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| Area/Activity Assessed | Visiting Schools | Date | 21.05.2024 |
| Assessment Completed By | Mike Long – Compliance Education | Person(s) Consulted | Natalie Fleming (LUSoM Operations Manager) |

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|------------------------------|--|--|---|--|---|---|
| Persons Exposed | Employees <input checked="" type="checkbox"/> | Contractor <input type="checkbox"/> | Young Person <input checked="" type="checkbox"/> | Expectant Mother <input type="checkbox"/> | Visitors and/or Public <input checked="" type="checkbox"/> | Trespassers <input type="checkbox"/> |
| Frequency of Exposure | Continually <input type="checkbox"/> | Hourly <input type="checkbox"/> | Daily <input type="checkbox"/> | Weekly <input type="checkbox"/> | Monthly <input type="checkbox"/> | Yearly <input type="checkbox"/> |
| Duration of Exposure | Less than 1hr <input type="checkbox"/> | 1-2 hrs <input type="checkbox"/> | 3-4 hrs <input checked="" type="checkbox"/> | 5-6 hrs <input type="checkbox"/> | 7-8 hrs <input type="checkbox"/> | More than 8 hrs <input type="checkbox"/> |

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| Probability - (5=Very Likely, 4= Likely, 3= Quite Possible, 2= Possible, 1= Unlikely) Severity - (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant) | 0-8 - Low risk No Action Required. 9-15 - Medium risk Ensure adequate controls are in use. 16-25 - High Risk Stop operation and implement adequate control measures |
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| No | Hazard | Initial | | | Existing Control Measures | Residual | | | Additional Controls |
|----|--|----------|-------------|------|--|----------|-------------|------|---------------------|
| | | Severity | Probability | Risk | | Severity | Probability | Risk | |
| 1 | Access and Egress | 4 | 4 | 16 | <ul style="list-style-type: none"> Entrance to the event will be via the front entrance located on London Road unless specified. Entrance will supervised by College staff throughout event. All access paths will be free from slip, trip and fall hazards and will be inspected prior to any event. All rubbish is tidied away by appointed cleaners on a regular basis. Internal and external weekly inspections are undertaken. | 5 | 1 | 5 | |
| 2 | Security of the College and safeguarding | 3 | 2 | 6 | <ul style="list-style-type: none"> All doors which hold sensitive information will be locked. Visiting schools will be designated a separate toilet area for both pupils and staff. Access to areas within College outside of the event areas will be restricted via access door controls. School staff will be responsible for their own children when accessing their designated toilet area. Entrance to College grounds will be supervised at all times by designated College Security. | 3 | 1 | 3 | |

Risk Assessment

| No | Hazard | Initial | | | Existing Control Measures | Residual | | | Additional Controls |
|----|--|----------|-------------|------|--|----------|-------------|------|---------------------|
| | | Severity | Probability | Risk | | Severity | Probability | Risk | |
| 3 | Unknown persons on site | 3 | 3 | 9 | <ul style="list-style-type: none"> Any contractors working on College grounds will be DBS checked prior to appointment or accompanied at all times by a member of College staff. All unknown visitors to the College will be challenged. College has procedures for locking down the site if required. | 3 | 1 | 3 | |
| 4 | Movement of vehicles | 5 | 4 | 20 | <ul style="list-style-type: none"> Parking is limited therefore schools are advised to review suitable parking arrangements prior to the visit. Pedestrian and driver routes are segregated. Minibuses will be allocated a space within the College car park however, spaces are limited and will be allocated on a first come first serve basis. Staff on car park duty will wear high visibility vests. Coach drop off location is identified as Primrose Hill. | 5 | 1 | 5 | |
| 5 | Medical Assistance Minor and/or major. | 4 | 3 | 12 | <ul style="list-style-type: none"> First aid provision available on site. First aid boxes are fully stocked and monitored. College First Aiders will be on site for the duration of any event. | 4 | 2 | 8 | |
| 6 | Tables, activity equipment etc. | 4 | 2 | 8 | <ul style="list-style-type: none"> School staff must request assistance from College staff to move tables or equipment. Any equipment set up will be provided by College staff trained in safe manual handling. All electrical equipment has been PAT tested by a competent person and all extension leads are fully unwound and covered with a floor cable protector. Schools are not permitted to bring electrical appliances into College without prior approval. | 4 | 1 | 4 | |

| No | Hazard | Initial | | | Existing Control Measures | Residual | | | Additional Controls |
|----|------------------------|----------|-------------|------|---|----------|-------------|------|---------------------|
| | | Severity | Probability | Risk | | Severity | Probability | Risk | |
| 7 | Fire | 5 | 4 | 20 | <ul style="list-style-type: none"> College has a Fire Risk Assessment undertaken which is reviewed on an annual basis. Any event goers will be supported by College staff to the designated fire assembly point. Fire extinguishers are provided and maintained on an annual basis. Fire alarm and emergency lighting systems are maintained and tested regularly. Emergency procedures will be briefed to event goers at the start of any event. | 5 | 1 | 5 | |
| 8 | Welfare | 4 | 3 | 12 | <ul style="list-style-type: none"> All welfare areas are clean and sufficient for purpose. Attendees only will be allowed in to visit their designated toilet. Drinking water will be provided. | 4 | 1 | 1 | |
| 9 | Slips, trips and falls | 4 | 3 | 12 | <ul style="list-style-type: none"> Spillages are to be cleared up immediately. If cables are required to run across flooring, protective covers will be provided. Adequate lighting present. Wet floor signs will be displayed where required. Floor surfaces of all areas are subject to on-going visual inspections by all employees throughout the working day. Storage is not permitted in any designated walkway during events unless prior approval given by College. | 4 | 1 | 1 | |