Advice And Documents Required
For Public Engagement Events

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Selected documents adapted by kind permission from Widening Participation,
The University of Manchester.
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I: Risk Assessments

**Notes to accompany General Risk Assessment Form (p.7)**

This form (p. 7) is the one recommended by Health & Safety Services, and used on the University’s risk assessment training courses. It is strongly suggested that you use it for all new assessments, and when existing assessments are being substantially revised. However, its use is not compulsory. Providing the assessor addresses the same issues; alternative layouts may be used. Notes on how to fill it out are given below and examples are provided in Appendix 1.

1. **Date**: Insert date that assessment form is completed. The assessment must be valid on that day, and subsequent days, unless circumstances change and amendments are necessary.

2. **Assessed by**: Insert the name and signature of the assessor. For assessments other than very simple ones, the assessor should have attended the University course on risk assessments (link to STDU)

3. **Checked / Validated* by**: delete one.

   **Checked by**: Insert the name and signature of someone in a position to check that the assessment has been carried out by a competent person who can identify hazards and assess risk, and that the control measures are reasonable and in place. The checker will normally be a line manager, supervisor, principal investigator, etc. Checking will be appropriate for most risk assessments.

   **Validated by**: Use this for higher risk scenarios, e.g. where complex calculations have to be validated by another “independent” person who is competent to do so, or where the control measure is a strict permit-to-work procedure requiring thorough preparation of a workplace. The validator should also have attended the University’s risk assessment course or equivalent, and will probably be a chartered engineer or professional with expertise in the task being considered. Examples of where validation is required include designs for pressure vessels, load-bearing equipment, lifting equipment carrying personnel or items over populated areas, and similar situations.

4. **Location**: insert details of the exact location, i.e. building, floor, room or laboratory etc

5. **Assessment ref no**: use this to insert any local tracking references used by the school or administrative directorate

6. **Review date**: insert details of when the assessment will be reviewed as a matter of routine. This might be in 1 year’s time, at the end of a short programme of work, or longer period if risks are known to be stable. Note that any assessment must be reviewed if there are any significant changes – to the work activity, the vicinity, the people exposed to the risk, etc
Task / premises: insert a brief summary of the task, e.g. typical office activities such as filing, DSE work, lifting and moving small objects, use of miscellaneous electrical equipment. Or, research project [title] involving the use of typical laboratory hardware, including fume cupboards, hot plates, ovens, analysis equipment, flammable solvents, etc.

Activity: use the column to describe each separate activity covered by the assessment. The number of rows is unlimited, although how many are used for one assessment will depend on how the task / premises is sub-divided. For laboratory work, activities in one particular lab or for one particular project might include; use of gas cylinders, use of fume cupboard, use of computer or other electrical equipment, use of lab ovens, hot plates or heaters, use of substances hazardous to health, etc.

Hazard: for each activity, list the hazards. Remember to look at hazards that are not immediately obvious. For example, use of a lathe will require identification of the machine hazards, but also identification of hazards associated with the use of cutting oils (dermatitis), poor lighting, slipping on oil leaks, etc. The same activity might well have several hazards associated with it. Assessment of simple chemical risks (e.g. use of cleaning chemicals in accordance with the instructions on the bottle) may be recorded here. More complex COSHH assessments e.g. for laboratory processes, should be recorded on the specific COSHH forms (link).

Who might be harmed and how: insert everyone who might be affected by the activity and specify groups particularly at risk. Remember those who are not immediately involved in the work, including cleaners, young persons on work experience, maintenance contractors, Estates personnel carrying out routine maintenance and other work. Remember also that the risks for different groups will vary. E.g. someone who needs to repair a laser may need to expose the beam path more than users of the laser would do. Vulnerable groups could include children on organised visits, someone who is pregnant, or employees and students with known disabilities or health conditions (this is not a definitive list).

For each group, describe how harm might come about, e.g. an obstruction or wet patch on an exit route is a hazard that might cause a trip and fall; use of electrical equipment might give rise to a risk of electric shock; use of a ultraviolet light source could burn eyes or skin.

Existing measures to control the risk: list all measures that already mitigate the risk. Many of these will have been implemented for other reasons, but should nevertheless be recognised as means of controlling risk. For example, restricting access to laboratories or machine rooms for security reasons also controls the risk of unauthorised and unskilled access to dangerous equipment. A standard operating procedure or local rules (eg for work with ionising radiation, lasers or biological hazards) will often address risks. Some specific hazards may require detailed assessments in accordance with specific legislation (e.g. COSHH, DSEAR, manual handling, DSE work). Where this is the case, and a detailed assessment has already been done in another format, the master risk assessment can simply cross-reference to other documentation. For example, the activity might be use of
a carcinogen, the hazard might be exposure to hazardous substances, the existing control measures might all be listed in a COSHH assessment. Controls might also include use of qualified and/or experienced staff who are competent to carry out certain tasks; an action plan might include training requirements for other people who will be carrying out those tasks.

(12) **Risk Rating**: the simplest form of risk assessment is to rate the remaining risk as high, medium or low, depending on how likely the activity is to cause harm and how serious that harm might be.

The risk is **LOW** - if it is most unlikely that harm would arise under the controlled conditions listed, and even if exposure occurred, the injury would be relatively slight.
The risk is **MEDIUM** - if it is more likely that harm might actually occur and the outcome could be more serious (e.g. some time off work, or a minor physical injury).
The risk is **HIGH** - if injury is likely to arise (e.g. there have been previous incidents, the situation looks like an accident waiting to happen) and that injury might be serious (broken bones, trip to the hospital, loss of consciousness), or even a fatality.

Schools or administrative directorates may choose to use other rating systems. Typical amongst these are matrices (of 3x3, 4x4, 5x5 or even more complex) which require the assessor to select a numerical rating for both “likelihood that harm will arise” and “severity of that harm”. These may give a spurious sense of accuracy and reliability – none are based on quantitative methods. There are methods of estimating risk quantitatively, and these may be appropriate for complex design of load bearing structures and the like. Advice on methods of risk assessment is available from HSS. Whatever system of assessment is adopted, it is **essential** that the assessor has received suitable training and is familiar with the meaning of the terms (or numbers) used.

