

BIRMINGHAM CITY UNIVERSITY - GENERAL RISK ASSESSMENT RECORD

DESCRIPTION OF ACTIVITY	School & College Campus Visits	LOCATION OF ACTIVITY	City Centre Campus City South Campus
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Hazards Associated with the Activity	Consequences of exposure to the hazards	Who or what is at risk of injury or loss	What control measures are in place to prevent this from happening	Initial Severity	Initial Likelihood	Initial Risk Rating	Tolerable Risk?	Action required to reduce the risk to an acceptable level	Responsibility for action and timescales to complete	Revised Severity	Revised Likelihood	Revised Risk Rating
Meet and Greet onto Campus	Personal Injury	Staff & Visitors	Staff and Student Ambassadors to escort visitors at all times. Security on site at all times and are first aid trained.	3	3	9	A	Only pedestrian walkways and crossings are to be used, ensuring there is a member of staff in front and behind group. Short safety briefing to be given covering fire evacuation and general Health & Safety.	Event organiser and associated staff running the event, including Student Ambassadors.	3	2	6
Verbal and Physical Abuse	Insult/Stress Personal Injury	Staff & Visitors	Staff advised to walk away from aggressive behaviour and not to engage. Code of conduct supplied to visiting institution to agree to sign and return prior to visit	2	2	4	A	Security to be on hand to assist	Event Organiser and/or Deliverer.	2	2	4

Electrical Equipment/ Wires	Slips/Trips/Falls Minor Electric Shock	Staff & Visitors	All wires to be taped to floor or tables. No wires to be left trailing or visible to visitors. All equipment PAT tested.	4	2	8	A	Safety checks to be completed throughout the day.	Event organiser to check in the morning before 9.30am. Plus ngoing checks throughout the event.	4	1	4
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Fire	Burns/Slips/Trips/Falls	Staff & Visitors	Building has fire alarm and smoke detectors. Venue has evacuation procedure Appropriate signage.	6	2	12	T	Pupils informed of First Aid & fire evacuation procedures on arrival. Vigilance during the course of the visit.	Event Organiser and/or Deliverer.	5	2	10
Road Traffic	Accident and Injury	Staff	Pupils & school staff disembark and board coach always under supervision of school staff. Schools to be advised to disembark students close to the City Centre/ City South campus buildings (to avoid any major roads being crossed).	6	2	12	T	Visiting school or college instructs coach company of these arrangements at time of booking, ensuring health & safety of the coach company is the responsibility of the visiting school. If a minibus or smaller vehicle is used, pupils are to disembark on the City Centre/ City South campus car park.	Event Organiser and/or Deliverer.	6	2	12

Accident/Illness	Slips/Trips/Falls and other injuries	Staff & Visitors	First Aiders on site. Security also first aid trained.	3	2	6	T	Pupils informed of First Aid & fire evacuation procedures on arrival. Pupils also given contact no. of Birmingham City University Staff. Student hosts to be given guidelines on action to be taken. All Security staff first aid trained. School staff to hold information on allergies. Records to be taken of any personal injury and the online accident book to be completed post event.	Event Organiser and/or Deliverer; Security.	3	2	6

Date Risk Assessment Completed 23.02.2015

Assessors Names Nasrin Akhtar

Manager Responsible for Assessment Julian Moore

Date Assessment Actions Completed 23.02.2015

Date of Next Review (max 12 months) 01.02.2016