Safeguarding Risk Assessment

**THIS SHOULD BE ADAPTED TO THE SPECIFIC EXPERIENCE BEING ARRANGED**

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| **Person (including job role) writing this risk assessment:** | |  | | |
| **Main Contact for activity (if different from above):** | |  | | |
| **Event/Activity Name:** | | Young person work experience | | |
| **Event/Activity description:** | | Describe/list activities to be undertaken by work experience student.  Examples -   * Attending seminars and lectures * Visiting laboratory areas * Observing day to day activities * Assisting with administrative tasks * Shadowing the laboratory team and observing the use of analytical instruments * Conducting basic laboratory work including pipetting, weighing, centrifuging and measurements * Assisting with the preparation of standard materials for various projects * Assisting with the preparation of sampling materials for use in the field * Writing risk assessments and Standard Operating Procedures | | |
| **Date of event/activity:** | |  | **Date risk assessment created:** |  |
| **Location:** | **Campus:** |  |
| **Building:** |  |
| **Room:** |  |
| **Location Offsite** | **Name and address:** |  |
| **Online** | **Platform name:** |  |

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| **ATTENDEE INFORMATION** | | | |
| **Number of children under 5:** | **0** | **Number of adult attendees:** | **0** |
| **Number of children (primary aged – 5-11 years old):** | **0** | **Number of staff / volunteers:** |  |
| **Number of children (secondary aged – 12 – 15 years old):** | **0** | **Other:** |  |
| **Number of young people aged 16-18:** |  |

