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​​Due to the current situation, we have created an updated risk assessment for external visits to schools and colleges. To ensure that the necessary control measures take place to protect the pupils and staff attending from UCB. We have developed the checklist below for schools/colleges to use as a guideline:

* Provide the School Liaison team with the risk assessment for your event with sufficient notice to allow staff to prepare and adapt resources and delivery
* Plan arrival and departure times so that exhibitors to move around the school, when students are in classes to avoid being in crowded spaces.
* Ensure exhibition stands are suitably located 2m minimum between each exhibitor
* Hand Sanitising stations to be available in exhibition space.
* If presenting in a classroom/assembly hall, ensure the front row of students is 2m away.
* Restrict student numbers to allow maximum of 3-4 students at our stand at one time and lines marked to indicate 2m distance
* Provide safety guidelines to access your toilets.

We appreciate that you may have already put some of these guidelines in place in line with your risk assessment. However, to ensure control measures are adhered to for the safety of ourselves, and the students we are supporting we are obliged to send and request the above guidelines.

Please can we ask that you sign below so we can advise our Risk Assessment Officer that measures are in place prior to our visit. If anything changes closer to the event date, please notify us as soon as possible.

School Name: Click here to enter school name.

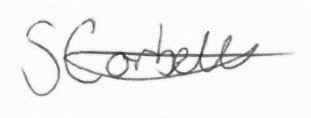
Event Date: Click the dropdown to select a date.

Signature: Click here to add signature.

If the member of staff from UCB attending the event feels that one or more of the guidelines is not in place, we will of course contact you in advance to discuss in further detail and to prevent disappointment or cancellation of the event.

We look forward to working with you, and your student’s to both create face to face events and plan a series of online events that will continue our positive relationship and young learners career ambitions. If you have any queries regarding the above, please don’t hesitate to contact us on [schoolsliaison@ucb.ac.uk](mailto:schoolsliaison@ucb.ac.uk).

Kind Regards,

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Samantha Corbett

Senior Schools Liaison Officer