



# St. Mary's College, Oscott

## SCHOOLS' OUTREACH PROGRAMME RISK ASSESSMENT

What/where/when is the risk?	Who is at risk?	What is being done to control the risk?	What is needed to carry this out?
<ul style="list-style-type: none"> <li>Crossing car parking area at front of College – vehicles moving.</li> </ul>	<ul style="list-style-type: none"> <li>All participants</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate supervision.</li> </ul>	<ul style="list-style-type: none"> <li>Seminarians present at front of College at beginning and end of day.</li> <li>High-Vis vests</li> </ul>
<ul style="list-style-type: none"> <li>Chemicals/tools</li> </ul>	<ul style="list-style-type: none"> <li>All participants</li> </ul>	<ul style="list-style-type: none"> <li>Domestic and site staff, plus contractors, made aware of visitors on site, areas used and to be cautious.</li> <li>School groups will be accompanied to avoid areas where work is taking place.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<ul style="list-style-type: none"> <li>Trip hazards (particularly chapel steps)</li> </ul>	<ul style="list-style-type: none"> <li>All participants</li> </ul>	<ul style="list-style-type: none"> <li>Morning briefing, plus reminders when moving to particular areas of the College.</li> <li>Groups accompanied when moving about.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<ul style="list-style-type: none"> <li>Heavy chapel doors</li> </ul>	<ul style="list-style-type: none"> <li>Children</li> </ul>	<ul style="list-style-type: none"> <li>Supervised entry/exit of chapel.</li> <li>Doors only opened/closed by adults.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<ul style="list-style-type: none"> <li>Food allergies and intolerances</li> </ul>	<ul style="list-style-type: none"> <li>All participants</li> </ul>	<ul style="list-style-type: none"> <li>Any allergens in refreshments will be flagged.</li> <li>Participants bringing own packed lunch.</li> </ul>	<ul style="list-style-type: none"> <li>Allergen labels</li> </ul>
<ul style="list-style-type: none"> <li>Multiple exits from building</li> <li>Large site</li> </ul>	<ul style="list-style-type: none"> <li>All participants</li> </ul>	<ul style="list-style-type: none"> <li>Supervision of groups.</li> <li>Housekeeping notices at start of day.</li> <li>Out-of-bound areas flagged.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<ul style="list-style-type: none"> <li>Drinks – scalds and slips from spillages</li> </ul>	<ul style="list-style-type: none"> <li>All participants</li> </ul>	<ul style="list-style-type: none"> <li>Vigilance at break times.</li> <li>Swift mopping up of spillages.</li> <li>First aiders.</li> </ul>	<ul style="list-style-type: none"> <li>Paper towels.</li> <li>Mops/wet floor signage.</li> </ul>



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<ul style="list-style-type: none"> <li>• Illness</li> </ul>	<ul style="list-style-type: none"> <li>• All participants</li> </ul>	<ul style="list-style-type: none"> <li>• School adults have medical information for their groups.</li> <li>• First aiders.</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<ul style="list-style-type: none"> <li>• Fire</li> </ul>	<ul style="list-style-type: none"> <li>• All participants</li> </ul>	<ul style="list-style-type: none"> <li>• Fire safety and assembly point (Statue at Front of College) to be shared in morning briefing.</li> <li>• School adults will have register of their students.</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<ul style="list-style-type: none"> <li>• Accidents &amp; medical emergencies</li> </ul>	<ul style="list-style-type: none"> <li>• All participants.</li> </ul>	<ul style="list-style-type: none"> <li>• First aiders.</li> <li>• Details of emergency contacts at school as part of registration process.</li> </ul>	<ul style="list-style-type: none"> <li>• Access to phones.</li> </ul>
<ul style="list-style-type: none"> <li>• Vulnerable individuals</li> </ul>	<ul style="list-style-type: none"> <li>• Under 18s</li> </ul>	<ul style="list-style-type: none"> <li>• Housekeeping briefing to set out expected conduct.</li> <li>• Separate toilet facilities for children/adults.</li> <li>• School group leaders aware of needs.</li> <li>• Vocations/Oscott community have had appropriate safeguarding training.</li> <li>• Clear signs with who to speak to with concerns.</li> </ul>	<ul style="list-style-type: none"> <li>• Signage.</li> </ul>
<ul style="list-style-type: none"> <li>• Photography</li> </ul>	<ul style="list-style-type: none"> <li>• Under 18s</li> </ul>	<ul style="list-style-type: none"> <li>• College community briefed not to take photos using own devices.</li> <li>• Official college photographer to liaise with school staff before taking any photos.</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

Assessment carried out by: Deacon Owen Gresty

Assessment checked by: Jayne Tomkinson

Date of assessment: 18<sup>th</sup> May 2023

Review date: May 2024