

Queens' College Visitors Risk Assessment – July 2019

Hazard	Risk	Control Measures	Residual Risk
Slips, trips and falls	High	<p>Warning given to visitors regarding historical nature of pathways in certain areas of the College i.e. uneven flags, steps and slopes.</p> <p>Raised areas are well delineated by contrasting edging, warning signage or change in surface (e.g. raised lawns).</p> <p>Degraded and damaged surfaces of walkways are repaired in a timely manner.</p> <p>Trip hazards are removed in a timely manner. Signage should not obstruct walkways.</p> <p>Building works, excavations etc. will be fenced off.</p> <p>Housekeeping rubbish for collection not in main walkways.</p> <p>Maintenance, catering and gardening equipment not left in circulation routes.</p> <p>Care taken with hose runs whilst watering plants.</p> <p>Cycle parking restricted to designated areas.</p> <p>Handrails for steps, both sides if width allows.</p> <p>'No access' signage prominent where visitors are at enhanced risk.</p> <p>Warning signs for wet/slippery paths or floors. Icy walkways to be gritted by Porters.</p> <p>Walkways are well lit. Faults with lighting immediately reported to Maintenance.</p> <p>Lighting check by night porters.</p>	Moderate
Disabled access	High	<p>Plan of recommended entrances and routes for wheelchairs and those of limited mobility available upon request.</p> <p>Warning given for slope on Mathematical Bridge.</p>	Moderate
Waterside safety	High	<p>Restrict access to steps leading to punt moorings.</p> <p>Lifesaver ring available and condition regularly checked (including untangling rope).</p> <p>Visitors warned not to walk on river banks.</p> <p>Written procedure for public falling in river beside Queens' from punts and boats.</p>	Moderate
Fire & Emergency	Moderate	<p>Instructions to visitors to leave buildings when continuous alarm sounds.</p> <p>Warning/notice when tests and drills are about to take place.</p> <p>Instructions not to block circulation routes and doorways.</p> <p>No smoking on site.</p> <p>Close visitors entrance if continuous alarm sounds on site.</p> <p>Sweep for visitors once visiting hours are over.</p> <p>Numbers of visitors monitored and restricted if necessary.</p> <p>Large parties by prior arrangement only.</p> <p>Visitors to observe all instructions given by College staff.</p>	Low

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Struck by objects	Moderate	Buildings and trees undergo regular condition surveys and are maintained in a safe condition. Faults and unsafe conditions immediately reported to Maintenance for action. Access to roof tops strictly controlled. Trimming, strimming and mowing in accessible areas undertaken outside of peak visiting hours.	Low
Vehicles/cycles on site	Moderate	General vehicle access limited to Fisher Drive. Not usually part of tours. Delivery vehicles restricted to mornings only. Gardening/maintenance vehicles driven at walking pace only, banksmen where necessary. No cycling in College. Emergency vehicles met by College staff and escorted.	Low/moderate
Contractors	Moderate	All work and parking on site will be supervised by Maintenance to minimise inconvenience to visitors. Potential interaction with visitors should be part of the risk assessment/method statement of the project or job and covered in Contractors' induction.	Low/moderate
Security	Moderate	Anyone acting suspiciously or accessing the College or private areas without authorisation should be reported to the Porters Lodge immediately. Private areas are signed or have card or key access.	Low
Welfare	Moderate	Toilets (including wheelchair accessible) indicated on plan of site. Statement regarding gender neutral toilets. Drinking water available. First aiders on site (including weekends). Accidents and incidents reported and investigated. Sufficient seating for visitors. School parties to be supervised by school representatives at all times.	Low

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Signed

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