

# HEALTH AND SAFETY RISK ASSESSMENT

**Location:** Park Campus, The Park, Cheltenham, Glos, GL50 2RH

**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 [Park Campus General Site Risk Assessment](#)

# RISK ASSESSMENT RECORD SHEET

Activity/Task: Outreach School/ College Visit

Assessed by: Paige Gliddon

Date: 9 June 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><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                                          | <b>Who:</b> Staff, Student Ambassadors, Visitors<br><br><b>How:</b> Broken bones, head injuries, death   | <ul style="list-style-type: none"> <li>Visitors to be dropped off at designated coach drop (Car Park 3 or Turning Circle) and access buildings via footpath.</li> <li>Teachers to escort students to/ from reception and provide supervision across the car park.</li> <li>Staff to use crossing points and paths when escorting visitors around the site.</li> </ul> | <ul style="list-style-type: none"> <li>Student Ambassadors to be briefed on expectations of their role when escorting students at the start of each visit.</li> </ul>                                   | <ul style="list-style-type: none"> <li>Outreach Team, Student Ambassadors, Teachers</li> </ul> | <ul style="list-style-type: none"> <li>Ongoing - briefing on the day of every visit</li> </ul> |                   |
| Inclement weather                                                       | <b>Who:</b> Staff, Student Ambassadors, Visitors<br><br><b>How:</b> Slips and falls leading to injury or | <ul style="list-style-type: none"> <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 external environments.</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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|                                                                                                                                    | damage to property/<br>equipment,<br>increased risk of vehicle collisions, illness as a result of exposure        | <ul style="list-style-type: none"> <li>Provide guidance to teachers and visitors on bringing suitable clothing when outdoor activity is planned.</li> </ul>                                                                                                                               |                                                                                                                                                                                                                            |                                                                                                           |                                                                                                                                      |                          |
| Boating Lake – cold water, ingestion and drowning                                                                                  | <b>Who:</b> Staff, Student Ambassadors, Visitors<br><br><b>How:</b> cold water immersions/ shock, drowning, death | <ul style="list-style-type: none"> <li>Student Ambassadors to avoid the lake on campus tours.</li> <li>Teachers to supervise students on campus.</li> </ul>                                                                                                                               | <ul style="list-style-type: none"> <li>Student Ambassadors to be briefed on expectations of their role when escorting students at the start of each visit.</li> <li>Teachers briefed at the start of the visit.</li> </ul> | <ul style="list-style-type: none"> <li>Outreach Team, Student Ambassadors, Teachers</li> </ul>            | <ul style="list-style-type: none"> <li>Ongoing - briefing on the day of every visit</li> </ul>                                       |                          |
| 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> |                          |
| Injury due to trips and falls                                                                                                      | <b>Who:</b> Staff, Student Ambassadors, Visitors<br><br><b>How:</b> Cuts, bruises, broken                         | <ul style="list-style-type: none"> <li>Campus Management informed of visits.</li> <li>Visit lead to brief visitors.</li> <li>Outreach Staff and Student Ambassadors to use appropriate routes around</li> </ul>                                                                           | <ul style="list-style-type: none"> <li>Report all accidents, incidents or near miss reported using the <a href="#">online form</a> to support monitoring and inform campus maintenance.</li> </ul>                         | <ul style="list-style-type: none"> <li>Outreach Team, Teachers</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>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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|                                                                                             | bones, head injuries, death                                                                                                                     | <p>campus and travel at a steady pace.</p> <ul style="list-style-type: none"> <li>Teachers to supervise students on campus.</li> </ul>                                                                                                            |                                                                                                                                                                                                                                                         |                                                                           |                                                                                 |                          |
| Contact with hazardous chemicals                                                            | <p><b>Who:</b> Staff, Student Ambassadors, Visitors</p> <p><b>How:</b> Inhalation, skin burns, eye injury</p>                                   | <ul style="list-style-type: none"> <li>Outreach Staff to liaise with staff responsible for labs and creative studios to ensure that entry to labs is safe and permissible.</li> <li>Teachers and Outreach Staff to supervise students.</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                                                  | <p><b>Who:</b> Staff, Student Ambassadors, Visitors</p> <p><b>How:</b> itchy skin, rash, breathing difficulty, sickness, anaphylactic shock</p> | <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 leaders carry necessary medication.</li> </ul>           | <ul style="list-style-type: none"> <li>Gather &amp; Gather to label ingredients in refreshments.</li> </ul>                                                                                                                                             | <ul style="list-style-type: none"> <li>Teachers</li> </ul>                | <ul style="list-style-type: none"> <li>On the day</li> </ul>                    |                          |
| Student becoming ill, particularly those with pre-existing conditions e.g. asthma, epilepsy | <p><b>Who:</b> Visitors</p> <p><b>How:</b> on-set of ill health due to pre-existing medical conditions e.g. shortness of</p>                    | <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</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</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> |                          |

| <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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|                                                                                | breath, fainting, fits, pain                                                          | medical conditions and trained to treat accordingly. <ul style="list-style-type: none"> <li>Teachers to check that young people and /or leaders carry necessary medication.</li> <li></li> </ul>                                                                                                                                                                                                                  | to affect campus tours.                                                                                                                                                                                                                                                       |                                                                                                               |                                                                                                                           |                          |
| Young person lost or separated from group                                      | <b>Who:</b> Visitors<br><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.</li> <li>Teachers to conduct regular head counts, particularly at arrival/ departure points, and when separating and reforming groups.</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> |                          |
| 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> |                          |

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| 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> |                                 |