(13) **Result**: this stage of assessment is often overlooked, but is probably the most important. Assigning a number or rating to a risk does not mean that the risk is necessarily adequately controlled. The options for this column are:

**T = trivial risk.** Use for very low risk activities to show that you have correctly identified a hazard, but that in the particular circumstances, the risk is insignificant.

**A = adequately controlled, no further action necessary.** If your control measures lead you to conclude that the risk is low, and that all legislative requirements have been met (and University policies complied with), then insert A in this column.

**N = not adequately controlled, actions required.** Sometimes, particularly when setting up new procedures or adapting existing processes, the risk assessment might identify that the risk is high or medium when it is capable of being reduced by methods that are reasonably practicable. In these cases, an action plan is required. The plan should list the actions necessary, whom they are to be carried out by, a date for completing the actions, and a signature box for the assessor to sign off that the action(s) has been satisfactorily completed. Some action plans will be complex documents; others may be one or two actions that can be completed with a short timescale.
U = unable to decide. Further information required. Use this designation if the assessor is unable to complete any of the boxes, for any reason. Sometimes, additional information can be obtained readily (e.g. from equipment or chemicals suppliers, specialist University advisors) but sometimes detailed and prolonged enquiries might be required. E.g. is someone is moving a research programme from a research establishment overseas where health and safety legislation is very different from that in the UK.

For T and A results, the assessment is complete.
For N or U results, more work is required before the assessment can be signed off.

(14) Action Plan. Include details of any actions necessary in order to meet the requirements of the information in Section 11 ‘Existing measures to control the risk’. Identify someone who will be responsible for ensuring the action is taken and the date by which this should be completed. Put the date when the action has been completed in the final column.
### General Risk Assessment Form

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<thead>
<tr>
<th>Date: (1)</th>
<th>Assessed by: (2)</th>
<th>Checked / Validated* by: (3)</th>
<th>Location: (4)</th>
<th>Assessment ref no (5)</th>
<th>Review date: (6)</th>
</tr>
</thead>
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**Task / premises: (7)**

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<th>Activity (8)</th>
<th>Hazard (9)</th>
<th>Who might be harmed and how (10)</th>
<th>Existing measures to control risk (11)</th>
<th>Risk rating (12)</th>
<th>Result (13)</th>
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**Action plan (14)**

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<th>Further action required</th>
<th>Action by whom</th>
<th>Action by when</th>
<th>Done</th>
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II: Child Protection and CRB

University of Manchester Child Protection Policy:


All adults who will be left in sole charge of pupils under 18 years of age must be checked by the Criminal Records Bureau (CRB). The CRB check is free for volunteers, but must be paid for by the University if the adults will receive payment for their role. The CRB check can take 6-8 weeks to be completed. UoM students working with children must be CRB checked. Applicants will need to present forms of ID and the application form will need to be countersigned by a designated counter-signatory in the Undergraduate Recruitment and Widening Participation team. It is good practice to CRB check all adults working with children, regardless of whether they will be in sole charge or not.

Any staff organising events and activities for children may wish to attend training in ‘Safeguarding Children’. The Staff Training and Development Unit organise child protection training for staff. For further information please see http://www.staffnet.manchester.ac.uk/employment/training/courses/

For safeguarding advice contact:

Manchester Safeguarding Children Board (MSCB)
Overseas House – 2nd Floor
Quay Street
Manchester
M3 3BB

Tel: 0161 234 7007

New Staff

New staff need to be CRB checked immediately on coming into post, ideally before starting. Staff CRB forms go to HR for countersigning and forwarding on to the CRB. For Faculty of Life Sciences staff, contact Kate Middleton (Katherine.f.middleton@manchester.ac.uk).

UoM staff and postgraduate students across the University

Undergraduate Recruitment and Widening Participation countersignatories may not process CRB forms for anyone on the staff payroll (e.g. staff or postgraduates) outside the Division. Enquiries of this type need to be routed to Karen Morgan-Tallents in John Owens Building. In some cases, Karen Morgan-Tallents will both check and countersign CRBs forms. In others, there will be a designated person in a Faculty. Check with Karen Morgan-Tallents on each occasion in case of personnel changes.

It is recognised that a number of the volunteers working on behalf of the University may be very close in age to the children with whom they are working. It is still important that they maintain a professional distance and it is not appropriate for them to establish a close relationship with any of the children with whom they work.
III: Ethics

Before in planning any PE event you should consider the ethical and social issues around your activity. Further information and guidance is being developed at the University level but in the meantime please go to the following link for some advice.

http://www.publicengagement.ac.uk/how/guides/ethical-and-social-issues

IV: Safety Briefing

1. Road Safety

The University of Manchester is situated on both sides of a major city centre road that has a high volume of traffic running though the middle of the campus throughout the day.

This means that you must take extra care when moving your groups to and from buildings and crossing roads. Make sure you use pedestrian crossings when taking students across the road.

2. Missing Person

Make sure your group is with you at all times. In the event that you lose a member of your group you must report this to the Activity Coordinator immediately.

(Please ensure that any volunteers have a means of contacting you throughout the activity i.e pass on your mobile number for this purpose.)

3. Fire alarms

Please be familiar with the fire alarm system in the building(s) you will be working in, especially what day the practise drill is sounded. It is your responsibility to familiarise yourself and volunteers with the fire evacuation procedures for the building(s) in which the activities are taking place.

Inform your group of the procedure for evacuating the building, and likewise if they should expect to hear a practise drill that particular day. If the fire alarm sounds whilst you are in a building you will need to leave the building quickly but calmly. Please follow the members of University staff who will direct you from the building to the safe meeting point.

4. Accidents

You must report any accidents immediately to the Activity Coordinator. If that is you, be sure to complete an accident report log. Information about this can be found at the reception of most buildings, or with the Health and Safety Officer for your Faculty.

5. Faulty Equipment
You must report any faulty equipment to the Activity Coordinator immediately and do not continue to use.

