

## SALFORD CITY COLLEGE – RISK ASSESSMENT VISITORS

Assessor	Andrew Wilcock	Reference	GRA 11		Review Date	31/07/25	
Description of Task / Work Area					Location (centre / room)		
Visitors to all college sites					All Colleges		
Supporting Documents (e.g. COSHH, Manual Handling, Task Instructions)		Health & Safety at Work Act, Management of Health & Safety at Work Regulations, Control of Substances Hazardous to Health Regulations, Electricity at Work Regulations, Personal Protective Equipment at Work Regulations, Provision and Use of Work Equipment Regulations, Workplace (Health, Safety & Welfare) Regulations.					
Hazard(s)	Affected Groups	Severity	Likelihood	Risk Level Before Controls	Current Control Measures	Risk Level with Controls	Additional Controls Needed to Reduce Risk to ALARP
General Health & Safety	Visitors, Staff & Students	4	3	Med	<ul style="list-style-type: none"><li>Any hazards spotted to be reported to Estates immediately.</li><li>Not to use own electrical equipment if this has not been PAT tested.</li><li>Visitors must not deliberately cause hazards that could affect others.</li><li>Visitors aware of basic health and safety in the workplace.</li><li>Visitors not to be put in areas that require additional training / safety measures.</li></ul>	Low	
Security / Safeguarding	Visitors, Staff & Students	3	3	Med	<ul style="list-style-type: none"><li>Must sign in at reception using the tablet.</li><li>All visitors to wear ID badge/lanyard at all times whilst within the building.</li><li>Visitors to be accompanied.</li><li>Visitors must not be unsupervised with students.</li><li>Visitors not to enter any prohibited areas.</li><li>Must sign out on exit from the building.</li></ul>	Low	<ul style="list-style-type: none"><li>Contractors must provide a DBS check prior to attending site.</li></ul>
Fire & Emergency	Visitors, Staff & Students	5	3	High	<ul style="list-style-type: none"><li>Staff must be provided with information relating to existing emergency procedures.</li><li>Staff must be aware of relevant evacuation procedures.</li><li>Visitors must be under supervision of staff who are aware of existing emergency procedures.</li><li>There should be a regular inspection of emergency equipment, i.e. fire extinguishers, fire alarms, fire doors, emergency lighting etc. These inspections and any tests of equipment should be recorded.</li></ul>	Low	<ul style="list-style-type: none"><li>Regular practice of emergency drills.</li><li>Fire marshals in place at all sites.</li></ul>
Accidents / Incidents	Visitors, Staff & Students	4	3	Med	<ul style="list-style-type: none"><li>Qualified first aiders available at each site by contacting reception.</li><li>Defibrillator(s) available at each site.</li><li>Accident &amp; Incident form completed and sent to H&amp;S Officer for investigation where necessary.</li></ul>	Low	<ul style="list-style-type: none"><li>First aiders receive refresher training.</li><li>First aid provision regularly reviewed.</li></ul>
Traffic – arriving on site / exiting site	Visitors, Staff & Students	4	3	Med	<ul style="list-style-type: none"><li>Observe speed limits on site.</li><li>Park in designated parking bay.</li><li>Visitors to register their vehicle when signing in at reception.</li><li>Parking permit is required for Frontier House.</li><li>Must not enter/leave site if the fire alarm has been activated.</li></ul>	Low	
Access & Egress	Visitors, Staff & Students	4	3	Med	<ul style="list-style-type: none"><li>Main entrance to be used to enter the building at all times.</li><li>Ensure care and attention is taken particularly within car parking areas.</li></ul>	Low	
Poor behaviour of visitor	Visitor, Staff & Students	4	3	Med	<ul style="list-style-type: none"><li>Not to act aggressively towards any member of staff or students.</li><li>CCTV camera surveillance is in operation on all sites.</li><li>Aggressive behaviour or physical assaults will be directed to the Police.</li><li>College has the right to remove access if breaches have occurred.</li><li>Security staff available on most sites.</li><li>Entry on most sites restricted by doors / barriers.</li></ul>	Low	

The risk associated with this task / area has been reduced to as low as reasonably practicable					
Signature of Assessor	Andrew Wilcock		Date	05 <sup>th</sup> August 2024	
	Health & Safety Officer				
*Severity	5 = Fatality	4 = Major Injury	3 = Minor Injury	2 = Negligible	1 = None
*Likelihood	5 = Certainty	4 = Probable	3 = Possible	2 = Remote	1 = Improbable
*Rate	= Severity x Likelihood				
*Result	T = Trivial Risk	A = Adequately controlled	N = Not adequately controlled	U = Unable to decide (Further information required)	
Comments	<p>Parents/Guardians and students should be aware that <i>The Health and Safety (Training for employment) Regulations 1990</i> extended the meaning of the term “employee” to include those receiving “relevant training”. Consequently, students on work experience have the same status as employees under <i>the Health and Safety at Work Act 1974</i>, and employers have a general duty (under section 2) to ensure their health, safety and welfare.</p> <p>Section 7 of the Act places a duty on employees, including Young Person(s), to take reasonable care for the health and safety of themselves and anyone else who may be affected by their acts or omissions, and to co-operate as much as necessary with their employer and others to ensure that obligations imposed on the employer by health and safety legislation can be complied with.</p>				

