

Risk Assessment Record Form – Runshaw College

Appendix A

Activity:	External Site - Safeguarding, protection and security for all.		Remaini ng risk level? H, M, L	Date of risk assessment:		May 2010, Feb 2012, July 2014, Feb 2017, Feb 2020, Feb 2023	
Location:	G005 Langdale Road Site - Leyland			Checked and approved by:		David Sharrock	
Completed by:	David Sharrock, Tim Cahill, Stephen McCann			Next review date:		Feb 2024	
What are the hazards?	Who might be harmed and how? (Risks)	What are you already doing? (Controls)		What further action is necessary?	Action by who?	Action by when?	Done

Access and egress – Pedestrian movements/ Vehicle movements.	Employee. Learners. Contractors. Visitors. Trespassers.	Student Liaison Officers (SLOs) and Security Officers (SOs) circulate around site on a continuous basis and report back any issues of concern. All linked by radio communication.	M	Known hot spots to be priority I.e. smoking shelters, restaurants, car parks and any further reported hot spots.	All site employees during movements around site.	Ongoing.		
	Slips and trips. Falls. Struck by vehicle. Congestion at peak times causing crushing.	External monitoring reports completed for external areas on a regular basis via Estates Department and contractors.	L					
	Site surfaces, car parks, roadways, crossing points, footways, bus parking, bridges, activity areas etc.	Signage for vehicles and pedestrians at all entrances/exits and at other appropriate positions across site, including road marking, parking bays, speed humps, one way systems, traffic flow plates on access and egress gates etc.	M	Regular monitoring required ensuring controls are followed.				Ongoing.
		Parking is restricted to staff, contractors, students with specific disabilities and approval and motor/bicycles. Vehicles identified with a Runshaw College parking permit. Site parking managed by external company with parking charge notices for non-compliance.	L					
		Speed limits of 5 mph set across the entire site.	M	Regular monitoring required ensuring controls are followed. Articles in staff and learner magazines to remind all.	All site employees during movements around site.	Ongoing.		
		Close circuit television (CCTV) operated by internal security team while the College is	L					

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		<p>open and on 24 hours' remote surveillance by contractor. Building alarms when activated triggers CCTV and links.</p> <p>Subsidised College buses used extensively by learners to reduce the volume of traffic around and on site at peak hours. See College bus specific risk assessment SL00 School Liaison.</p> <p>Programmed CMT daily walkabouts to cover all areas and especially any identified hot spots. This is programmed annually.</p>	M	Regular monitoring required ensuring controls are followed.	College liaison and teams.	Ongoing.	
			L	Programme of CMT parties updated and issued annually.			
Security.	<p>Employee. Learners. Contractors. Visitors. Trespassers.</p> <p>Missing items due to theft causing injury.</p> <p>Damage due to vandalism.</p> <p>Illegal substances being brought on to site.</p>	<p>Student Liaison Officers (SLOs) and Security Officers (SOs) circulate around site and report back any issues of concern. All linked by radio communication.</p> <p>Police information provided on known current issues and links with PACT.</p> <p>Close circuit television (CCTV) operated by internal security team while College open and on 24 hours' remote surveillance by contractor.</p>	L				
<p>Protection of site buildings, equipment and contents.</p> <p>Protection of all site users.</p> <p>Damaged buildings, equipment, plant, vehicles and grounds</p>			M	Articles in Staff and Student magazine when appropriate.			
			L				

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and perimeter fencing.	Violence and arguments caused by unauthorised visitors.	All authorised employees, students and permanent contractors wear a visible identification badge at all times.	L	All employees enforce and challenge any party that is present on site if no badge being worn. Spot checks.	All site employees during movements around site.	Ongoing	
	Arson to buildings and waste bins.	All students wear a visible membership badge at all times.	L				
		All visitors issued with a temporary daily pass for vehicle and themselves.	M				
		The site is a smoke free area, with the exception of two external smoking shelters for students and employees.	L				
		Housekeeping is extensive within the Grounds with the Estates Department and the Grounds Maintenance contractor both continually collecting or empty waste bins.	L				
		All main waste Euro bins are positioned good distances away from site buildings.	L				
		Extensive external lighting, with some movement detection for security, linked to CCTV.	L				
		All intruder alarm systems linked to 24-hour monitoring station.	L				
	DBS vetting is used for all required parties and enhanced for specific situations.	L					