6. First Aid

Brief your volunteers about First Aid Procedures: If a visitor requires First Aid, you must report this at once to the Activity Coordinator. There is a list of First Aiders in each University building. You must inform the Activity Coordinator of the emergency / accident.

7. Use of Computers

This is particularly important when working with school-age groups: if pupils are using computers and the internet as part of the activity, they should only be using programmes and/or websites appropriate for the task. If pupils are accessing content via the internet or any other software which is deemed inappropriate you should ask them to close down the programme immediately.

8. Child Protection

Information regarding child protection can be found on page 9 of this document. The main points here are to emphasise that you and any volunteers working with you should (as much as possible) ensure they are not on their own with a pupil. If they do find themselves in this situation and a student discloses information to them which they feel means the pupil is at risk, they need to record this immediately and give it to the Activity Coordinator. The Activity Coordinator may deem is necessary to then pass this information onto a teacher (where appropriate).

9. General Conduct

Encourage your volunteers to engage with and involve themselves with visitors as much as possible during activities. For school groups, this is particularly important as you are acting as a role model and source of information and inspiration for the students.

- Sit amongst the students, to encourage engagement and monitor behaviour. If any students are continuously disruptive or problematic on your table then report them to the lead member of staff.
- Use your initiative and do not be passive. If you see that a group of students are not engaged or are talking whilst the staff leader is then tell them to be quiet – don’t be afraid to show leadership.
- You are a bridge between the Activity Coordinator and the students – you are not necessarily the pupils’ friend, but a mentor/facilitator and should be friendly and approachable. Try not to directly answer questions, but encourage pupils to answer.
IV: Insurance

Public Liability Insurance

Link to the Public Liability Insurance certificate can be found here: http://www.staffnet.manchester.ac.uk/services/insurance/liability-cover/

PLEASE NOTE: The policy is updated annually so check that you have the most recent and in-date certificate for your event. The 2012 policy expires on May 31st 2012.

Other insurance:
Information regarding motor insurance, cover for equipment in transit, property etc. can be found here: http://www.staffnet.manchester.ac.uk/services/insurance/

V: Data Protection Statement

See below for example data protection statement to be used for booking forms etc. Examples of where to use it are shown in Booking Confirmation and Pupil/Parental Consent on page 14 of this document.

Example Data Protection and Sharing Statement

The information you have provided will be treated as confidential. This information will be processed and held by The University of Manchester, for the purposes of administering the Manchester Access Programme, and will always be safeguarded under the terms of the Data Protection Act 1998.

We may share this information with your son/daughter’s current school, in order to give them data on the progress of students from their institution.

The information you have provided will NOT be passed to external organisations for marketing or sales purposes. For example, we will never pass information on to anyone who wants to sell you something.

The information you have provided will only be used for research purposes.

We may also wish to contact you to tell you about other activities at The University of Manchester.

If you are NOT willing for your details to be used for these purposes, please tick this box. ☐
VI: Booking Confirmation and Pupil/Parental Consent

Examples of different types of booking confirmations and consent forms can be found below.

1. Email to teachers for confirmation of event
2. Confirmation letter for teachers
3. Letter to parents including pupil form and parental photo/video consent (send this to the contact teacher who will then send home with each pupil)
4. Post-16 permission to be out of college

1. Email to Teachers for Confirmation of Event

Dear NAME,

Please find attached confirmation for your EVENT TITLE at The University of Manchester on: DATE AND TIME

Attached are the following documents:

- Link Teacher Confirmation Letter
- Parent Letter & Consent Form (which can be printed off and given to your pupils)
- Risk Assessment (PROVIDE YOUR COMPLETED AND SIGNED OFF RISK ASSESSMENT)
- Campus map (http://www.manchester.ac.uk/aboutus/travel/maps/)

**IMPORTANT**

If your school is unable to attend this event please do let us know as soon as possible as we have other schools on a waiting list and we also need to arrange the appropriate staffing levels. It is not essential to have the definitive list of visiting pupils ready when confirming your school's place and we are happy for this to be sent on to us at a later date.

We look forward to meeting/working with you soon.

Best wishes

LEAD PERSON’S NAME
CONTACT DETAILS
2. Confirmation Letter to Teachers

For the attention of:
NAME – SCHOOL NAME

EVENT TITLE

DATE – INSERT DATE
ARRIVAL TIME – XXX
DROP OFF – DROP OFF POINT
VENUE – INSERT VENUE
DEPARTURE TIME – XXX

We are writing to confirm the arrangements for the EVENT TITLE, which is being held at The University of Manchester on DATE. We have reserved X places for students from your school to participate in the event. Coaches can drop off and pick up your group from DETAILS OF DROP-OFF POINT. We will meet you there. Please make your travel arrangements to allow a prompt start, to give the students maximum time at the University.

If you experience any problems on the day, please contact us on the CONTACT NUMBER OF LEAD PERSON.

Provisional Programme (IF APPLICABLE)

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<th>Time</th>
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<td>11.10</td>
<td>Lunch</td>
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<td>11.30</td>
<td>Evaluation</td>
</tr>
<tr>
<td>12.30</td>
<td>Departure</td>
</tr>
</tbody>
</table>

We have also attached the following:
Parent Letter & Consent Forms
Risk Assessment

Parent Letter & Consent Form
Please provide a copy of the Parent/Carer Letter & Consent Form to each learner’s parents. Insert the time of departure from the school in the morning and the expected time of return to school in the afternoon. It is important that the completed ‘Parental Consent Forms’ are forwarded to the University before the event. Please retain a copy for your own information.

Cancellations
Places are limited for this event, so please notify us as soon as possible of any problems or if you are not able to bring all of your students.

Further Information
Please contact me/another member of your team if you require any further information I/we look forward to meeting/working with you all.

Kind regards,
3. Confirmation Letter to Parents

Dear Parent,

We are delighted that your child will be participating in NAME OF EVENT.

This event is part of Manchester Science Festival/National Science and Engineering Week/a series of programmes being run at the Manchester Museum etc.

The event will explore BRIEF OUTLINE OF WHAT IT IS ALL ABOUT.

