

# HEALTH AND SAFETY RISK ASSESSMENT

**Location:** City Campus, University of Gloucestershire

**Activity/Task Assessed:** Outreach School/ College Visit

**Assessment Date:** 28 August 2025

**Completed by:** Paige Gliddon, Outreach and Student Recruitment Manager

**Assessment Review Date:** 28 August 2028, or sooner following any serious incidents or accidents

*Risk Assessment to be used in conjunction with **City Campus General Site Risk Assessment***

# RISK ASSESSMENT RECORD SHEET

**Activity/Task:** City Campus General Risk Assessment

**Assessed by:** Paige Gliddon

**Date:** August 2025

| What are the hazards<br>(things which have the potential to cause harm) | Who might be harmed and how?                                                                       | What is being done to control the risks?<br>(the likelihood of someone being harmed)                                                                                                                                                                                    | What further action is required to control risks?                                                                                                                            | Who needs to carry out the action?                                                                   | When is action needed by?                                                                             | Action Completed? |
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| Fire                                                                    | <b>Who:</b> Staff, Student Ambassadors, Visitors<br><b>How:</b> Smoke inhalation, burns, death     | <ul style="list-style-type: none"> <li>Staff (including student ambassadors) trained on fire evacuation procedures.</li> <li>Visit lead to brief visitors on fire evacuation procedures at the start of each visit.</li> </ul>                                          | <ul style="list-style-type: none"> <li>Student Ambassadors to be briefed at the start of each visit.</li> </ul>                                                              | <ul style="list-style-type: none"> <li>Visit lead, Student Ambassador Manager</li> </ul>             | <ul style="list-style-type: none"> <li>Ongoing – briefing on the day of every visit</li> </ul>        |                   |
| Collision with moving vehicles<br>(courtyard and surrounding roads)     | <b>Who:</b> Staff, Student Ambassadors, Visitors<br><b>How:</b> Broken bones, head injuries, death | <ul style="list-style-type: none"> <li>Teachers to escort students to/ from the building and provide supervision in Kings Square and surrounding area of City Campus</li> <li>Staff to use crossing points and paths when escorting visitors around the site</li> </ul> | <ul style="list-style-type: none"> <li><i>Student Ambassadors to be briefed on expectations of their role when escorting students at the start of each visit.</i></li> </ul> | <ul style="list-style-type: none"> <li><i>Outreach Team, Student Ambassador, Teachers</i></li> </ul> | <ul style="list-style-type: none"> <li><i>Ongoing - briefing on the day of every visit</i></li> </ul> |                   |
| Potential for vehicle collision with City Campus building               | <b>Who:</b> Staff, students, visitors, contractors                                                 | <ul style="list-style-type: none"> <li>Outreach to be informed by estates on any changes to vehicle restrictions or barriers being lowered</li> </ul>                                                                                                                   | <ul style="list-style-type: none"> <li><i>Student Ambassadors to be briefed on any changes</i></li> <li><i>Pass information on to visiting</i></li> </ul>                    | <ul style="list-style-type: none"> <li><i>Estates Team, Outreach Staff</i></li> </ul>                | <ul style="list-style-type: none"> <li><i>Ongoing - briefing on the day of every visit</i></li> </ul> |                   |

| What are the hazards<br>(things which have the potential to cause harm) | Who might be harmed and how?                                                                                                                              | What is being done to control the risks?<br>(the likelihood of someone being harmed)                                                                                                                                                                                                                                                | What further action is required to control risks?                                                                                                                                                                                                                                                                                                                         | Who needs to carry out the action?                                                                                                                                       | When is action needed by?                                       | Action Completed? |
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|                                                                         | <b>How:</b><br>Broken bones, head injuries, potential loss of life                                                                                        |                                                                                                                                                                                                                                                                                                                                     | <i>staff/visit organiser</i>                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                          |                                                                 |                   |
| General public using the building                                       | <b>Who:</b><br>Staff, students, visitors, contractors<br><br><b>How:</b><br>Theft, vandalism, assault                                                     | <ul style="list-style-type: none"> <li>• Outreach to provide identification badges to be worn by visiting staff and students whilst on campus</li> <li>• Students being told to use designated toilets for students/staff/visitors and not public facilities</li> </ul>                                                             | <ul style="list-style-type: none"> <li>• <i>Outreach to inform visiting staff/visit organiser that this campus is open to the public in certain areas</i></li> <li>• <i>Outreach to brief students and staff of public access on arrival</i></li> <li>• <i>Outreach to inform security of all outreach events taking place at City campus prior to the day</i></li> </ul> | <ul style="list-style-type: none"> <li>• Security</li> <li>• Director of Estates &amp; IT</li> <li>• Director of Estates</li> <li>• Health and Safety Manager</li> </ul> | <ul style="list-style-type: none"> <li>• As required</li> </ul> |                   |
| Inclement weather                                                       | <b>Who:</b> Staff, Student Ambassadors, Visitors<br><br><b>How:</b> Slips and falls leading to injury or damage to property/ equipment, increased risk of | <ul style="list-style-type: none"> <li>• Provide guidance to teachers and visitors on bringing suitable clothing when outdoor activity is planned.</li> <li>• Outreach Team to be aware of extreme weather warnings prior to on-campus activity and adapt or cancel events as necessary.</li> <li>• Minimise activity in</li> </ul> | <ul style="list-style-type: none"> <li>• Student Ambassadors to warn of slip hazards when moving around outside.</li> <li>• Student ambassadors to adapt tour routes to minimise external areas.</li> </ul>                                                                                                                                                               | <ul style="list-style-type: none"> <li>• Outreach Team, Student Ambassadors</li> </ul>                                                                                   | <ul style="list-style-type: none"> <li>•</li> </ul>             |                   |

