

Queen Mary, University of London – Off-campus activity in Outreach settings

Assessor:	Jack Fox, updated by Poppy Hudghton 24 August 2023	Project Lead:	Various
Date of Assessment:	Jack Fox, updated by Poppy Hudghton 24 August 2023	Review Date:	August 2024
Directorate:	External Relations		
Activity:	Outreach activity to support the work of the UKSR and WP team	Location:	Various

Please note that this document is intended to ensure Queen Mary has taken reasonable attempts to protect staff and students when working at external events as part of its business. This Risk Assessment should be considered alongside the risk assessment(s) of the host institution.

General risks								
What are the hazards?	Who might be harmed and how?	Risk*	What are you already doing? (Risk Controls)	Residual Risk*	Do you need to do anything else to manage this risk? (If the risk is still medium or high)	Action by whom?	Action by when?	Done
Travel (during office hours)	Staff and Ambassadors <i>Injuries, loss, theft, damage to equipment</i>	L	<ul style="list-style-type: none"> In the majority of cases, staff and students will travel to off-campus via public transport. Where transport by private vehicle is required, all staff and Ambassadors must have the necessary business insurance when using their own vehicle to travel for work purposes. It is the responsibility of the staff/ Ambassador to plan their journey appropriately, to include but not limited to the route and times of travel, and safety in the event of severe travel disruption. Ambassadors to have successfully completed all elements of the recruitment and training process prior to work. In the event of unforeseen circumstances (such as train delays etc) staff and Ambassadors are to inform the UKSR/WP office and the school, college, or institution in question of any delays. 	L	N/A	Staff and Ambassadors involved in the delivery of an event	On the day of the event	

Last updated: 24 August 2023

*Risk levels: High (H), Medium (M) and Low (L)

External Event Risk Assessment

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			Staff and Ambassadors are to do this as soon as it is safe to do so. <ul style="list-style-type: none"> If a staff member/ambassador is reported as not showing up to the host institution, the UKSR/WP team to contact the individual to ascertain why and ensure personal safety. 					
Travel (outside of office hours)	Staff and Ambassadors <i>Injuries, loss, theft, damage to equipment</i>	M	<ul style="list-style-type: none"> Outside of extended outreach working hours (7am – 9pm), staff and ambassadors should ideally travel and work in pairs to reduce any impact of lone working. It is the responsibility of the staff/ Ambassador to plan their journey appropriately, to include but not limited to the route and times of travel, and safety in the event of severe travel disruption. Staff are deemed responsible for completing their own dynamic risk assessment to assess safe modes of travel outside of office hours/extended outreach hours. Where isolated routes are identified, staff/ambassadors should seek assistance from their manager in planning an appropriate route which may involve pre-booking a taxi to a nearby train station. Ambassadors to have successfully completed all elements of the recruitment and training process prior to work. 	L	<ul style="list-style-type: none"> If advised by HR/HSD, we will seek to introduce an emergency number for student ambassadors to contact outside of working hours. 	Staff and ambassadors involved in the delivery and planning of an event.		
Transportation of equipment for University Business	Staff and Ambassadors Especially at risk: those with disabilities or other health conditions and expectant mothers	L	<ul style="list-style-type: none"> All University equipment is insured by the University. Staff and Ambassadors are to be informed of any extra risks when taking equipment with them to events. 		N/A	Staff and Ambassadors involved in the delivery of an event	On the day of the event	

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What are the hazards?	Who might be harmed and how?	Risk*	What are you already doing? (Risk Controls)	Residual Risk*	Do you need to do anything else to manage this risk? (If the risk is still medium or high)	Action by whom?	Action by when?	Done
	<i>Injuries, loss, theft, damage to equipment</i>		<ul style="list-style-type: none"> Staff and Ambassadors to carry and move equipment safely and appropriately, according to the University's Manual Handling policies. Staff and Ambassadors to take only the necessary equipment required to minimise chance of loss, theft, or injury. Staff and Ambassadors to only take equipment which is reasonable and safe to transport. Ambassadors to have successfully completed the online QMUL Health and Safety Introduction. All student ambassadors should indicate any injuries or health concerns that may impact their ability to transport equipment, by supplying this information at the point of applying to the work opportunity via the Notes Section on HEAT. This will ensure staff can make reasonable adjustments, in good time. 					
Fire	Staff and Ambassadors <i>Smoke inhalation, burns, death</i>	L	<ul style="list-style-type: none"> Staff and Ambassadors are to follow the host institution's procedures in the event of a fire on site. Ambassadors to have successfully completed the online QMUL Fire Safety Training on QM+. Staff and Ambassadors to ensure they are aware of the nearest fire exits and fire assembly points when in schools, colleges, or other institutions. 	L	N/A	Staff and Ambassadors involved in the delivery of an event	On the day of the event	
Slips, trips, and falls	Staff and Ambassadors <i>Range from bruising, broken bones to death</i>	M	<ul style="list-style-type: none"> When working in an external establishment, the host institution will be responsible for the Health and Safety of staff and Ambassadors. Ambassadors to have successfully completed the online QMUL Health and Safety Introduction. 	L	N/A	Staff and Ambassadors involved in the delivery of an event	On the day of the event	
Inappropriate behaviour/ False allegations	Staff, Ambassadors, and students	M	<ul style="list-style-type: none"> Staff and Ambassadors are to adhere to the School, College, or institution's own Safeguarding Policies/ Procedures while on their property. 	L	N/A	All staff, supervisor to monitor	On the day of the event	