Please complete the ‘Parental Consent’ form including daytime contact name and telephone number. Lunch will/will not be provided, so please ensure that your son/daughter has a packed lunch unless this is normally provided by their school.

The event is funded and organised by XXX at The University of Manchester.

Please return the completed forms to school as soon as possible.

If you have any questions please contact your child’s teacher or alternatively me by telephone or email using the contact details below. Please retain this information for future reference.

Yours sincerely,

YOUR NAME AND CONTACT DETAILS

Date of Visit: ...........................................
Time of departure from school: ............... am
Expected time of return to school: ......... pm
Parent Information & Consent Form

TITLE OF EVENT

To be completed by the Student

Student’s first name: .................................................................
Surname: ................................................................................................
Date of Birth: ......................  Postcode: .........................  Gender: Male / Female

Ethnic Origin - Which one of the following groups do you feel most adequately describes your ethnic origin?
Please circle as appropriate

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<tr>
<th>White British</th>
<th>Asian or Asian British - Indian</th>
<th>Chinese</th>
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<td>White Irish</td>
<td>Asian or Asian British - Pakistani</td>
<td>Other Ethnic Background ..................</td>
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<tr>
<td>Other White Background</td>
<td>Asian or Asian British – Bangladeshi</td>
<td>Not known</td>
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<tr>
<td>Mixed –White and Black Caribbean</td>
<td>Other Asian Background .................</td>
<td>I prefer not to provide this information</td>
</tr>
<tr>
<td>Mixed –White and Black African</td>
<td>Black or Black British – Caribbean</td>
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<tr>
<td>Mixed –White and Asian</td>
<td>Black or Black British – African</td>
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<td>Other –Mixed Background</td>
<td>Other Black Background</td>
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Disability
Do you consider yourself to be disabled / have a disability, or do you have any long-term health related condition that impacts upon your ability to carry out normal day-to-day activities?

Definition: a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities

☐ Yes  ☐ No  ☐ Prefer not to say

Do you have asthma, fits or faints? Yes / No
Are you allergic to any medicine/food/elastoplasts/latex etc? Yes / No

Please give details if ‘Yes’ has been given to any answer above or there is any other information we should know:
........................................................................................................................................................................

Address: ....................................................................................................................................................
Telephone Number: ..............................................................................................................................
Email address: ..............................................................................................................................................
School Name: ..................................................................................................................................................

Data Protection
The information you have provided about yourself will be treated as confidential. Your details will not be used for commercial purposes.
We may also wish to contact you to tell you about other activities at The University of Manchester. If you are not willing for your details to be used for these purposes, please tick this box

☐

Signature of Student:

Signed:...........................................  Name: ...................................................  Date: ..........
To be completed by the Parent/Carer - Contact details for use during the event

Contact Name: .................................................. Mobile number: .................................
Other contact tel. number: ............................. Relationship to student: ............................

Additional contact details for use in an emergency:
Additional Contact Name: ................................ Mobile number: .................................
Other contact tel. number: ............................. Relationship to student ............................

On the day, we intend to take photographs and/or video to show the students participating in the activities. These may be used to publicise the event and promote future events. The photographs that are taken will remain the property of The University of Manchester. Any images used for publicity purposes will not identify any students by name. Please indicate below if you have any objection to your child appearing in any of these photographs and we will ensure that none are taken that contain him/her.

I hereby give consent* for my child to be featured in any photographs or video taken at the event at The University of Manchester. (* Please delete this paragraph if not appropriate)

I give permission for my child to participate in the event at The University of Manchester

Signed: ................................................................. Date: ..................................................

The information above is required for The University of Manchester Safeguarding Children – Child Protection Policy.
4. Post-16 permission to be out of college

Confirming your place
Dear Student,

Many thanks for registering for EVENT TITLE. In order to complete the confirmation you will need to **reply to the email you have received to confirm that you will be attending the specified event, and/or send the details outlined below.**

If you have any queries relating to the completing of this form or to the event please contact me at INSERT EMAIL ADDRESS AND/OR TELEPHONE NUMBER.

Last Name: ________________________ First Name: _________________________

Event attending: ________________________ on _________________

Name of School/College _________________________________________________________

Please complete the table below with the lessons you have for that day. You must also get the signature of the member of staff taking that lesson by which they are giving permission for you to be absent for that class. You should show the member of staff the confirmation email you have received from the University.

(For members of staff: If you have any questions relating to this event please contact me on INSERT CONTACT DETAILS)

<table>
<thead>
<tr>
<th>Period</th>
<th>Name of class</th>
<th>Staff Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
VII: Venues

1. Room bookings

In general terms, to book rooms for an event Central Timetabling needs to be contacted:

Online: Rooms can be viewed online to check capacity and seating plans etc: http://www.estates.manchester.ac.uk/BusinessUnits/TeachingSupport/CentralTimetablingUnit/index.asp.

By phone: Call the Room Request Team on ext 57305.
If the booking is being made for an out of hours event, a special form will need to be completed and a risk assessment probably requested.

By email: As some rooms will require a payment, even if booked by internal personnel, it is advisable to keep records of all bookings made.

Book as early as possible. Even if CTU cannot confirm until academic staff have had rooms allocated, the fact that you have made the request and got it ‘in the queue’ will work in your favour. This can be done by email: cturequest@listserv.manchester.ac.uk.

Some rooms can not be booked through Central Timetabling, so accurate records detailing with whom the booking is made will be necessary to avoid double booking errors.

If you wish to use a Foyer or Entrance Hall of a building, this is also now done through CTU, although it is useful to contact the building superintendents for that building in advance with any requirements. Be aware that many teaching rooms do not allow food or drink; CTU will advise you of this at the time of booking.

For further details of teaching rooms and meeting rooms available through CTU please see the following link: http://www.estates.manchester.ac.uk/BusinessUnits/TeachingSupport/CentralTimetablingUnit/ctu%20single%20pages.pdf

2. Rooms that are not booked through central timetabling

Stopford Building
Rooms within the Stopford building may not always be bookable for activities involving the public. If rooms in Stopford are used, a list detailing the names of all individuals attending must be left with Stopford reception prior to the event.

