



1. The University requires that a written risk assessment be carried out for planned and supervised activities for Children and Vulnerable People. The Risk Assessment Form is available at Appendix C.
2. Risk assessments should be carried out by someone who is both familiar with the concepts of hazard and risk and the activity being assessed. The assessor will normally be the person supervising the activity. The assessment should be written and completed before the activity takes place. A risk assessment should be countersigned by a senior member of staff who believes the assessor to be competent to carry out the assessment.
3. A risk assessment need not be complex but it should be comprehensive. It does not generally require technical formulae or professional health and safety expertise, but specialized information for some activities may be necessary.
4. The risk assessment should be based on the following considerations:
 - what are the hazards?
 - who might be affected by them?
 - what safety measures need to be in place to reduce risks to an acceptable level?
 - can the supervisor put the safety measures in place?
 - what steps will be taken in an emergency?

This guidance should be read in conjunction with the Risk Assessment Form set out at Appendix C.

i. Brunel University London

-Head(s) of Institution. They have ultimate responsibility for the health and safety of all those in University buildings and property.

-Event Activity Supervisor's name and contact details. This is useful in case of emergency or correspondence before or after the event.

Insurance Details: Stating the Policy Number and End Date will confirm compliance.

ii. External Organisation

-Head(s) of Organisation (e.g. Head Teacher)

-Activity Supervisor name and contact details. This is useful in case of emergency or correspondence before or after the event.

-Insurance Details: Stating the Policy Number and End Date will confirm compliance.

i. Description of Activity

B. (i) Description of activity

(ii) Number of Children/people regarded as vulnerable and age range of children

C. Persons assisting with the Activity

- File this assessment in a secure location in the administrative centre within your College/Institute/Department/etc.