</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Possible</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Unlikely</td> </tr> <tr> <td style="text-align: center;">1</td> <td>Remote Possibility</td> </tr> </table> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">SEVERITY (S)</th> </tr> <tr> <td style="width:5%; text-align: center;">5</td> <td>Very High -Multiple Deaths</td> </tr> <tr> <td style="text-align: center;">4</td> <td>High - Death, serious injury, permanent disability</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Moderate - RIDDOR over 3 days</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Slight - First Aid treatment</td> </tr> <tr> <td style="text-align: center;">1</td> <td>Nil - Very Minor</td> </tr> </table>	LIKELIHOOD (L)		5	Inevitable	4	Highly Likely	3	Possible	2	Unlikely	1	Remote Possibility	SEVERITY (S)		5	Very High -Multiple Deaths	4	High - Death, serious injury, permanent disability	3	Moderate - RIDDOR over 3 days	2	Slight - First Aid treatment	1	Nil - Very Minor	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="7" style="text-align: center;">SEVERITY</th> </tr> <tr> <td rowspan="6" style="width:5%; text-align: center; vertical-align: middle;">LIKELIHOOD</td> <td></td> <td style="width:5%; text-align: center;">1</td> <td style="width:5%; text-align: center;">2</td> <td style="width:5%; text-align: center;">3</td> <td style="width:5%; text-align: center;">4</td> <td style="width:5%; text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">1</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td style="text-align: center;">2</td> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> <tr> <td style="text-align: center;">3</td> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> <tr> <td style="text-align: center;">4</td> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> </tr> <tr> <td style="text-align: center;">5</td> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> </table> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">PERSONS AT RISK</th> </tr> <tr> <td colspan="2" style="text-align: center;">PERSONS AT RISK</td> </tr> <tr> <td colspan="2">Employees</td> </tr> <tr> <td colspan="2">Students</td> </tr> <tr> <td colspan="2">Clients</td> </tr> <tr> <td colspan="2">Contractors</td> </tr> <tr> <td colspan="2">Members of the public</td> </tr> <tr> <td colspan="2">Work Experience students</td> </tr> <tr> <td colspan="2">Other Persons</td> </tr> </table>	SEVERITY							LIKELIHOOD		1	2	3	4	5	1	1	2	3	4	5	2	2	4	6	8	10	3	3	6	9	12	15	4	4	8	12	16	20	5	5	10	15	20	25	PERSONS AT RISK		PERSONS AT RISK		Employees		Students		Clients		Contractors		Members of the public		Work Experience students		Other Persons	
Faculty																																																																																																																
School																																																																																																																
Risk Assessment Title	Conditional offer stage Risk Assessment for Undergraduate Students under 18 at 1 October in year of entry.																																																																																																															
Name of Student																																																																																																																
Student Reference																																																																																																																
Age of student at 1 October in year of entry (in years:months)																																																																																																																
Date																																																																																																																
Name of Assessors HSM: ESO: Admissions Tutor: Programme Leader:																																																																																																																
Location																																																																																																																
Details of Programme																																																																																																																
Other assessments which might also be required, ✓ if needed:																																																																																																																
<ul style="list-style-type: none"> • Fieldwork • Study Abroad • Science Project • Work Placement • Lone Working • Other, please specify. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>																																																																																																															
LIKELIHOOD (L)																																																																																																																
5	Inevitable																																																																																																															
4	Highly Likely																																																																																																															
3	Possible																																																																																																															
2	Unlikely																																																																																																															
1	Remote Possibility																																																																																																															
SEVERITY (S)																																																																																																																
5	Very High -Multiple Deaths																																																																																																															
4	High - Death, serious injury, permanent disability																																																																																																															
3	Moderate - RIDDOR over 3 days																																																																																																															
2	Slight - First Aid treatment																																																																																																															
1	Nil - Very Minor																																																																																																															
SEVERITY																																																																																																																
LIKELIHOOD		1	2	3	4	5																																																																																																										
	1	1	2	3	4	5																																																																																																										
	2	2	4	6	8	10																																																																																																										
	3	3	6	9	12	15																																																																																																										
	4	4	8	12	16	20																																																																																																										
	5	5	10	15	20	25																																																																																																										
PERSONS AT RISK																																																																																																																
PERSONS AT RISK																																																																																																																
Employees																																																																																																																
Students																																																																																																																
Clients																																																																																																																
Contractors																																																																																																																
Members of the public																																																																																																																
Work Experience students																																																																																																																
Other Persons																																																																																																																
<p>The risks identified in this assessment are controlled so far as is reasonably practicable to enable an offer to be made subject to any additional controls as identified.</p> <p style="text-align: right;">Signed: _____ Print name: _____</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">REVIEW DATES</th> </tr> <tr> <td style="width:80%;">This assessment should be reviewed prior to registration in conjunction with the student.</td> <td></td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	REVIEW DATES		This assessment should be reviewed prior to registration in conjunction with the student.						<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:30%;">RISK RATING SCORE</th> <th>ACTION</th> </tr> <tr> <td>1 - 4</td> <td>Broadly Acceptable - No action required</td> </tr> <tr> <td>5 - 9</td> <td>Moderate - Reduce risks if reasonably practicable</td> </tr> <tr> <td>10 -15</td> <td>High Risk - Priority Action to be undertaken</td> </tr> </table>		RISK RATING SCORE	ACTION	1 - 4	Broadly Acceptable - No action required	5 - 9	Moderate - Reduce risks if reasonably practicable	10 -15	High Risk - Priority Action to be undertaken																																																																																														
REVIEW DATES																																																																																																																
This assessment should be reviewed prior to registration in conjunction with the student.																																																																																																																
RISK RATING SCORE	ACTION																																																																																																															
1 - 4	Broadly Acceptable - No action required																																																																																																															
5 - 9	Moderate - Reduce risks if reasonably practicable																																																																																																															
10 -15	High Risk - Priority Action to be undertaken																																																																																																															