| <b>What are the hazards</b><br>(things which have the potential to cause harm)                                                     | <b>Who might be harmed and how?</b>                                                                          | <b>What is being done to control the risks?</b><br>(the likelihood of someone being harmed)                                                                                                                                                                                               | <b>What further action is required to control risks?</b>                                                                                                                                         | <b>Who needs to carry out the action?</b>                                                                 | <b>When is action needed by?</b>                                                                                                     | <b>Action Completed?</b> |
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|                                                                                                                                    | vehicle collisions, illness as a result of exposure                                                          | external environments.                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                  |                                                                                                           |                                                                                                                                      |                          |
| Building work on campus – building materials falling or presenting trip hazards, dust inhalation, dangerous equipment or chemicals | <b>Who:</b> Staff, Student Ambassadors, Visitors<br><br><b>How:</b> Cuts, broken bones, head injuries, death | <ul style="list-style-type: none"> <li>Head of Maintenance to brief University staff on areas of campus where building work/ refurbishment works will be taking place.</li> <li>Visit lead to brief visitors on building works at the start of each visit (where appropriate).</li> </ul> | <ul style="list-style-type: none"> <li>Visit programmes to be altered if necessary.</li> <li>Training for Student Ambassadors to amend campus tour routes.</li> </ul>                            | <ul style="list-style-type: none"> <li><i>Estates Team</i>, Outreach Team, Student Ambassadors</li> </ul> | <ul style="list-style-type: none"> <li>Ongoing – keep updated as appropriate.</li> <li>Briefing on the day of every visit</li> </ul> |                          |
| <b>Water Fountain</b>                                                                                                              |                                                                                                              | •                                                                                                                                                                                                                                                                                         | •                                                                                                                                                                                                | •                                                                                                         | •                                                                                                                                    |                          |
| Contact with hazardous chemicals and sharps                                                                                        | <b>Who:</b> Staff, Student Ambassadors, Visitors<br><br><b>How:</b> Inhalation, skin burns, eye injury       | <ul style="list-style-type: none"> <li>Outreach Staff to liaise with staff responsible for labs to ensure that entry to labs is safe and permissible.</li> <li>Dispose of sharps in designated bins.</li> </ul>                                                                           | <ul style="list-style-type: none"> <li>Separate risk assessments to be carried out for activities involving potentially hazardous chemicals.</li> </ul>                                          | <ul style="list-style-type: none"> <li>Academics/ Technicians</li> </ul>                                  | <ul style="list-style-type: none"> <li>Prior to visit</li> </ul>                                                                     |                          |
| Allergic reactions, poisons, stings, bites                                                                                         | <b>Who:</b> Staff, Student Ambassadors, Visitors<br><br><b>How:</b> itchy skin, rash, breathing              | <ul style="list-style-type: none"> <li>Teachers to be aware of group members with known allergies and trained to treat accordingly.</li> <li>Teachers to check that young people and /or</li> </ul>                                                                                       | <ul style="list-style-type: none"> <li>Gather &amp; Gather to label ingredients in refreshments.</li> <li>Teachers briefed to bring First Aid kit and administer first aid on visits.</li> </ul> | <ul style="list-style-type: none"> <li>Teachers</li> </ul>                                                | <ul style="list-style-type: none"> <li>On the day</li> </ul>                                                                         |                          |