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| **Risk description** | **Risk Rating (see matrix overpage)** | | | **Precautions / mitigating action to minimise risk** | **Residual risk after mitigating action** | **Emergency actions** |
| **Impact** | **Probability** | **Risk** |
| **Fire/ emergency incident** | **4** | **3** | **12** | **A fire alarm or emergency on campus - either during activities when supervised or when they are unsupervised during a break.**   * **Fire / emergency briefing as part of induction including evacuation points.** | **3** | **In the event of an evacuation, they will be accompanied by a staff member/fire marshall) out of the building to the muster station.**  **Incident to be reported as soon as possible by calling emergency services, liaising with the local fire marshall on the floor, and emailing the Local Safeguarding officer.**  **Imperial College Security can be reached -** WC campus from a mobile phone: 020 7594 7565 |
| **The student not arriving in the morning or not returning after a break. Student getting lost.** | **3** | **2** | **6** | **Student will be given clear directions for arrival on campus with meeting point details including photos. Procedure to be explained for meeting after breaks. Contact details to be provided for someone to call if they are lost. Front reception to be introduced to student to be able to assist if needed.** | **4** | **Contact the student and then the parents/emergency contact, if they are actually lost on campus security would then be contacted.**  **Imperial College Security can be reached -** WC campus from a mobile phone: 020 7594 7565  **Incident to be reported as soon as possible by emailing the Local Safeguarding officer.**  **In emergency situations, call emergency services and/or the Guardians of the student.** |
| **Slips, trips or falls** | **2** | **3** | **6** | **Coats and bags to be stored safely under the desks upon arrival to room. Trip hazards to be moved off the floor. To be made aware of first aid team on site, and location of first aid box in the office.** | **4** | **Contact first aid team if incident.**  **Imperial College Security can be reached in an emergency -** WC campus from a mobile phone: 020 7594 7565 |
| **One to one training and activities with Imperial staff members – risk of emotional or physical harm.**  **Student feeling unsafe, vulnerable or in need of help.** | **4** | **1** | **4** | **Any individual supervising young on a one-to-one basis more than 4 days within a 30-day period to be DBS checked.**  **Young person to be informed of who Local Safeguarding officer is and where to go in the event of any problems during day 1 induction.**  **No work to be conducted without other members of staff to act as bystanders. No individual without DBS should be alone with student.**  **Safeguarding at Imperial College London (Imperial Essentials) training course to be completed by staff members.**  **Regular communication of activities between supervisory team.**  **Multiple supervisory contacts to be established with young person.**  **Lockers available for storage of personal items for protection of sensitive items.**  **Staff to receive guidance on personal contact restrictions by Local Safeguarding officer if minimal contact expected in advance of work commencing.**  **Student to be given Contact number for support as well as Imperial College security details.** | **4** | **Incident to be reported as soon as possible by emailing the Local Safeguarding officer. If this issue was raised by the student, the report should be written using their words.**  **Contact between young person and individual of issue to be limited or ended following advice from local safeguarding officer.**  **Any incidences of missing items should be reported to security on x4444.**  **Imperial College Security can be reached in an emergency -** WC campus from a mobile phone: 020 7594 7565 |
| **Student feeling unwell** | **2** | **1** | **2** | **Student to be made aware of first aiders and medical room on Campus.**  **First aider or responsible person to contact parent/guardian/emergency contact from details provided on application.** | **2** | **Call 111 if needed.**  **Contact parents/guardian/emergency contact.**  **Imperial College Security can be reached in an emergency -** WC campus from a mobile phone: 020 7594 7565 |
| **Allergies/Food intolerances** | **4** | **2** | **8** | **Student and Parent/ Guardian to have been asked if they have any allergies / intolerances and they have provided any relevant information.**  **Student to be made aware of first aiders and medical room on Campus.** | **4** | **Call 999/111 if needed.**  **Contact parents/guardian/emergency contact.**  **Imperial College Security can be reached in an emergency -** WC campus from a mobile phone: 020 7594 7565 |
| **Computer and desk work including administrative tasks and data evaluation – electrical hazard; risk of ergonomic strain** | **2** | **2** | **4** | **Discomfort to be reported immediately so that workstation assessment can be undertaken, and issue may be rectified.**  **Communication with schools prior to visit to ensure any accessibility requirements may be met.**  **All equipment PAT tested.**  **Regular breaks to be taken.**  **Suitable desk space to be provided.** | **2** | **Young person to leave area and get space away from desk.**  **In case of injury, report to supervisor and seek first aider/aid if required** |
| **Exposure to chemicals/gases and contaminated bench spaces** | **4** | **2** | **8** | **Emergency protocol in place for chemical spill/gas release, all laboratory users to be aware of this protocol.**  **No gas cylinder changes or dewar moves to be conducted whilst young person is in area.**  **Activities in Laboratory areas to be supervised by member of staff familiar with emergency protocols. Work to be postponed if this is not available.**  **Bench space to be clean and chemicals safely stored ahead of visits.**  **Appropriate PPE/footwear to be worn by young person. Young person to be informed of what is appropriate attire in advance of any visits.**  **No high-risk activities to be performed in lab during visit.**  **MSDS for chemicals to be always checked and adhered to.**  **First aid kits and first aiders available.**  **Emergency evacuation routes and procedures to be covered in day 1 induction.** | **4** | **In case of gas release: evacuate area and close door. Inform users in wider laboratory area and evacuate. Inform laboratory manager or senior member of the laboratory team who will investigate issue. No entry back into lab permitted until given the all-clear. Report incident on SALUS.**  **In event of chemical spillage: young person not permitted to enter area where spillage has occurred.**  **In case of contact with chemical: rinse with water and inform first aider of what has happened and what chemical was used.**  **Security may be contacted via x4444, the security team are trained in first aid.** |

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| **Risk Assessment review date:** |  | **Reviewed by:** |  |
| **Comments:** |  | | |

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| **Risk Matrix** | | | | | | |
| **Impact of risk** | **Catastrophic harm**  **(5)** | **5** | **10** | **15** | **20** | **25** |
| **Significant harm**  **(4)** | **4** | **8** | **12** | **16** | **20** |
| **Moderate harm**  **(3)** | **3** | **6** | **9** | **12** | **15** |
| **Minor harm**  **(2)** | **2** | **4** | **6** | **8** | **10** |
| **No harm**  **(1)** | **1** | **2** | **3** | **4** | **5** |
|  | **Rare**  **(1)** | **Unlikely**  **(2)** | **Possible**  **(3)** | **Likely**  **(4)** | **Almost certain**  **(5)** |
| **Probability of risk occurring** | | | | | |