

HEALTH AND SAFETY RISK ASSESSMENT

Location: Francis Close Hall, Swindon Road, Cheltenham, Glos, GL50 4AZ

Activity/Task Assessed: Outreach School/ College Visit

Assessment Date: 9 June 2025

Completed by: Paige Gliddon, Outreach and Student Recruitment Manager

Assessment Review Date: June 2028 *or more frequently if serious accident/incidents occur*

Risk Assessment to be used in conjunction with [FCH Campus General Site Risk Assessment](#)

RISK ASSESSMENT RECORD SHEET

Activity/Task: Outreach School/ College Visit

Assessed by: Paige Gliddon

Date: 9th June 2025

What are the hazards (things which have the potential to cause harm)	Who might be harmed and how?	What is being done to control the risks? (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?
Fire	Who: Staff, Student Ambassadors, Visitors How: Smoke inhalation, burns, death	- Staff (including student ambassadors) trained on fire evacuation procedures. - Visit lead to brief visitors on fire evacuation procedures at the start of each visit.	Student Ambassadors to be briefed at the start of each visit.	Visit lead, Student Ambassador Manager	Ongoing – briefing on the day of every visit	
Collision with moving vehicles	Who: Staff, Student Ambassadors, Visitors How: Broken bones, head injuries, death	- Visitors to be dropped off at designated coach drop (Swindon Road bus stop/ Harwick car park) and access buildings via footpath. - Teachers to escort students to/ from reception and provide supervision across the car park. - Staff to use crossing points and paths when escorting visitors around the site.	Student Ambassadors to be briefed on expectations of their role when escorting students at the start of each visit.	Outreach Team, Student Ambassadors, Teachers	Ongoing - briefing on the day of every visit	
Inclement weather	Who: Staff, Student Ambassadors, Visitors How: Slips and falls leading to injury or	- Outreach Team to be aware of extreme weather warnings prior to on-campus activity and adapt or cancel events as necessary. - Minimise external environments.	- Student Ambassadors to warn of slip hazards when moving around outside. - Student ambassadors to adapt tour routes to minimise external areas.	Outreach Team, Student Ambassadors		

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	damage to property/ equipment, increased risk of vehicle collisions, illness as a result of exposure	Provide guidance to teachers and visitors on bringing suitable clothing when outdoor activity is planned.				
Small wildlife pond – cold water, ingestion and drowning (possible but unlikely)	Who: Staff, Student Ambassadors, Visitors How: cold water immersions/shock, drowning, death	- Student Ambassadors to avoid the pond on campus tours. - Teachers to supervise students on campus.	- Student Ambassadors to be briefed on expectations of their role when escorting students at the start of each visit. - Teachers briefed at the start of the visit.	Outreach Team, Student Ambassadors, Teachers	Ongoing - briefing on the day of every visit	
Building work on campus – building materials falling or presenting trip hazards, dust inhalation, dangerous equipment or chemicals	Who: Staff, Student Ambassadors, Visitors How: Cuts, broken bones, head injuries, death	- Head of Maintenance to brief University staff on areas of campus where building work/ refurbishment works will be taking place. - Visit lead to brief visitors on building works at the start of each visit (where appropriate).	- Visit programmes to be altered if necessary. - Training for Student Ambassadors to amend campus tour routes.	<i>Estates Team</i>, Outreach Team, Student Ambassadors	- Ongoing – keep updated as appropriate. - Briefing on the day of every visit	
Injury due to trips and falls	Who: Staff, Student Ambassadors, Visitors How: Cuts, bruises, broken	- Campus Management informed of visits - Visit lead to brief visitors - Outreach Staff and Student Ambassadors to use appropriate routes around	Report all accidents, incidents or near miss reported using the online form to support monitoring and inform campus maintenance.	Outreach Team, Teachers	- Ongoing – keep updated as appropriate. - Briefing on the day of every visit	

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	bones, head injuries, death	campus and travel at a steady pace. Teachers to supervise students on campus.				
Contact with hazardous chemicals	Who: Staff, Student Ambassadors, Visitors How: Inhalation, skin burns, eye injury	Outreach Staff to liaise with staff responsible for labs to ensure that entry to labs is safe and permissible.	Separate risk assessments to be carried out for activities involving potentially hazardous chemicals.	Academics/ Technicians	Prior to visit	
Allergic reactions, poisons, stings, bites	Who: Staff, Student Ambassadors, Visitors How: itchy skin, rash, breathing difficulty, sickness, anaphylactic shock	- Teachers to be aware of group members with known allergies and trained to treat accordingly. - Teachers to check that young people and /or leaders carry necessary medication.	Gather & Gather to label ingredients in refreshments.	Teachers	On the day	
Student becoming ill, particularly those with pre-existing conditions e.g. asthma, epilepsy	Who: Visitors How: on-set of ill health due to pre-existing medical conditions e.g. shortness of	- Teachers to inform Outreach staff of students with medical conditions which may affect their participation in outreach activities. - Teachers to be aware of group members with known medical conditions/ recent	- Activities adapted if necessary to reduce risk e.g. providing a chair, avoiding contact with particular materials which could irritate asthma. - Student Ambassadors briefed if this is likely	Outreach Team, Teachers	Prior to visit and on the day	

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	breath, fainting, fits, pain	injury and trained to treat accordingly. Teachers to check that young people and /or leaders carry necessary medication.	to affect campus tours.			
Young person lost or separated from group	Who: Visitors How: distress, injury, assault	- Outreach staff to ensure that students are aware of the itinerary and supervision/ meeting arrangements. - Visitors briefed on what to do if separated from their group and designated meeting point – reception. - Teachers to conduct regular head counts, particularly at arrival/ departure points, and when separating and reforming groups.	- Itinerary emailed to reception in advance of the visit. - Teachers responsible for having registers at all time and regular head counts.	Outreach Team, Teachers	- Email sent prior to visit. - Briefing on the day of every visit.	
Assault, abduction or attack	Who: Visitors How: Verbal, physical or sexual assault, abduction	- Staff briefed regarding the response if approached inappropriately by a stranger. - Visitors briefed to remain in groups at all times, including visits to toilets. - Visitors briefed regarding procedure if lost/ separated.	- Outreach staff DBS checked. - Teachers to accompany their students to toilets etc (working campus) - Campus security to be made aware of all planned activity on campus in order to be vigilant of strangers.	Outreach Team, Teachers, Safeguarding Lead, Campus Security	- Email sent prior to visit. - Briefing on the day of every visit.	

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Bomb threat/ terror threat	Who: Students and Staff How: Verbal, physical or sexual assault, abduction	Confidential procedures in place	Retreat, barricade door, identify another route to take to exit, wait for further instruction.	Outreach	On the day	