Seminar rooms
Seminar rooms 1.58 (capacity 15), 1.59 (capacity 15), 1.60 (capacity 12), 1.61 (capacity 12), 1.62 (capacity 12), 1.63 (capacity 12).
Please note rooms 1.61, 1.62 and 1.63 can be merged together to form one large space. Please ask Stopford reception to arrange this in advance of any events via the porters.

Stopford rooms
These seminar rooms can be booked through Stopford reception, stopford.reception@manchester.ac.uk. They will not be bookable during University of Manchester undergraduate teaching periods.

The Multi User Labs
These labs are used by Life Sciences and MHS. They are managed by Linda Berry, linda.berry@manchester.ac.uk ext. 56763. They usually will not be bookable during University of Manchester undergraduate teaching periods but please ask just in case.
The labs span two floors, and are split into ‘sections’ which act as class rooms.
Each floor is itself managed by a technician who works under Linda. Please contact Linda Berry to book any of the labs and to arrange equipment for sessions.

1MUL (1st floor Multi User labs) are managed by Bill Manning (William.manning@manchester.ac.uk/ext 55393 or 55394) The first floor labs are primarily used by physiology and anatomy, and contain complex equipment for monitoring the body, e.g. measuring lung volume.

2MUL (2nd floor Multi User labs) are managed by Margaret Cooper (Margaret.a.cooper@manchester.ac.uk/ext 50512). Section 5 (capacity 30+) and 6 (capacity 50+) are recently decorated and equipped, and to be booked in preference to other 2MUL bays. Bays 11-13 are also new but less easily accessible.

Stopford Common Room
This is an open space with informal seating, situated adjacent to the café on the first floor, which has a capacity of at least 100. It can be used for eating purchased food or packed lunches etc. It can be booked for exclusive use out of term time / at weekends through Irene Bohanna (irene.d.bohanna@manchester.ac.uk/ext 55022).

Martin Harris Centre, Coupland Street
Room G52. Capacity: 60
Contact: Alex Toye (Alex.Toye@manchester.ac.uk/ext 61669)

3. Visitors in high security buildings
Visits to certain buildings on campus will require a list of participants to be submitted to reception staff prior to the visit. Buildings which require this include the Stopford Building (Medical School) and the teaching hospitals. Such buildings will need to arrange special group access in advance, and will need to have the group signed in by a member of staff on admission to the building. It is important to ensure that participants are not left to wander freely around such buildings, but are closely supervised at all times and that group leaders are aware of where participants are situated throughout the visit.
4. Visitor parking

Guest speakers and other visitors who give their time to help at events should be offered free parking on site.

Coaches/minibuses carrying participants usually drop-off and collect rather than stay, but if they wish to park up for the duration of an event, they too will need a parking permit.

Please note that there is no University parking provision for coaches at either Oxford Road or Sackville Street campus. If necessary, coaches should be directed to the private coach park adjacent to Piccadilly train station.

A PDF of a university campus map detailing routes to specific buildings can be found on the University website.

For normal visitors : Oxford Road campus use Cecil Street (Car Park E).
- Post out a permit voucher. These cost £2 each and can be ordered from the Car Parking office.
- A completed permit should be handed into the gatehouse for the visitor.
- When Cecil Street is full, the gatehouse may suggest Car Park F Devas Street.
- At weekends you can also direct people to Booth Street West, which is only £2 / day Saturdays and Sundays.

Sackville Street Campus - organisers will need to contact the lodge on Sackville Street (62441) to notify them of the visitor, so that they can be allocated a parking space close to the Sackville campus.

For very important visitors only: Rear or Front Quadrangle.
- This should only be requested for the most important visitors e.g. head teachers, principals, directors of services etc.
- In these cases, an email is sent to carparking@manchester.ac.uk, for the attention of Sarah Potts or Jim Dempsey, stating name, position, date and time of arrival.

If visitors (such as speakers/workshop leaders) travel by public transport instead, they should be offered reimbursed travel expenses.

6. Portering

For events during the working day, the building supervisors will need to be notified in order that suitable portering can be arranged on the day.

For events outside of the working day, portering will need to be booked well in advance and paid for at an hourly rate. Angela Chant (angela.chant@manchester.ac.uk/ext 64994) can advise on the allocation of porters for events, and Central Timetabling can advise you of which porters are linked to a particular building.
7. Pre-school children on campus
For some events, it may be necessary to consider the provision made for younger siblings of participants (e.g. Open Days, Parents’ Evenings) in order that certain families are not prohibited from attending. Whilst pre-school children may not be the target group for your event, they may accompany older siblings and therefore need to be catered for in any risk assessment. Issues for consideration include baby-changing facilities (nearest in The Manchester Museum) and safety on wide staircases etc. The University discourages anyone from bringing young children to the campus without notice, and if staff have knowledge that young children (under age 9) will be accompanying parents to events, a full risk assessment must be made.

8. Toilets
In planning an event, the organiser will need to acquaint themselves with the nearest toilets and ensure that disabled users can be accommodated (as necessary).

9. Religious worship during an event – provision for personal prayer
Prayer rooms are located in the Sackville Building, St Peter’s Chaplaincy and the McDougall Centre (Muslim Prayer Room). Should participants wish to pray privately during their visit to the University of Manchester, it may not be practicable for them to use the allocated prayer rooms, so another quiet room should be found in the building used for the event.
VIII: Equipment to Borrow

Life Sciences and Widening Participation has a range of equipment that can be borrowed for events. If you would like to borrow any of the equipment on List 1 below, please email: ben.goldblum@manchester.ac.uk
You will need to collect equipment from the Recruitment and Admissions Office G483 Stopford Building.

