

Risk Assessment: INWARD VISITS

Risk assessment to be used in conjunction with risk assessments for external venues, providers and/or specific activities.

Risk	Who is affected	Risk Level	Control Measures / Action Required
<ul style="list-style-type: none"> General behaviour and conduct of students and staff 	<ul style="list-style-type: none"> Young people visiting Cambridge for one-day and/or residential visits 	<ul style="list-style-type: none"> Low 	<ul style="list-style-type: none"> Participants expected to have reasonable standards of behaviour, as they would at school. Participants briefed on the day's timetable and their expected co-operation by teachers / CAO Event Coordinator. Teachers to follow Department for Education guidelines on teacher: pupil ratio and pupils to be supervised by teachers as appropriate. University staff and student ambassadors to be directed to the University's 'Child Protection Policy' before any event, and to avoid situations where they are alone with a school pupil participant. All CAO Event coordinators to have undergone enhanced CRB check before taking part in a visit.
<ul style="list-style-type: none"> Accommodation and venues (fire, accidents) 		<ul style="list-style-type: none"> Medium 	<ul style="list-style-type: none"> CAO Event Coordinator to ensure that he/she is aware of relevant safety information and procedures for any specific venue ahead of event, including procedures for dealing with and reporting injury or accidents. Participants to be advised of safety procedures, emergency exits and location of emergency equipment. Participants to know whereabouts of teachers and CAO Event Coordinator and to stay in groups as allocated. Groups to be allocated staff member or student ambassador, who is aware of safety procedures. Any additional venue-specific safety procedures to be followed as appropriate in consultation with relevant College, department or faculty.
<ul style="list-style-type: none"> Accident during workshop activities 		<ul style="list-style-type: none"> Medium 	<ul style="list-style-type: none"> Participants to be advised of safety procedures during workshop activities (such as making videos), and to know whereabouts of teachers. Undergraduate ambassadors assisting in activity to be advised of safety procedures and whereabouts of the teachers and CAO Event Coordinator. Teachers and CAO Event Coordinator to make regular checks. Additional departmental safety procedures to be implemented as appropriate in consultation with relevant departmental activity leader.

	NAME	SIGNATURE	DATE
Preliminary Assessment:	Tom Levinson/ Rachel Lister		December 2014
Final Assessment:	Rachel Baker		

RENEWAL DATE: December 2016

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<ul style="list-style-type: none"> ▪ Accident during tour of Cambridge 		<ul style="list-style-type: none"> ▪ Medium 	<ul style="list-style-type: none"> ▪ Participants to be advised of safety procedures during tour. Groups to maintain appropriate ratio of staff to students at all times. ▪ Undergraduate ambassadors to be advised of safety procedures and whereabouts / contact details of CAO Event Coordinator. ▪ Participants to remain in allocated groups at all times and only to follow pre-determined routes. ▪ Staff and student ambassadors to know procedures for dealing with injury, in case of trips or falls, including nearest first aid contact.
<ul style="list-style-type: none"> ▪ Lost students during tour of Cambridge 		<ul style="list-style-type: none"> ▪ Medium 	<ul style="list-style-type: none"> ▪ Participants to be advised of procedures in case they lose group while on tour – meeting point to be agreed beforehand with CAO Event Coordinator / teachers / undergraduates. ▪ Staff and student ambassadors to keep participants in allocated groups and to inform SCLO / teachers immediately in the case of anyone going missing.
<ul style="list-style-type: none"> ▪ Food Safety 		<ul style="list-style-type: none"> ▪ Medium 	<ul style="list-style-type: none"> ▪ Participants only to consume food provided by University approved suppliers or College catering. ▪ Information on food allergies to be provided by participants / teachers prior to visit. ▪ CAO Event Coordinator to discuss specific dietary needs with participants in advance of event if required.
<ul style="list-style-type: none"> ▪ Unauthorised photography 		<ul style="list-style-type: none"> ▪ Medium 	<ul style="list-style-type: none"> ▪ Event coordinator to ensure that only event participants who have given written permission are included in any photographs from a CAO appointed photographer.
<ul style="list-style-type: none"> ▪ Third party organisation risks 		<ul style="list-style-type: none"> ▪ Medium 	<ul style="list-style-type: none"> ▪ It is the responsibility of the event coordinator to ensure that any third party organisations involved in a visit provides a satisfactory risk assessment in advance of the visit. A copy should be kept for future reference.

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<ul style="list-style-type: none"> Manual Handling 	<ul style="list-style-type: none"> SCLOs and other staff employed by CAO on visits 	<ul style="list-style-type: none"> Medium 	<ul style="list-style-type: none"> CAO staff to receive manual handling training/briefing, as appropriate. Staff to ensure that any lifting (e.g. materials to venue) is securely packed and can be comfortably managed, or to use alternative means of transport (e.g. taxi / courier).
<p>Travel to Cambridge via coach or train</p>	<ul style="list-style-type: none"> CAO Staff & young people on programme visiting Cambridge for one-day and/or residential visits 	<p>Low</p>	<ul style="list-style-type: none"> Staff should ensure that someone knows where they are going and how they can be contacted Staff should take a mobile phone Journeys should be planned in advance and travel advice sought before travel. Staff should be confident that public transport and private hire vehicles (taxis) are properly licensed and fit for purpose. Staff should make use of University accounts wherever possible to ensure that safety and insurance requirements are met as standard. Participants should be advised to carry a mobile phone when travelling and have the number of the CAO staff's duty phone number. Participants should be issued with a travel guide so they are aware of the travel arrangements.

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