



# Visiting St John's College, Cambridge: site information and risk assessment

## Site information

- St John's College is a working academic community all year round and visitors are asked to respect its privacy and the tranquillity of the College courts and grounds.
- Keep to the public route on the visitor map and follow the "A" signpost boards.
- Do not enter staircases or other areas of the College marked as "private".
- The College comprises courts and grassed areas, the surfaces of which are frequently uneven. Care should therefore be taken when walking around the site and shoes with high heels are not recommended.
- The banks near the river are slippery and care is advised if walking near them.
- Do not leave luggage or other items of property unattended around the College as they can become trip hazards or a security issue.
- Picnicking is not permitted.
- Walking on the grass in the courts is not permitted.
- Bicycles and dogs (other than guide dogs) must not be brought into the College.
- Wheelchair access into the Chapel is via the entrance in Chapel Court.

## Groups

- Visiting groups should not exceed more than 20 people. Larger groups should be split into a smaller number with intervals of at least 10 minutes between them.
- Group leaders should remain with their groups at all times and are responsible for managing the behaviour of their group within the College.
- Groups should not block the passageways which lead from one court to another.

## First aid

- Staff trained in first aid are on duty in the College.
- All porters' lodges carry first aid kits. A de-fibrillator is located at the Forecourt Porters Lodge.
- If medical assistance is needed then go to one of the porters' lodges which are indicated on the visitor map.

<http://www.joh.cam.ac.uk/visiting-st-johns>

Registered charity no. 1137428

22/01/18

- The nearest Accident & Emergency Department is located at Addenbrookes Hospital, Cambridge tel. 01223 245151.

### **Fire and emergencies**

- The College has a health and safety policy and contingency plans in place to deal with emergency situations.
- The College porters are responsible for safety on site and are trained in evacuation procedures.
- If you see a fire, emergency incident or dangerous situation then inform the porters or another member of College staff or telephone 01223 338671.
- In the event of an emergency situation please follow the instructions of the porters or any other College staff who will direct visitors to the nearest safe exit and assembly point.

### **Other information**

- The College is covered by Public Liability insurance and the policy insurer is Aviva & CNA (policy number 100524848 & H0000204). The limit of indemnity is £25,000,000 in any one claim. The period of cover is from 01/10/2017 – 30/09/2018.
- CCTV is in use around the College for the purposes of crime prevention.
- College staff are checked by the Disclosure and Barring Service according to their role.