**LIST 1:**

<table>
<thead>
<tr>
<th>Projectors:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1x close up projector (for projecting where the projector has to be close to the wall)</td>
</tr>
<tr>
<td>1 x 3000 lumen projector (for projecting where there is no control over lighting in the room)</td>
</tr>
<tr>
<td>2 x 10 metre vga cables (for use where the computer is a long way from the projector)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Laptops:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 x Macbook pro (1 with cracked screen, but OK for presenting from)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cameras:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 x handheld HD video cameras (size of mobile phone)</td>
</tr>
<tr>
<td>1 x full size HD video camera</td>
</tr>
<tr>
<td>1 x Canon ixus still camera</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Microscopes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 x handheld microscopes for use with computer/projector</td>
</tr>
<tr>
<td>1 x microscope with built in LCD viewing screen</td>
</tr>
<tr>
<td>1 x digital camera that attaches to any eye-piece of microscope (for projecting or attaching to computer)</td>
</tr>
</tbody>
</table>

If you would like to borrow any of the equipment on list 2 below, please email sophie.flieshman@manchester.ac.uk and complete the User Agreement Form on page 25.

**LIST 2:**

<table>
<thead>
<tr>
<th>Banner stands</th>
</tr>
</thead>
<tbody>
<tr>
<td>Umbrellas</td>
</tr>
<tr>
<td>University-branded table cloths</td>
</tr>
</tbody>
</table>

Borrow from Teaching Labs.

If you would like to borrow any of the equipment from the Teaching Laboratories 1MUL or 2MUL please email Linda Berry (Linda.Berry@manchester.ac.uk). Equipment will be loaned for public engagement events only. Borrowed items must be returned immediately after the event. To borrow certain equipment a Band 1 consent form might be requested. Please note that if the equipment is expensive, being used for teaching at that time, or is of limited supply then a request may be turned down.
User Agreement: Borrowing of Equipment from the Undergraduate Recruitment and WP Office

Although there is no charge for the use of equipment or other items borrowed from the Student Recruitment Office, staff are expected to treat any equipment entrusted to them with the utmost responsibility and care. When equipment or materials are borrowed, individuals must sign the following user agreement stating that they are responsible for the care and safekeeping of the equipment while it is in their possession. They must also ensure that the items are returned to a member of the UG Recruitment and WP Team and that both the borrower and the Recruitment Office team member sign to state that the items borrowed have been returned and that they are in the same condition in which they were borrowed.

The Borrower agrees to:

1. Take such care of the equipment, and to exercise all care over the equipment to preserve it from loss or damage.
2. Promptly return all items in clean, good working condition by the agreed date/time.
3. Notify Rachel Thomasson (0161 275 2212 or Rachel.Thomasson@manchester.ac.uk) immediately upon:
   a) Loss or damage to the equipment
   b) If the Borrower is unable to return the equipment by the due date.
4. Accept full responsibility for any loss or damage caused to the equipment. The Borrower will be responsible for paying the cost of replacement of any equipment not returned, or equipment returned which is damaged beyond repair. The Borrower will be responsible to pay the repair cost (not to exceed the replacement cost) of any equipment which is returned in damaged condition.
5. Assume full responsibility for any equipment or materials borrowed from the Student Recruitment Office, but utilised by other staff within their Team, Office, or by Student Ambassadors.

I have read and agree the above conditions regarding the borrowing of the following item/s:

Signed [Borrower]  Print Name [Borrower]

Telephone Number [Borrower]

Signed [UGR & WP]  Print Name [UGR & WP]

Date borrowed:  Agreed date of return:

Returned [Borrower]:  Returned [UGR & WP]:

All items borrowed must be returned to a member of the UG Recruitment and WP Team to be signed in by both the borrower and the team member. It is the borrower’s responsibility to ensure that items returned are countersigned by member of UGR & WP. Any items not countersigned by a member of UGR & WP may be charged to the borrower.

In case of loss or damage to equipment or if it is not possible for the items to be returned by the agreed date, please contact Rachel Thomasson – 0161 275 2212 or sophie.flieshman@manchester.ac.uk.

Agreed date of return: ___________________________
IX: Printing Resources for Events

Within the Faculty of Life Sciences, The Photographics Unit provides a comprehensive imaging service to the Faculty of Life Sciences and to a wider University customer base. It is equipped with high quality digital cameras, camcorders, film and flatbed (including large format) scanners, photographic, laser, and poster printers.

Digital services
A digital video recording and editing service is offered in conjunction with e-learning. The unit can film lectures, scenarios for interactive exercises or any promotional material required. The finished video files can be formatted so they are suitable for PowerPoint presentations or we can produce them in DVD format. A DVD and CD duplication service is also available.

Print
We can provide photo-quality printing and the printing of posters and banners on laminate or fabric in full colour.

A simple design service is available for professionally produced printed material, including a full-colour, small run brochure print of up to 500 copies.

Our services
- Imaging of biological/medical specimens
- Digital Photomicrography using the inverted microscope
- Publicity photographs
- Film/slide scanning
- Large format print and film (X-ray) scanning
- Video capture and editing
- Videography
- Poster and banner printing (now available on fabric)
- Photo quality printing
- Thesis printing
- DVD and CD production and duplication
- Small run brochure printing
- Basic design

Find Photographics at the rear of the Stopford Building, Room 1.828.
Tel: +44 (0)161 275 5258 (x55258)
Email: photographics.lifesciences@manchester.ac.uk

For design and printing posters and other resources for events, the University has its own Print Shop located in the Kilburn Building. Posters, leaflets, newsletters, invitations etc. can all be printed here. The Print Shop prints from both hardcopy originals and digital input. It is also possible to bind documents by cutting, stitching, spiral and tape binding.

