

## Dudley MBC General Risk Assessment Record

Directorate	Children's Services			
Division	The Dormston school			
Assessment Reference Number	A52	Revision Number	One	
Date of Assessment	April 2016			
Description of Task/Activity/Premises assessed	Activity –External Providers for Pupils Alternative Education			
People considered by this assessment	Employees / Volunteers	✓	Women of child bearing age	✓
	Young Persons/Children	✓	Contractors	✓
	Visitors (invited)	✓	Members of Public	✓
	Others (Specify below)			
Reference No of Linked Assessments				
Lead Assessor	Neil Eveson			
Assessors signature				
Others involved in the assessment	Mr Simon Carroll			
Manager	Mr Simon Carroll			
Manager's Signature				
Date for review	April 2017			

### Dudley MBC General Risk Assessment Record

Assessment Ref: A52	Page one of one	Manager: Mr. Simon Carroll
Date of Assessment: April 2016	Revision No: One	Managers Signature:

No	Hazard	Hazard/Risk Description	Existing Control Measures	Residual Risk (L)(M)(H)	Further Action Required
1	Child Protection / Safeguarding / Prevent Agenda	Pupil could be at risk.	All staff DBS checked and records provided to the school. All visitors to be risk assessed and School provide in writing expectations of their child protection / Safeguarding and Prevent procedures and systems of work Staff have provision to access child protection training. Lead staff members are involved in induction process. Training records copied for school evidence.	P = 3 S = 4 RR = M	
2	E-Safety	Pupil could be at risk.	School to provide in writing expectations of their E-safety policies, including social media risk and prevention. Including data protection.	P = 3 S = 2 RR = M	
3	Risk Assessments	Activity, environment, personal risk.	Ensure providers risk assessments are up to date and relevant for pupil and environment. Evidence to be kept in school.	P = 3 S = 2 RR = M	
4	Registered	Unregistered provider with no track record of delivering acceptable provision.	The provision has written up to date evidence that they are a registered provider of alternative provision. School to keep copy on site and update regularly.	P = 1 S = 1 RR = L	
5	Induction		School, Pupil and Parents/Carers aware of induction process. Health & Safety and Child Protection information to be included in the initial induction documentation and meetings. Dormston to provide information on the pupil,	P = 3 S = 2 RR = M	

			including behaviour history and if any special recommendation required for the pupil.		
6	Travel		School and provider to be aware of how pupil is accessing provision. Checks to ensure pupil arrives safely at provision. To be included in induction to parent/carer so they can access times of provision etc. and emergency contact numbers to check if pupil does not arrive home.	P = 3 S = 2 RR = M	
7	Provision	Evaluate quality of provision provided Tracking of progress (including English and Maths) Schools expectations Personal development and Well being Feedback to Governors Catch up Arrangements	School to have a tracking system to provide evidence for quality of provision provided. This to be based upon schools expectations and pupils development. If attendance is an issue school to ensure catch up work is provided to stop pupil falling behind on expectation. Information to feed back to governor in charge of provision and pupil welfare.	P = 3 S = 1 RR = M	
8	Attendance	Missing from education, welfare at home	Attendance officer to receive information from provider to acknowledge attendance. Attendance Officer to mark as absent if not attended provision. Attendance Officer to arrange contact with Parents/Carers if continued non-attendance and arrange further investigation as school policy.	P = 3 S = 4 RR = M	
9	Regular Visits	Assess any hazards	School to arrange and review regular visits with the provider and with the pupil's parents/carers.	P = 2 S = 2 RR = L	
10	Safe and Suitable Environment	Slips, Trips & Falls	Adequate lighting, all areas and walkways free from obstruction. Fixture and fittings checked and maintained by trained staff. All surfaces kept clean and tidy any spills or accidents cleared up immediately. Visual checks undertaken by staff before use. All cables are secured to walls or through correct channelling. Stairs well lighted with rails and non-slip flooring. All furniture to be kept in	P = 3 S = 2 RR = M	

			correct area. Outside areas free from debris and safe to use		
		Visitors	Visitor access to the site is controlled.	P = 3 S = 3 RR = M	
		Adults and Older Pupils on shared site	Mixing with adults or older pupils is controlled by a qualified and DBS checked member of staff. Providers own risk assessment to explain how this is controlled.	P = 3 S = 2 RR = M	

## Dudley MBC Risk Assessment Action Plan



Assessment Ref:	Revision No:
Manager:	Page    of

Hazard No.	Further Actions Required	Planned Completion Date	Date Completed

**The above actions have been agreed as reasonably practicable steps to reduce risk**

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The actions referred to above have been completed.**

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Hazard Identification Prompt Sheet

**This must be used as a prompt for identifying hazards and must not be considered as a comprehensive list of all hazards that may be present.**

	<b>Hazard Type</b>	<b>Details</b>
<b>Machinery</b>	Crushing	
	Cutting / Shearing	
	Entanglement	
	Drawing-in / Trapping	
	Impact	
	Stabbing	
	Abrasion	
	High Pressure	
	Radiation	
	Electricity	
<b>Workpractice</b>	Highly repetitive actions	
	Stressful postures	
	Lifting / Handling	
	Mental Overload / Stress	
	Visual fatigue	
	Inadequate rest breaks	
<b>Substances</b>	Toxic substances (fluids/gas/mist/fumes/dust)	
	Corrosive substances	
	Irritant/Harmful substances	
	Flammable substances	
	Explosive substances	
	Biological hazards	
	Substances harmful to environment	
<b>Environment</b>	Hot or cold surface(s)	
	Hot or cold ambient temperatures	
	Poor ventilation/Risk of O <sub>2</sub> depletion	
	Confined or limited spaces	
	Significant noise	
	Significant vibration	
	Poor lighting	
	Work heights that present risks	
	Slips / Trips	
	Vehicles	
<b>Human Factors</b>	Inconsistent application of rules	
	Low levels of supervision/monitoring	
	Poor communication	
	Poor information	
	Lack of knowledge	
	Poor training	
Lack of experience		