

Risk Assessment

| | |
|----------------|---------------------------------------------|
| Title | Years 3,4,5, 6 at St Bede's Lanchester site |
| Version | 1 |

| | |
|-------------|----------------------------------------------------|
| Date | 18 th – 22 nd September 2023 |
| Page | |

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|--------------------------------------------|
| School |
| St. Benet's Catholic Primary School Ouston |

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|------------------------|---------------------------------------------------------|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Task / Activity | Children working on school site at St Bede's Lanchester | Activity Description | As our school is closed, children in Y3,4,5 and 6 shall be working at St Bede's, Lanchester from 18 th – 22 nd September 2023 |
| Location / Area | St Bede's, Lanchester | | |

This document is to be read in conjunction with other assessments where appropriate e.g. COSHH assessment, Relevant Procedures / SSOW etc

| REF | HAZARDS | RISK what injuries or ill health may result | WHO is at risk – either directly or indirectly | Existing Controls What we already have in place to reduce risk | Person Responsible | Existing Risk Rating | | | Additional Controls Required – if Risk Rating too high | Final Risk Rating | | |
|-----|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|----------------------|---|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---|----|
| | | | | | | L | S | RR | | L | S | RR |
| 1 | Children mixing with other pupils from St Bede's, getting lost around the site, toilet use | Child getting lost, not knowing where to go, child being upset Adults accompanying the child to the toilet | Children Staff Parents | St Benet's children to be separate from St Bede's children – working in a separate block, separate playtimes and lunchtimes | DSL Staff Class Teachers Teaching Assistants | 2 | 2 | 2 | St Bede's staff to inform their students to keep away from St Benet's children. Sixth formers could potentially support any playtimes, help with travel around the school | 2 | 2 | 2 |
| 2 | Children hurting themselves on the St Bede's site – any minor accidents (trips/falls) or a child becoming unwell | Tripping/falling in the playground, corridors | Children Staff | First Aid Kits to be supplied by St Benet's and accident slips to inform parents (usual school procedure). Medical room also on site at St Bede's and this can be used by any of our children if they become unwell. St Benet's staff have access to Arbor to call any parents should they need to come and | DSL Staff Class Teachers Teaching Assistants | 2 | 2 | 2 | First Aid Kits available and First Aiders | 2 | 2 | 2 |

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| | | | | | | L | S | RR | | L | S | RR |
| | | | | collect their child | | | | | | | | |
| 3 | Fire on the St Bede's site | