

OUTREACH: BTV TASTER AFTERNOON

1. DETAILS OF PERSON COMPLETING THIS RISK ASSESSMENT					
Name	Position			Dept/Fac/Section	
Flo Reeve	Senior Student Administrator (Admissions & Outreach) - Bioengineering			Bioengineering	
2. STAFF MEMBERS INVOLVED (if different from above)					
Name	Position			Dept/Fac/Section	
Ben Almquist Daniel Green James Choi Neelima KC	Academic			Bioengineering	
3. DESCRIPTION OF ACTIVITY					
<p>This is a general risk assessment to cover Y10-12 Biomedical Technology Ventures Taster Afternoon at SK campus on Wed 9th October 2024 14:45-17:00</p> <p>Up to 120 Y10-12 students (age 14-18) will be attending the event. Students in Y12 will be allowed to attend on their own with consent from school and record of emergency contact. Students in Y10-11 must be accompanied by at least one teacher per 10 students. The event will be managed by members of bioengineering staff (Jayne Shaw & Flo Reeve) and trained UG ambassadors. JS is a trained first aider (first aid at work). Schools will be responsible for the first aid of their students.</p>					
Date of event	Wednesday October 9th				
4. LOCATION					
Campus	South Kensington	Building	RSM	Room	131

Risk assessment					
1. HAZARD SUMMARY (each identified hazard must then be detailed in Section 2 of this assessment)					
COVID-19	<input checked="" type="checkbox"/>	Public areas	<input checked="" type="checkbox"/>	Woodworking machinery	<input type="checkbox"/>
Moving machinery	<input type="checkbox"/>	Explosions or implosions	<input type="checkbox"/>	Hand Tools	<input type="checkbox"/>
Lifting, carrying or pulling	<input type="checkbox"/>	Noise	<input type="checkbox"/>	Risk of cutting/abrasion	<input type="checkbox"/>
Sharps	<input type="checkbox"/>	Extreme hot or cold items	<input type="checkbox"/>	Lone working	<input type="checkbox"/>
Electrical	<input type="checkbox"/>	Pressure/steam	<input type="checkbox"/>	Flammable substances	<input type="checkbox"/>
Working at height	<input type="checkbox"/>	Naked flames	<input type="checkbox"/>	Chemicals hazardous to health	<input type="checkbox"/>
Falling objects	<input type="checkbox"/>	Dust/fumes	<input type="checkbox"/>	Emotive or security issues	<input type="checkbox"/>
Environmental factors (terrain, water, weather)	<input type="checkbox"/>	Compressed gasses	<input type="checkbox"/>	Ionising Radiation	<input type="checkbox"/>

Slips, trips or falls	<input checked="" type="checkbox"/>	Travel	<input checked="" type="checkbox"/>	UV/lasers/microwave/ other non-ionising radiations	<input type="checkbox"/>
Other					
2. Brief description of the hazardous aspect of the activity	Precautions (controls)		Emergency Actions	Is risk high, medium or low?	
General	<p>Inform the department Safety officer and Student Office Manager of the date of attendance.</p> <p>Ahead of the event all participants will supply their own contact details and emergency contact details, and any necessary medical information. If not supplied, they will be asked for these at registration on the day OR will be asked to confirm that the details we have are correct. The event co-ordinator will do a house-keeping run through at the start of the activity (fire exits, rally point, what to do in an emergency).</p>		Activity cannot proceed if these factors have not been met.	low	
Student:staff ratio	<p>There will be a minimum ratio of 1 teacher: 10 pupils</p> <p>There will be 1 member of Bioengineering staff/ambassador: 10 unaccompanied students</p> <p>All UG ambassadors will be required to attend a safety briefing session prior to the event.</p>			low	
Welfare	<p>Teachers will be ultimately responsible for the welfare of their pupils throughout the visit. Teachers will be requested to provide any information related to students with special needs participating on the visit.</p>		Contact College Security on emergency number ext. 47565	low	
Getting lost on the way to Imperial College London	<p>We are not responsible for welfare when not on site. All participants will be sent details of address and access to the department, and who to contact on the day in case of any issues. Ahead of the event all participants will supply their own contact details and emergency contact details. Event co-ordinator has access to emergency contact information.</p>		<p>Contact no-shows at start of the day by email/phone. Contact again if not arrived by start of first activity. Send message to emergency contact if no show after that.</p>	low	

