Aston University
Birmingham

ASTON UNIVERSITY RISK ISSUES CHECKLIST

School and College visits on Campus organised by Schools and Colleges Liaison (SCL)

NAME OF SCHOOL/COLLEGE VISITING:

DATE OF VISIT:

TITLE OF EVENT:

Action Point	Action to be taken	Tick if YES Cross if NO
1	SCL have checked that Aston University has appropriate insurance (Public/Employer Liability).	✓
2	SCL have put in place emergency procedures in the event of a fire or other emergency, and will brief staff and students accordingly.	✓
3	First Aid will be available if required, throughout the duration of the event.	✓
4	All student ambassadors have been selected and trained by SCL and have signed a Code of Conduct agreeing to adhere to the guidelines of the SCL Child Protection Policy.	✓
5	SCL staff are all CRB checked and academic staff participating in activities have read and are adhering to the guidelines of the SCL Child Protection Policy.	✓
6	SCL have checked that appropriate lecturer/pupil ratios for all activities will be maintained.	✓
7	SCL have checked that appropriate safety measures for all activities will be implemented.	✓
8	SCL have checked that appropriate protective clothing/equipment for activities will be available if required.	✓
9	SCL have checked that staff are suitably qualified or competent for the activities that they are responsible for.	✓
10	SCL have checked that appropriate arrangements have been made for pupils with special needs.	✓
11	SCL have put in place procedures to ensure the safety and security of pupils' personal possessions.	✓
12	On arrival SCL Staff contact and emergency details will be given to the accompanying school staff in case of an emergency during the event.	✓

I confirm that, on behalf of the school/college named above, I have read this risk assessment document and I am satisfied with the risk assessment carried out by Schools and Colleges Liaison at Aston University for the above event.

SIGNED: **NAME:**

POSITION: **DATE:**