

**RISK ASSESSMENT FINDINGS**

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| **Department/Service** |  |
| **Date** |  |
| **Assessor** |  |
| **Approved By** |  |
| **Review Date** |  |

**Relevant Legislation:**

The Management of Health and Safety at Work Regulations 1999

**RISK ASSESSMENT RECORD**

**ACTIVITY and/or ENVIRONMENT TO BE ASSESSED: Security of pupils on site**

**DATE:**

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| **KEY (People at risk)** | **Likelihood (L)** | **Severity (S)** | **Risk Calculation** | **Risk Rating** |
| E = Employee YP = Young Persons  P = Public  C = Contractors  V = Visitors  EM = Expectant Mothers | 1. Very Low (rare/very unlikely)  2. Low (unlikely)  3. Medium (could occur/possible)  4. High (likely to occur/probable)  5. Very High (near certain to occur) | 1. Insignificant (nuisance/discomfort)  2. Minor (no lost time)  3. Moderate (time loss)  4. Significant (serious/incapacity to work)  5. Major (Death) | Likelihood x Severity  =  Rating | **1- 6** **LOW RISK** Monitor   * 1. **MEDIUM RISK** Monitor, review & reduce risk where possible   **14-25** **HIGH RISK** Further Action Required |

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| **1.Hazards Identified and potential harm it could cause** | **2. People**  **At Risk** | **3.Controls in Place** | **4.Risk Rating** | | | | **5. Further Action Required/ Recommendations** | **6.Target Date for Completion** |
| **L** | **S** | **Score** | **Risk** |

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| Breach of school security procedures |  | * Written permission from parent/carer required to leave site e.g. at lunchtimes/ GP appointments etc. * Ensure there are suitable and sufficient security measures on site. * Coded key pads fitted to main doors buzzer system fitted to main door. * Wearing of staff ID badges/ visitor ID badges * Supervised drop off and collection of pupils at beginning and end of day. * Pre-arranged procedure for parents / guardians for late returns on school trips. * Younger pupils (e.g foundation/infant age) must be collected by a parent, guardian, relative or person authorised by parents/ guardians |  |  |  |  | See also site security and pupil security risk assessments |  |
| Unauthorised person on site |  | * Signing in / out procedures for staff and visitors (other than parents / guardians at start / end of school day) * Site secured during session times e.g. gates closed/ locked / supervised to restrict access to site. * Lockdown Procedure in place * Visitor access restricted to one point e.g. main doors * Education of pupils re stranger danger etc. |  |  |  |  |  |  |
| Missing pupil |  | * Registration of pupils at key times. * Adequate classroom and break/lunch time supervision of pupils. * Sweep of all areas of school in the event of a missing pupil and inform parents/carers and police. * Adequate registration and supervision of pupils at breakfast / after school clubs. |  |  |  |  | Off Site missing Child e.g. educational visit:  Risk Assessments for educational visits should establish safety and security arrangements for the supervision of pupils, regular head counts/registration etc. Should a pupil become isolated from the group/lost from the group. Remaining pupils should stay put with supervisors or taken to a safe point e.g. bus/rendezvous point etc. Nominated staff should start an immediate search for the missing child and notify police and parents as necessary. Once the child is reunited with the party at the earliest convenience the Headteacher should conduct a thorough investigation of the incident to establish the route cause of the failing in supervision and report the findings of the investigation to the Governing Body and other bodies where appropriate e.g. police (if notified of the missing child), parents/carers and social services in the event of a Looked After Child. |  |
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