

THE WORKSHOP CONFERENCES

Risk Assessment guidelines for teachers/tutors in schools and colleges who are organising residential conferences involving young adults

ACTIVITY	POTENTIAL HAZARDS or RISKS	PRECAUTIONS IN PLACE	ACTIONS TO REDUCE RISK
Any activity in Nottingham University buildings or elsewhere	Fire	<p>Fire precautions are in place, e.g. fire alarm warning system, emergency procedures. Modern alarm systems provided with automatic fire detection, fire extinguishers provided and serviced annually.</p> <p>Appropriate signage on fire precautions is prominently displayed in all the buildings. Additional facilities, equipment and procedures are available for persons with disabilities.</p>	<p>Information on emergency procedures is provided in each bedroom describing the evacuation procedure that the students should follow in emergencies and in order that any special requirements can be made.</p> <p>Smoking in the halls of residence and all teaching buildings is strictly prohibited.</p>
Any activity in Nottingham University buildings or elsewhere	Inexperience of students	Adequate assistance/supervision at all times in halls of residence and teaching facilities provided by Workshop Conferences staff and Nottingham University staff	Schools/colleges and parents/guardians of student delegates are informed of the range of activities that students will be involved in, and are asked to provide information, medical or otherwise, that may prevent or hinder an individual doing a particular activity. Workshop Conferences will specify any equipment/clothing that must be brought to the conference.

ACTIVITY	POTENTIAL HAZARDS or RISKS	PRECAUTIONS IN PLACE	ACTIONS TO REDUCE RISK
General access around campus and off-site	General slips, trips and falls or ill-health suffered whilst attending the conferences	<p>Adequate footpaths are provided and maintained</p> <p>Access to adequate first aid provision</p>	<p>Workshop Conferences staff are vigilant in maintaining a safe environment, reporting any problems to relevant university staff.</p> <p>Access to the Medical School for some lectures is only permitted by the footbridge. Students must not attempt to cross the busy four lane road.</p> <p>Workshop Conferences staff are briefed on emergency procedures and how to obtain first aid assistance for all building and locations that will be visited.</p> <p>Any accidents and/or cases of ill-health will be logged on University report forms – these are available in the office of each Hall of Residence.</p> <p>Workshop Conferences staff have procedures in place to inform parents/guardians.</p>
Water Safety	Risk of legionella	The University operates a legionella control programme for its water systems in accordance with the requirements as contained in HSE Approved Code of Practice.	Reporting of water issues to staff on duty i.e. leaks etc.

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Food and drink consumption	<p>Food Poisoning / Allergies</p> <p>Under age alcohol consumption</p> <p>Prohibited substances</p>	<p>University catering for all on-site food provision. Staff fully trained in food handling. CCP adhered too and nominated suppliers in place</p> <p>On campus bars do not serve alcohol to Workshop Conferences delegates</p> <p>Delegates are responsible for the safekeeping of any medicines they may need to bring to conference</p>	<p>Workshop Conferences staff ask for and provide information on individual allergies or dietary requirements. Workshop Conferences ensure as far as possible that purchase of other food/drink is from bonafide outlets by making available a variety of drinks and refreshments throughout the day.</p> <p>Workshop Conferences do not permit student delegates to bring alcohol on to the campus or to buy it on campus, even if delegates are aged 18 or over.</p> <p>Workshop Conferences and Nottingham University do not permit the bringing or use of any prohibited substances on to the campus. If Conference or University staffs believe any criminal act may have been committed, they will inform the Police.</p>

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First Aid	Accidents	<p>The University has procedures in place for emergency response to all its buildings.</p> <p>Team of First Aiders in the work place in each hall to deal with minor issues. First Aid boxes. Accident report books on site</p>	<p>First aid boxes in department areas i.e. bar, reception etc.</p> <p>First Aiders are available for every building and are listed within the building. Security can also be contacted using the University's emergency telephone number (18888 internal - 01159513013 from a landline or mobile)</p>