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**Risk Assessment NHC Site**

**Location: North Herts College, Stevenage Campus SG1 1LA**

**Date written: 21/06/25**

Areas Covered: Entrance/Foyer Area, Stairs, First Floor Classroom,
Toilet Area, Drinking Fountain

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| **Area/Activity** | **Hazard Identified** | **Who Might Be Harmed** | **Risk Level (Low/Med/High)** | **Control Measures in Place** | **Further Actions Needed** |
| **Entrance / Foyer** | Slips or trips due to bags or personal belongings | Students, staff | Low | Chairs arranged neatly; area kept tidy; students reminded not to leave belongings in walkways | Regular supervision at arrival and departure times |
| **Staircase to Classroom** | Falls on stairs | Students, staff | Medium | Handrail available; stairs well lit; staff supervision during transitions, stairs kept clear of obstructions | Reinforce safe behaviour on stairs at all times where in use |
| **First Floor Classroom** | Tripping over bags or furniture | Students, staff | Low | Clear walkways; bags placed under desks; furniture arranged safely | Staff to monitor layout and pupil behaviour |
| **First Floor Classroom** | Injury from equipment (e.g. whiteboard, cables) | Students | Low | Equipment checked regularly; no trailing cables; interactive board use supervised | Visual checks each morning |
| **Toilet Area** | Slips due to wet floor | Students | Low | College cleaning staff maintain area; non-slip flooring; signage used when wet | Report issues promptly to site team |
| **Drinking Fountain** | Minor flooding or slip hazard | Students | Low | Area monitored; excess water cleaned regularly | Encourage responsible use |
| **Students Supervision** | Students getting lost or student coming into contact with non DBS staff (site contractors). | Students | Medium | Students to be supervised / escorted at all times by either their teacher in the room or Course Supervisor.  |  |
| **Fire Procedure** | Fire or evacuation risks | All occupants | Low | Please refer to NHC site fire procedure; all staff and students briefed | Display fire plan in classroom and foyer |

Note: This is a working document and should be reviewed regularly or if any incidents occur.

Fire safety procedures will follow North Herts College guidance, which will be provided before the summer school begins.