| <b>What are the hazards</b><br>(things which have the potential to cause harm)              | <b>Who might be harmed and how?</b>                                                                                                            | <b>What is being done to control the risks?</b><br>(the likelihood of someone being harmed)                                                                                                                                                                                                                                                                                                                 | <b>What further action is required to control risks?</b>                                                                                                                                                                                                                                                                                                             | <b>Who needs to carry out the action?</b>                                 | <b>When is action needed by?</b>                                                                                          | <b>Action Completed?</b> |
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|                                                                                             | difficulty, sickness, anaphylactic shock                                                                                                       | leaders carry necessary medication.                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                      |                                                                           |                                                                                                                           |                          |
| Student becoming ill, particularly those with pre-existing conditions e.g. asthma, epilepsy | <b>Who:</b> Visitors<br><b>How:</b> on-set of ill health due to pre-existing medical conditions e.g. shortness of breath, fainting, fits, pain | <ul style="list-style-type: none"> <li>Teachers to inform Outreach staff of students with medical conditions which may affect their participation in outreach activities.</li> <li>Teachers to be aware of group members with known medical conditions/ recent injury and trained to treat accordingly.</li> <li>Teachers to check that young people and /or leaders carry necessary medication.</li> </ul> | <ul style="list-style-type: none"> <li>Activities adapted if necessary to reduce risk e.g. providing a chair, avoiding contact with particular materials which could irritate asthma.</li> <li>Student Ambassadors briefed if this is likely to affect campus tours.</li> <li>Teachers briefed to bring First Aid kit and administer first aid on visits.</li> </ul> | <ul style="list-style-type: none"> <li>Outreach Team, Teachers</li> </ul> | <ul style="list-style-type: none"> <li>Prior to visit and on the day</li> </ul>                                           |                          |
| Young person lost or separated from group                                                   | <b>Who:</b> Visitors<br><b>How:</b> distress, injury, assault                                                                                  | <ul style="list-style-type: none"> <li>Outreach staff to ensure that students are aware of the itinerary and supervision/ meeting arrangements.</li> <li>Visitors briefed on what to do if separated from their group and designated meeting point – reception or by the barriers if outside of access card areas.</li> <li>Teachers to conduct</li> </ul>                                                  | <ul style="list-style-type: none"> <li>Itinerary emailed to reception in advance of the visit.</li> <li>Teachers responsible for having registers at all time and regular head counts.</li> </ul>                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Outreach Team, Teachers</li> </ul> | <ul style="list-style-type: none"> <li>Email sent prior to visit.</li> <li>Briefing on the day of every visit.</li> </ul> |                          |

| <b>What are the hazards</b><br>(things which have the potential to cause harm) | <b>Who might be harmed and how?</b>                                                             | <b>What is being done to control the risks?</b><br>(the likelihood of someone being harmed)                                                                                                                                                                                                    | <b>What further action is required to control risks?</b>                                                                                                                                                                                                                      | <b>Who needs to carry out the action?</b>                                                                     | <b>When is action needed by?</b>                                                                                          | <b>Action Completed?</b>                           |
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|                                                                                |                                                                                                 | regular head counts, particularly at arrival/ departure points, and when separating and reforming groups.                                                                                                                                                                                      |                                                                                                                                                                                                                                                                               |                                                                                                               |                                                                                                                           |                                                    |
| Assault, abduction or attack                                                   | <b>Who:</b> Visitors<br><br><b>How:</b> Verbal, physical or sexual assault, abduction           | <ul style="list-style-type: none"> <li>Staff briefed regarding the response if approached inappropriately by a stranger.</li> <li>Visitors briefed to remain in groups at all times, including visits to toilets.</li> <li>Visitors briefed regarding procedure if lost/ separated.</li> </ul> | <ul style="list-style-type: none"> <li>Outreach staff DBS checked.</li> <li>Teachers to accompany their students to toilets etc (working campus)</li> <li>Campus security to be made aware of all planned activity on campus in order to be vigilant of strangers.</li> </ul> | <ul style="list-style-type: none"> <li>Outreach Team, Teachers, Safeguarding Lead, Campus Security</li> </ul> | <ul style="list-style-type: none"> <li>Email sent prior to visit.</li> <li>Briefing on the day of every visit.</li> </ul> | <ul style="list-style-type: none"> <li></li> </ul> |
| Bomb threat/ terror threat                                                     | <b>Who:</b> Students and Staff<br><br><b>How:</b> Verbal, physical or sexual assault, abduction | <ul style="list-style-type: none"> <li>Confidential procedures in place</li> </ul>                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>Retreat, barricade door, identify another route to take to exit, wait for further instruction.</li> </ul>                                                                                                                              | <ul style="list-style-type: none"> <li>Outreach</li> </ul>                                                    | <ul style="list-style-type: none"> <li>On the day</li> </ul>                                                              | <ul style="list-style-type: none"> <li></li> </ul> |