



**Birmingham City University – General Risk Assessment Record**

<b>DESCRIPTION OF ACTIVITY</b>	Schools & Colleges Campus Visits	<b>LOCATION OF ACTIVITY</b>	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	Risk Category (A/T/U)	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
Road Traffic	Accident and Injury	Staff & Visitors	Pupils & school staff disembark and board coach always under supervision of school staff. Schools to be advised to	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	Visitor Staff  Event Organiser and/or Deliverer only when responsibility of the visitors is	6	2	12



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			disembark students close to the City Centre/ City South campus buildings (to avoid any major roads being crossed).					vehicle is used, pupils are to disembark on the City Centre/ City South campus car park.	handed over for the day's activity. Student Ambassadors when leading groups on campus tours.			
Verbal and Physical Abuse	Insult/Stress Personal Injury	Staff & Visitors	Staff have been advised to walk away from aggressive behaviour and not to engage. Code of Conduct supplied to visiting institution and is signed and returned prior to visit. All Student Recruitment staff have been briefed on Safeguarding.	3	2	6	A	Security to be on hand to assist.  Visitors are advised that the University is open to the public and to not engage with persons outside of schools liaison, security and reception staff.	Event Organiser and/or Deliverer	2	2	4
Electrical Equipment/Wires	Slips/Trips/Falls Minor Electric Shock Damage to property	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.  Visitors are to be advised that no food or drink should be consumed around electronics.	Event organiser to check in the morning before 9:30am or before the start of event. Plus ongoing checks	4	1	4



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									throughout the event.			
Fire	Burns/Slips Trips/Falls	Staff & Visitors	All buildings have fire alarms and smoke detectors. Venue has evacuation procedure with appropriate signage. Fire extinguishers can be found around buildings but should only be used in the event of an emergency and only be trained fire marshals.	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
Accident/Illness	Slips/Trips/Falls and other injuries	Staff & Visitors	First Aiders on site  All Security staff are also first aid trained	3	2	6	T	Visitors informed of First Aid & Fire Evacuation procedures on arrival. Visitors are given the contact number of Birmingham City University Staff. Student Ambassadors to be given guidelines on action to be taken.  Visiting staff are to hold information on allergies, to take responsibility of the care but they <b>must</b> inform the organiser of any	Event Organiser and/or Deliverer; Security	2	2	4



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								health, mobility or sensory difficulties as soon as possible.				
Campus Tours & Equipment Use	Slips/Trips/Falls and other injuries	Staff & Visitors	Rooms with dangerous equipment are labelled and have security warnings of what they contain.	3	2	6	A	<p>Visitors are advised to stay with their group at all times and should not enter rooms unoccupied.</p> <p>Visitors should not enter hazardous areas of the university without permission.</p>	Event Organiser; Student Ambassadors and tour group leaders	3	1	3

Date Risk Assessment Completed - 30/08/2018	Assessor Name(s) – Livia Lita
Manager Responsible for Assessment – Anne Young	Date of Next Review – 30/08/2019