Getting lost on campus.	Event co-ordinator will flag the event to receptions main.rec@imperial.ac.uk All activities take place in the same rooms (RSM 2.28). All participants will be signed in on the day and given a name badge and details of the departmental contact. Student Ambassadors will be on hand to escort participants to the room/direct them to the toilets. Ensure adequate staffing ratios (e.g. at least one Event Organizer per 10 unaccompanied students on hand during the day; more when possible).		low
Access	Visitors will be accompanied when moving through the building by a member of staff or a UG ambassador. Stairs will be used unless mobility issues Lift capacity will be adhered to, and students will be accompanied at all times.		low
Disabled visitors access	Attendees will be asked if they have any accessibility or special requirements when registering for this event. The department will look to make reasonable adjustments as required.	JS to inform KK if any accessibility concerns.	n/a
Food Allergies	Participants will be notified that: Food is prepared in kitchens that contain gluten, nuts and other allergens and, as such, we cannot completely guarantee that there is no risk of cross-contamination.'	Contact College Security on emergency number ext. 47565	low
Loss of personal belongings	Attendees are advised to keep belongings with them at all times and take responsibility for their own belongings. Any found items will be taken to Uren reception and if unclaimed passed to College Security.	Contact Department to check for lost items. Contact College Security on ext. 47565	Low
Fire evacuation	Fire exits to be explained to teachers and pupils at beginning of the day. Fire routes are to be kept clear at all times. Tour leader to assist with clearing space and leading people to Department's fire assembly point.	Building Manager informed. Event staff to guide visitors to meeting point. Inform Department's Fire Safety Officer if any visitors with limited mobility are left in the building.	Low
First aid	A trained first aider will be on site and mobile number shared. Teachers are responsible for the provision of first aid of their students as required	Contact First Aider. Contact College Security on emergency number ext. 47565	Low

Security	College Security will be notified of any suspicious characters, theft, or threatening situations	Contact College Security on emergency number ext. 47565	Low
Critical incidents on campus, e.g terrorist attacks, College-wide emergency	<p>If a serious incident occurs during the visit, the tour leader will contact Security to report it, expecting the escalation policy to be implemented. Further instruction will then follow.</p> <p>All staff will follow Security / College senior staff guidance via the critical incident procedures.</p> <p>In the case of a building evacuation the instructions of staff at the location will be followed.</p> <p>If anyone sees anything suspicious it will be reported to Campus Security on x 4444.</p>	<p>Contact College Security on emergency number ext. 47565</p> <p>Follow instructions from emergency services.</p>	Low

3. Who might be harmed?

Staff ☒

Audience plus presenter ☐

Support staff ☐

Other ☒ Ambassadors

4. How often is the activity to be carried out?

Once – 9th October 2024

5. SIGN OFF BY DSO, FSM OR CSM – note that where Risk Assessment is required, Outreach cannot accept new registrations from within Imperial College without sign off from the Leader's local safety officer. When from external organisation Imperial College Safety Department must provide the sign-off

Name of Safety Officer	Signature	Date	Dept/Fac/Section
Miguel Hermida	Miguel A. Hermida	27/09/2024	Bioengineering/FoE
Comments (if any)			

6. TRAINING RECORD – use this section to record the names and date of any persons you are training in this risk assessment and associated procedures

Name	Signature	Date	Name	Signature	Date

Note: <http://www3.imperial.ac.uk/safety/formsandchecklists/raforms1> for specific risk assessment forms and guidance
<http://www3.imperial.ac.uk/safety/guidanceandadvice> on gases, biological agents, chemicals, offsite work etc