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	<i>To include Safeguarding concerns such as, but not limited to: false allegations, inappropriate feelings towards staff members</i>		<ul style="list-style-type: none"> Where there is no Safeguarding policy in place, staff and Ambassadors are to adhere to the University's Safeguarding policy and in particular, Safeguarding in Outreach settings UKSR/WP guidelines, and speak to a Local Safeguarding Officer as soon as possible. For regulated activity, all staff and ambassadors must hold a valid Enhanced DBS (Disclosure and Barring Service) check, where appropriate, in line with our current DBS guidance. All staff to follow the Safeguarding Policy. All staff to be aware of and follow the Safeguarding in Outreach Settings policy. Student Ambassadors undertake basic safeguarding training as part of their induction and training programme. This includes successful completion of the QMUL safeguarding e-essentials module. All QMUL staff are familiar with and follow the departmental Online Events and Social Media Guidelines. Staff and Ambassadors able to de-brief with a Designated Safeguarding Officer following a safeguarding incident or concern in any external establishment, if requested. Staff and Ambassadors to dress appropriately when working in a school, college, or other institution. Staff/Ambassadors to reasonably avoid 1:1 situations with young people under the age of 18, where possible. Outreach work should be carried out in groups and individual tutoring or similar activity should be in the presence of a teacher or on an approved online platform. Where a 1:1 					

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			situation is unavoidable, the door should remain open and another individual should be informed that the meeting is taking place.					
Unsafe internet/ smartphone use/ photography	Staff, Ambassadors, and students Inappropriate images/ websites to be viewed, content to fall into the hands of the wrong person	M	<ul style="list-style-type: none"> Only named staff or professional photographers contracted by QMUL to take photos of activities. If photography is due to take place, explicit written consent will be needed from staff (including ambassadors) and students. Any photography taken internally by named staff should be done so on QMUL devices, all photos should be transferred from the device to secure online storage within 48 hours of the event and then removed from the original device. Staff to ask school for parent/guardian consent for students to be photographed during external visits. If either parents/guardians of their child/ward do not consent for their photo to be taken, they will be treated as not having given consent. Staff, including Ambassadors, to limit the use of their own mobile phones as much as is reasonably practicable. Staff, including Ambassadors to not take any photos of students on their mobile phones during activities. Only QMUL owned equipment, or that of a professional photographer to be used for filming/photography of visitors during activities. All pictures to be uploaded to University Servers and processed in accordance with the University's Data Protection Policy. All photos should be removed from devices after use by staff. 	L	N/A	All staff, supervisor to monitor	On the day of the event	

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			<ul style="list-style-type: none"> Where students or ambassadors are required to take/make use of University IT equipment, this must be done in accordance with the University's IT regulations. Staff/ambassadors to ensure that students are supervised when using IT equipment during outreach activities to ensure correct and appropriate usage. Staff/Ambassadors should, where reasonably possible, avoid taking photographs on behalf of young people, including when using the young person's own device. Staff/Ambassadors to avoid appearing in group photos with young people. 					
Data Protection Breach	Students Loss of documents containing personal and/or sensitive data, or personal and/or sensitive data being unintentionally disclosed.	M	<ul style="list-style-type: none"> Ambassadors to be fully briefed and made aware of the sensitive information provided to them at the training session (predominantly student registers). All QMUL staff are familiar with the QMUL Data Protection Policy. Where viable, electronic registers to be used in place of paper registers. All registers returned to the office within 24 hours of the activity and stored securely. 	L	N/A	All staff, supervisor to monitor	On the day of the event	

Assessor Name:- Jack Fox. Updated by Poppy Hudghton	Assessor Position:- Head of Student Recruitment and Widening Participation / Deputy Head of Student Recruitment and WP
Assessor Signature. P. Hudghton	Assessment Date: 24 August 2023
Approver Name: Megan Vagg	Approver Position: H&S Advisor
Approver Date: 06 Sept 2022	Review Date: August 2024

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