Find the Print Shop in the Kilburn Building – ground floor, by the porters’ entrance.
Tel: 0161 275 6017/6112
Email: printroom-kilburn@manchester.ac.uk
**X: Evaluation of your event**

It is always good to evaluate your event in some form or another. Measuring impact is an art in itself but at a minimum you will want to know how to improve your activity in the future. Although evaluation is a huge area in itself, there are a few guides out there that you can consult. See below for some suggestions:


2) National Coordinating Centre for Public Engagement  
[http://www.publicengagement.ac.uk/how/guides/introduction-evaluation](http://www.publicengagement.ac.uk/how/guides/introduction-evaluation)

3) Evaluation support pack from Manchester Beacon  

**XI: Further General Information**

1) Resources and opportunities in public engagement  

2) National Coordinating Centre for Public Engagement website has lots of useful information:  
[http://www.publicengagement.ac.uk/](http://www.publicengagement.ac.uk/)

Or contact Ceri.Harrop@manchester.ac.uk or Amanda.Bamford@manchester.ac.uk.
Appendix I: General Risk Assessment Form

Example 1: Stand at the Manchester Museum

| Date: 29th October 2011 | Assessed by: Dr. Sheena Cruickshank | Checked / Validated* by: | Location: Manchester Museum | Assessment ref no | Review date: Prior next “Worm wagon” event |

Task / premises: Stall at Manchester Museum is aimed at a family audience with adults and children of all ages and educational backgrounds. In this assessment, the term “University Organizer” means the University employee or contact with primary responsibility for liaising with the visitors and organizing the event. The term “Visitor Organizer” means the person in charge of the visiting party (e.g. teacher).

General information - To mitigate the severity of any injury that occur and to comply with legal requirements:
Firs aid is available from (specified persons local to the building + all Security staff who can be summoned by the Reception staff).
Any accidents should be reported on the forms held by Reception staff, or at http://www.campus.manchester.ac.uk/healthandsafety/CoP&Guidance/AccidentReportForm.doc

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hazard</th>
<th>Who might be harmed and how</th>
<th>Existing measures to control risk</th>
<th>Risk rating</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visitors viewing jars with ethanol-fixed parasites.</td>
<td>Ethanol fumes, accidentally broken glassware</td>
<td>All visitors at risk of Ethanol fumes inhalation in case glassware is open or broken.</td>
<td>University Organizer(s) will be familiar with evacuation arrangements. Visitors will need to be supervised and not allowed to handle glassware with Ethanol.</td>
<td>Low</td>
<td>A</td>
</tr>
<tr>
<td>Participants fishing parasite models out of slime bucket.</td>
<td>Slime spillage on the floor</td>
<td>All visitors at risk of slips and falls.</td>
<td>Floor will be continuously inspected by University staff, responsible event coordinator and helpers. Protective cover around the bucket will be applied and spillages will be removed asap.</td>
<td>Low</td>
<td>A</td>
</tr>
<tr>
<td>Ref No</td>
<td>Further action required</td>
<td>Action by whom</td>
<td>Action by when</td>
<td>Done</td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>----------------</td>
<td>----------------</td>
<td>------</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>University staff responsible event coordinator to have throughout the day to deal with any problems that may arise.</td>
<td></td>
<td>29-10-11</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Risk assessment for individual activities has been carried out in advance of event. Control measures will be in place and fully operational, and checked by Dr. S. Cruickshank – the person with technical knowledge about the equipment.</td>
<td></td>
<td>29-10-11</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>
Example 2: School students visiting and attending an event in University Building

<table>
<thead>
<tr>
<th>Date: 13\textsuperscript{th} Mar 08</th>
<th>Assessed by: Ceri Harrop</th>
<th>Checked / Validated* by: Dr A R Nicholas</th>
<th>Location: Michael Smith Building</th>
<th>Assessment ref no</th>
<th>Review date: Prior to next “Matrix” event</th>
</tr>
</thead>
</table>

Task / premises:
Visit of 30 school children to Michael Smith Building to participate in “Wellcome to the Matrix”, a hands-on activity day as part of National Science and Engineering Week.

In this assessment, the term “University Organiser” means the University employee or contact with primary responsibility for liaising with the visitors and organising the event. The term “Visitors Organiser” means the person in charge of the visiting party (eg teacher). The visitors organiser should read SBSRA70 particularly sections 4 & 6 and leave a signed copy at Michael Smith Reception on arrival.

General information - To mitigate the severity of any injury that does occur and to comply with legal requirements:
First aid is available from [specified persons local to the building + all Security staff who can be summoned by the Reception staff].
Any accidents should be reported on the forms held by the Reception staff, or at http://www.campus.manchester.ac.uk/healthandsafety/CoPs&Guidance/AccidentReportForm.doc

<table>
<thead>
<tr>
<th>Activity (8)</th>
<th>Hazard (9)</th>
<th>Who might be harmed and how (10)</th>
<th>Existing measures to control risk (11)</th>
<th>Risk rating (12)</th>
<th>Result (13)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervised visit to [Michael Smith Building]</td>
<td>Slippery floors</td>
<td>All visitors at risk of slips, trips and falls. Identify in advance if any subgroup may be particularly at risk eg younger children, visitors with disabilities.</td>
<td>Premises are all maintained by Estates, and a system for reporting obvious defects likely to cause slips and trip is in place (reporting line to Estates Helpdesk on x52424). Venues to be used by visitors will be inspected by University Organiser (named person) before the day of the event, to check that conditions are satisfactory. Building features such as stairs, atria, long distances between attractions, will be checked by the University Organiser to ensure they are appropriate for the age group concerned, and steps taken to control any identified risk. If the party is large, and crushing or bunching is anticipated, then this will be addressed by [eg splitting the party up into more manageable groups]. The University Organiser will check in advance if any high risk areas could be accessed, and will [lock doors, or take other steps] to prevent access.</td>
<td>Low, unless • defects noted, in which case, they should be actioned promptly • building features not suitable for visiting group, in which case other controls / venues will be required</td>
<td>A, unless N</td>
</tr>
</tbody>
</table>