		16 -25	Unacceptable -Action must be taken IMMEDIATELY	
--	--	---------------	---	--

HAZARD AND RELATED ACTIVITIES <small>e.g. trip, falling objects, fire, noise, violence etc.</small>	PERSONS AT RISK <small>e.g. Employees, Customers, Contractors, Members of the public</small>	POSSIBLE OUTCOME	EXISTING CONTROLS <small>e.g. Guards, Safe Systems of Work, Training, Instruction, Authorised Users, Competent Persons, Personal Protective Equipment (PPE)</small>	RISK RATING AFTER CURRENT CONTROLS (L x S)
Child and Young Person Safeguarding issues	Child/Young Person, Supervising Staff or Students	Abuse issues (see part (b) – Safeguarding Guidance)	<p>Staff are made aware of the University Policy on safeguarding and the Guidance on the Admission of young persons and children (the Guidance).</p> <p>Staff are made aware of under 18 students within their group.</p> <p>Staff observe guidance in Appendix 5 of the Guidance.</p> <p>Factors in paragraph 1.2 of Appendix 5 considered.</p> <p>DBS (Disclosure and Barring Service) checks are carried out on Staff and Students where deemed appropriate in accordance with the Guidance and advice from countersignatory.</p> <p>Staff not subject to DBS checks must avoid 1:1 contact.</p> <p>Staff are appropriately trained in accordance with the Guidance. Identify any specific training requirements here.</p> <p>Relevant notification of under-18 student so appropriate controls can be put in place for meetings, e.g. accompanied meeting or meeting in a public area.</p> <p>Student to be placed in appropriate accommodation (as identified according to the Guidance).</p> <p>Wardens in halls of residence should be informed of all under-18 students and DBS checked as appropriate.</p>	

