

**Generic Risk Assessment for Visitors coming to school and working with staff and students around Careers Education, Information, Advice and Guidance (CEIAG).**

<b>Hazard</b>	<b>Control Measures</b>
<b>Fire – leading to serious injury or death</b>	<b>All visitors to enter and exit the building through the main entrance. Attendance documents filled in. Visitors briefed on fire evacuation procedures. No smoking permitted in or near the building. Designated smoking areas to be used.</b>
<b>Safeguarding issues – leading to unsafe situations for students regarding their physical and emotional safety and wellbeing. Also leading to unsafe situations for visitors into school if their safeguarding needs are not accounted for.</b>	<b>All visitors to enter and exit the building through the main entrance. Attendance documents filled in. Visitors with and without DBS clearance identified and given appropriate coloured lanyards to identify. Visitors must wear school visitor lanyards at all times in addition to any company lanyard they may be wearing. If visitors are seen without lanyards, school staff should politely challenge them as to their identity and business and escort them to reception to sign in. Visitors without DBS clearance to be escorted at all times. For larger events, one member of school staff to be identified to escort visitors to the staff/visitor toilets, to refreshment areas and entering and exiting the building. Visitors given information about the school regarding behaviour and safeguarding concerns and briefed on the importance of keeping both themselves and young people safe. No one to one working with young people from any visitor unless a member of school staff is present. No working with any amount of young people if there is no DBS clearance unless a member of school staff is present.</b>