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		Monthly meetings held between Student Liaison Officers (SLOs) and Security Officers (SOs) and the Heads of Study and a half-termly Student Support Managers' meeting which focuses purely on security issues.	L				
Winter services, frost, snow, heavy rain/flooding, gale force winds.	Employee. Learners. Contractors. Visitors. Trespassers. Slips and trips. Falls. Struck by vehicle. Congestion at peak times causing crushing. Flying items and dust.	Site frost and snow map indicates areas to be gritted first in priority one, two and three areas. This is colour coded for ease of use by all employees and contractors.	L	Maps to be regularly reviewed and checked	Facilities Team Leader		
		Estates undertake gritting activities, with assistance from contractors in severe weather conditions.	M				
		Grit salt stocked within main boiler house and various grit salt boxes across the site for manual spreading.	L				
		Pre-gritting undertaken when heavy frost or snow predicated.	L				
		For severe weather periods a notification system via the Runshaw Website, texting and telephone can be instigated.	L				
Spillage kits and sand is available to help with minor flooding issues.	M						

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Landscape.	Employee. Learners. Contractors. Visitors. Trespassers.	Tree survey regularly conducted for the main large and medium size trees on site by competent contractor.	L	Annual contract undertaken.	D Sharrock	Annual via contractor.	
Woodland and large trees.		Grounds maintenance contractor trims foliage throughout the year and major pruning as require in winter and spring.	L				
Low lying branches on trees, bushes and large shrubs.	Slips and trips. Struck by falling branches. Flying items and dust.	Student Liaison Officers circulate around site and report back any issues of concern. All linked by radio communication.	L				
High winds and gales.		External monitoring reports completed for external areas on a regular basis via Estates Department.	L				
Wet leaves and twigs during autumn and winter months.		Regular maintenance of outside furniture and fencing to limit or stop damage from high winds or vandalism.	L				
		Leaves controlled by blower units and cleared on a very regular basis during the periods of concern.	L				
		Walling suction unit now used by contractors.					

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Plant and equipment	Employee. Learners. Contractors. Visitors. Trespassers.	Most plant and equipment items are locked internally within buildings. Larger items are located within local fenced areas and secured.	L				
Unauthorised access to equipment.	Accessing equipment due to failures to lock or secure as required.	Site has a perimeter fence of many parts from walls, to timber fencing, trees, hedges etc. This has the additional signage in key areas.	M	Regular reviews to ensure still adequate and suitable for role.	Facilities Team Leader	Ongoing.	
Unauthorised use of plant and equipment.	Using equipment incorrectly causing damage to others, self or site, when unauthorised to use.	Close circuit television (CCTV) operated by internal security team while College is open and on 24 hours' remote surveillance by contractor.	L				
Damaged equipment.	Missing or damaged equipment or plant causing injury.	Police liaison officer informed.	L				
Theft value and accessibility.	Theft causing immediate and longer term risks to site users.	Panic alarms fitted in higher risk areas: <ul style="list-style-type: none"> • College admin. • Faculty rooms. • Some interview rooms. • Shop areas. • Receptions. 	M				
Checking and filling cash machine.	All these risks can result from minor to major injuries to unwary site users.	Cash machine contractors and marked Police escort on occasions.					

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Waste management	Employee. Learners. Contractors.	All waste disposal contracted out to major national waste contractors.	L	Review methods to reduce further waste levels.			
Vermin. Fire.	Visitors. Trespassers.	Waste collected whenever possible out of hours or during quiet periods. Reversing bleeper's and amber beacons fitted as standard warnings, many have also CCTV fitted. Loaders and drivers wear high visibility clothing.	M				
	Moving bins during loading, crush injury.	Main waste storage containers placed well away from the main site buildings to reduce fire issues and arson.	L				
	Struck by moving waste collection vehicle.	More specific waste bins and skips placed within the Caretakers yard with high levels of visibility and secondary fence and gates for additional security.	L				
	Struck by falling objects.	All landfill waste is stored in Euro bins with lids to reduce vermin issues.	L				
	Illness and hygiene issues caused by vermin infestations.	Pest control contact in place around key areas of the site.	L				
		Sharps boxes available across site to reduce needle stick injury.	L				

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		National Run, Hide, Tell Procedure.	M	Regular training.			