1. The University requires that a written risk assessment be carried out for planned and supervised activities for Children and Vulnerable People. The Risk Assessment Form is available at Appendix C.

2. Risk assessments should be carried out by someone who is both familiar with the concepts of hazard and risk and the activity being assessed. The assessor will normally be the person supervising the activity. The assessment should be written and completed before the activity takes place. A risk assessment should be countersigned by a senior member of staff who believes the assessor to be competent to carry out the assessment.

3. A risk assessment need not be complex but it should be comprehensive. It does not generally require technical formulae or professional health and safety expertise, but specialized information for some activities may be necessary.

4. The risk assessment should be based on the following considerations:

    - what are the hazards?
    - who might be affected by them?
    - what safety measures need to be in place to reduce risks to an acceptable level?
    - can the supervisor put the safety measures in place?
    - what steps will be taken in an emergency?

Introduction to the Risk Assessment Form

This guidance should be read in conjunction with the Risk Assessment Form set out at Appendix C.

Section A: Administrative details

i. Brunel University London

-Head(s) of Institution. They have ultimate responsibility for the health and safety of all those in University buildings and property.

-Event Activity Supervisor's name and contact details. This is useful in case of emergency or correspondence before or after the event.

Insurance Details: Stating the Policy Number and End Date will confirm compliance.

ii. External Organisation

-Head(s) of Organisation (e.g. Head Teacher)

-Activity Supervisor name and contact details. This is useful in case of emergency or correspondence before or after the event.

-Insurance Details: Stating the Policy Number and End Date will confirm compliance.

Section B

i. Description of Activity

-Filling in this section will help to ensure that the activity is properly defined. Areas of hazard and risk should become more obvious.

ii. Number of children/vulnerable people and the age range of children

The larger the number of children/vulnerable people and the younger they are, the greater will be their collective risk. As a consequence, the requirement for control measures such as adequate supervision will be greater.

Section C: Persons assisting with the activity

As a general guide for an activity with a normal range of hazards, the minimum ratios should be:

- 1 adult for every 3 children aged under 5;
- 1 adult for every 6 children aged 5 to 7;
- 1 adult for every 10-15 children aged 8 to 10;
- 1 adult for every 15-20 children aged 11 onward or vulnerable people.

There should also be enough additional staff available to help deal with an emergency.

Heads of Colleges/Departments/Units/SRIs etc will determine, by consideration of the risk assessment, whether members of their staff should have DBS checks before they carry out the activity.

It is the responsibility of all external organisations to comply with legislation governing the protection of children and vulnerable groups. Assessors must seek assurances of such compliance in accordance with section 8 of this policy.

Section D: Hazards, risks and existing control measures

Hazard – Something which has the potential to cause harm (injury or damage)

Risk – The likelihood that the hazard will cause harm.

Control measure - A practical or physical means of reducing risk (e.g. adequate supervision, personal protective equipment such as safety glasses).

Taking all the identified hazards into account and the existing risk control measures a qualitative assessment is made of risk as “low”, “medium” or “high”. An activity must be classified as low risk in order to proceed. For any assessment of risk as “medium” or “high”, additional control measures must be identified in Section E.

Section E: Hazards risk and extra control measures

Detail extra control measures introduced to reduce risk level to “low”.

Section F: Validation

Assessors are carrying out the Risk Assessment on behalf of the University and the External Organisation. These bodies must only choose assessors whom they believe to be competent. Competence is gained through knowledge, experience and training. Assessors must be fully conversant with the concept of risk assessment and with the activity being assessed.

A senior representative from both the University and the External Organisation must countersign the assessment indicating validation of the assessor and his/her assessment.

Safeguarding - Risk Assessment Form

A. Administrative Details

(i) Brunel University London

Head(s) of University	Vice-Chancellor & President	Secretary
Contact Details:		
Activity Supervisor(s)	Name:	Name:
College/Dept//Research Institute etc		
Address 1		
Address 2		
Telephone		
E-mail		

(ii) External Organisation

Name of Organisation			
Head(s) of Organisation			
Contact Details:			
Activity Supervisor(s)	Name:	Name:	
Address 1			
Address 2			
E-mail			
Employee Liability Insurance Cert No / End Date			
Public Liability Insurance Cert No / End Date			
Additional Insurance Type & Cert No / End Date			

B. (i) Description of activity

(ii) Number of Children/people regarded as vulnerable and age range of children

C. Persons assisting with the Activity

Name	**Role**	**Affiliation (Brunel or External Organisation)**	**DBS* Check Required? (Y or N)**	**Completed?**	**Date rec'd**
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	

DISCLOSURE AND BARRING SERVICE (DBS) CHECK; The Dean of College/Director of Research Institute/Head of Department/etc will determine whether a DBS check is required after consideration of this risk assessment and discussing this with Human Resources.

D. Hazards, Risks and Existing Control Measures

Hazard	**Risk** **HIGH MEDIUM LOW** **(tick one box)**	**Current Control Measures**
i	□ □ □	
ii	□ □ □	
iii	□ □ □	
iv	□ □ □	
v	□ □ □	
vi	□ □ □	
vii	□ □ □	
viii	□ □ □	
ix	□ □ □	
x	□ □ □	

- **If all risks are assessed as LOW, proceed to Section F.**

E. Hazards, Risks and Extra Control Measures

For those risks NOT assessed as LOW, state the extra control measures required

Hazard **(insert roman numeral from Table D)**	**Extra Control Measures**	**Risk** **HIGH MEDIUM LOW** **(tick one box)**
		☐ ☐ ☐
		☐ ☐ ☐
		☐ ☐ ☐
		☐ ☐ ☐
		☐ ☐ ☐

CONTROL MEASURES MUST BE IN PLACE TO MAINTAIN ALL RISKS AS LOW AS IS REASONABLY POSSIBLE.

IF A LOW RISK ASSESSMENT CANNOT BE ACHIEVED AFTER THE INCLUSION OF EXTRA CONTROL MEASURES THE ACTIVITY <u>MUST NOT</u> PROCEED.

F. Validation

	Assessors	**Supervisors**
Brunel University London	**Signature:-**	**Signature:-**
	Name:-	**Name:-**
External Organisation	**Signature:-**	**Signature:-**
	Name:-	**Name:-**

G. Processing

- If DBS checks are required please discuss with the relevant HR Manager or safeguarding officer and send them a copy of this assessment.
- Ensure that all the people supervising and assisting with the activity receive a copy of this assessment.

- File this assessment in a secure location in the administrative centre within your College/Institute/Department/etc.