Slippery floors
Trailing cables or other obstructions
Defective floor and stair coverings and finishes
Unguarded edges
Access to high risk areas, eg loading bays, cat 2 labs, labs handling radioactive materials, risers, etc.
<table>
<thead>
<tr>
<th>Activity (8)</th>
<th>Hazard (9)</th>
<th>Who might be harmed and how (10)</th>
<th>Existing measures to control risk (11)</th>
<th>Risk rating (12)</th>
<th>Result (13)</th>
</tr>
</thead>
</table>
| Fire       |           | All visitors– at risk of injury by fire or smoke inhalation if emergency procedures not followed. | University Organiser(s) will be familiar with the fire alarm and evacuation arrangements for all the building(s) involved. Information about fire alarms (if any tests are planned, what they sound like) and actions to take –  
- if fire is discovered  
- if the alarm sounds and evacuation is required  
- assembly point for the visiting party, will be given to the visitors during the formal welcome and induction by the event coordinator. All sections of the group will need to be supervised by at least one representative [names should be given] of the University who is familiar with the fire safety arrangements, will direct the evacuation, and account for all visitors at the assembly point. They will be provided with a list of attendees for this purpose (unless this role is specifically allocated to a named person in the visitors’ party). The University and Visitor Organisers will exchange information prior to the visit about individual(s) who may need assistance during an evacuation (eg those with mobility disabilities). A Personal Emergency Evacuation Plan should be devised if necessary. Visitors who are blind or deaf will be assigned a “buddy” during the visit where necessary. | Low – unless party includes mobility impaired persons. | A – or N |
| Consumption of food |           | All visitors at risk of illness caused by  
- allergy  
- failures of temperature control or food handling practices  
All visitors at risk of scalding from accidental spillage of hot food /drinks. | The Visitors Organiser will be expected to know if any of their charges have allergies and provide University Organiser with any appropriate advice. The University Organiser will liaise with [FoodOnCampus or other caterers] about provision of catering – timing, numbers, special dietary requirements (such as food sensitivities and allergies). Food safety issues are managed by [caterers] with advice available from Mr P Sykes, Health & Safety Services | Low | A |
<table>
<thead>
<tr>
<th>Activity (8)</th>
<th>Hazard (9)</th>
<th>Who might be harmed and how (10)</th>
<th>Existing measures to control risk (11)</th>
<th>Risk rating (12)</th>
<th>Result (13)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicles</td>
<td>Electrical hazards</td>
<td>All visitors at risk of injury from contact with moving vehicles.</td>
<td>The University Organiser will make arrangements for reception and departure, including vehicle parking or drop off, to be separate from areas where vehicles are manoeuvring and reversing (eg avoid congregating in loading bay areas). This information will be passed to the Visitors Organiser. If visit involves crossing highways, car parks or delivery areas within campus, the organisers will need to consider the safest route, and make suitable arrangements to ensure adequate supervision of the group.</td>
<td>Low</td>
<td>A</td>
</tr>
<tr>
<td>Electrical hazards</td>
<td>All visitors at risk of electric shock or fire caused by defective electrical equipment in general use (eg light switches).</td>
<td>Visitors will not use any electrical equipment [except where detailed below]. Equipment in common usage (light fittings and basic installation) maintained by Estates. If visit involves practical use of appliances, any electrical hazards will need to be detailed here, together with all the safety precautions.</td>
<td>Low</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Lost persons</td>
<td>All visitors at risk of distress if lost in complex building or on campus. Young visitors particularly vulnerable.</td>
<td>The University and Visitors organisers will have a list of attendees, and account for them [at specified times during the visit] — this doesn’t need to be a formal roll call, but should satisfy the organisers that no-one is missing. In the event that someone does get lost, Organisers will exchange information about all sites visited (if relevant) so that the times and locations of each visit can be used to mount a search quickly and effectively. Means of communications between parties will be [specify eg mobile phone and numbers exchanged].</td>
<td>Low</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Any specified activity – eg use of equipment, lab experiment, etc.</td>
<td>Various – • exposure to substances hazardous to health • moving parts • etc</td>
<td>All visitors – harm will depend on the hazards listed. Very much dependent on circumstances. Each separate activity will need to be assessed. If visitors are only accessing common areas, lecture theatres, viewing static posters, displays, etc, this risk should be insignificant. If access to labs or workshops is envisaged, a more detailed assessment will be necessary for the particular substances and circumstances involved.</td>
<td>Low</td>
<td>T</td>
<td></td>
</tr>
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<td></td>
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<td>Low</td>
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<td></td>
<td></td>
<td>Low</td>
<td>T</td>
</tr>
<tr>
<td>Ref No</td>
<td>Further action required</td>
<td>Action by whom</td>
<td>Action by when</td>
<td>Done</td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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<td>------</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>All University staff involved in the event to be briefed about fire safety arrangements for each building by event coordinator prior to the visit</td>
<td>TWO</td>
<td>27-02-09</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Event coordinator will provide information about fire and other relevant safety arrangements for each building at induction (or during the visit at specified times). If appropriate, summary sheets with information can be provided.</td>
<td>TWO</td>
<td>27-02-09</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>All visitors will be accompanied at all times when moving between University buildings during activities in accordance with (attached list). This is to prevent access into potentially unsafe areas, keep to agreed routes away from traffic hazards, and assist in crossing roads.</td>
<td>TWO</td>
<td>27-02-09</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Persons from the University responsible for organising the event to have (specified means of communication) throughout the day to deal with any problems that may arise.</td>
<td>TWO</td>
<td>27-02-09</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Areas where events are to take place are to be inspected by event coordinator before the event to check for any defects or conditions that might give rise to slips, trips or falls. Any problems identified will need prompt action.</td>
<td>TWO</td>
<td>27-02-09</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Risk assessments for individual activities taking place must be carried out in advance of the visit by the University staff responsible event coordinator, and provided to building manager. Control measures must be in place and fully operational, and checked by (named person, normally the person with technical knowledge about the equipment) before use.</td>
<td>TWO</td>
<td>27-02-09</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Any equipment, including electrical equipment to be used by the visitors, is subject to a current electrical safety test and visual check before use.</td>
<td>TWO</td>
<td>27-02-09</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>
Appendix II: Examples of permission for photographs

Picture Authorisation

I .........................................................., the parent/legal guardian of ..........................................................
give the Cell-Matrix Research Centre at The University of Manchester authorisation to use any appropriate pictures that are taken of my child/ward by the Cell-Matrix Research Centre for use in possible publications and other publicity and materials relating to the event/activity. Any pictures used will not identify any children by name.

Signed........................................... Date......................................................

Event..........................................................................................................................