Health and safety services

General risk assessment

HAZARD AND RELATED ACTIVITIES e.g. trip, falling objects, fire, noise, violence etc.	PERSONS AT RISK e.g. Employees, Customers, Contractors, Members of the public	POSSIBLE OUTCOME	EXISTING CONTROLS e.g. Guards, Safe Systems of Work, Training, Instruction, Authorised Users, Competent Persons, Personal Protective Equipment (PPE)	RISK RATING AFTER CURRENT CONTROLS (L x S)
			Photography / Filming should only be allowed with the written permission of the student and parent/guardian and any images should not be kept on personal computers. As for staff and students 'of age' all accidents / incidents should be reported. Any allegations or disclosures of abuse are reported in accordance with the Guidance Where activities off campus are identified (e.g. fieldwork, work placement), an additional risk assessment will be completed. The student will be made aware in writing of any identified controls and procedures put in place as a result of this or additional risk assessments. (See Appendix 3).	
Access to pastoral/emotional and practical support	Child/young person	Wellbeing issues	Ensure student has knowledge of how to access wellbeing services [] and personal tutor. Monitor planned contact and follow up absences.	
Lone Working	Child/Young Person, Supervising Staff or Students	Injury or ill health while no assistance is available. Potential violence or injury from a third party who has gained unauthorised access.	Where necessary a separate risk assessment will be completed and the student made aware of the controls identified in writing.	
Fire	Child/Young Person,	Entrapment, burns, smoke inhalation,	Staff will take charge in all Teaching Space's in the event of the fire alarm sounding.	

Health and safety services

General risk assessment

HAZARD AND RELATED ACTIVITIES e.g. trip, falling objects, fire, noise, violence etc.	PERSONS AT RISK e.g. Employees, Customers, Contractors, Members of the public	POSSIBLE OUTCOME	EXISTING CONTROLS e.g. Guards, Safe Systems of Work, Training, Instruction, Authorised Users, Competent Persons, Personal Protective Equipment (PPE)	RISK RATING AFTER CURRENT CONTROLS (L x S)
	Supervising Staff or Students	loss or damage to the building	<p>All areas are included in a fire risk assessment.</p> <p>Staff are informed of the procedures in the event of discovering a fire or in the event of a fire alarm, blue fire notices are in place.</p> <p>Regular six weekly fire checks are carried out by designated fire wardens and these are recorded.</p> <p>Fire evacuation drill takes place annually.</p>	
Consideration of the hazards arising from the activities involved in the programme of study	Child/Young Person, supervising staff or students	Specific to the activity	The specific controls to eliminate or manage the risk should be highlighted here along with details of those responsible for adopting these control measures. Please see specific considerations in 3.3 and see the activities which must be considered in 3.3.7 of Appendix 2. Examples may include, module content (age specific), field trips, travel, supervision of lab work, exposure to hazardous/toxic substances, lone working.	
COMMENTS AND INFORMATION (Use this section to record any dynamic risk assessment comments and information)				

Health and safety services
General risk assessment

HAZARD AND RELATED ACTIVITIES e.g. trip, falling objects, fire, noise, violence etc.	PERSONS AT RISK e.g. Employees, Customers, Contractors, Members of the public	POSSIBLE OUTCOME	EXISTING CONTROLS e.g. Guards, Safe Systems of Work, Training, Instruction, Authorised Users, Competent Persons, Personal Protective Equipment (PPE)	RISK RATING AFTER CURRENT CONTROLS (L x S)

Pre-registration review of Risk Assessment:

<p>Do additional controls adequately lower high risk activities to an acceptable level?</p> <p style="text-align: center;">YES / NO</p> <p style="text-align: center;">If no explain in comments box above</p>	SIGNATURE OF PERSONAL TUTOR "The risks identified in this assessment are controlled so far as is reasonably practicable"	
	Signature:	Date:
	SIGNATURE OF STUDENT By signing this form you acknowledge the contents of this risk assessment.	
	Signature:	Date:

<u>DATE OF REASSESSMENT</u> (Every two years minimum)	<u>ARE THERE ANY CHANGES TO THE ACTIVITY SINCE THE LAST ASSESSMENT?</u>	<u>SIGNATURE OF PERSONAL TUTOR</u>