

# Sapphire Education – Risk Assessment

Location / Activity: External Visitor on Campus

No.	Identified Risk	Level of Risk	Required Action to Eliminate Risk	Person(s) Responsible
1	Unsupervised interaction with students	High 3	a. External visitors supervised at all times b. No 1:1 unsupervised interaction permitted	Director of Studies & Staff
2	Inappropriate conduct or safeguarding concern	High 3	a. Visitors pre-approved by Sapphire management b. Clear expectations set prior to session c. Staff present throughout	Director of Studies
3	Inappropriate or unsuitable content	Medium 2	a. Session content reviewed in advance b. Staff monitor delivery and intervene if required	Director of Studies & Teaching Staff
4	Unknown individuals on campus	Medium 3	a. Visitors signed in on arrival b. Identification worn where required c. Access restricted to agreed areas only	Student Experience Manager
5	Health & safety during activity	Medium 2	a. Activities risk assessed in advance b. Appropriate spaces used c. Emergency procedures communicated	Staff Lead for Session

Risk Assessment compiled by: Andrew McPhee

Date: 25/2/26

*\*This is measured using two criteria: 1. Severity - High, Medium or Low: 2. Likelihood - 1, 2, or 3 where 1 is most likely, 3 is least likely*

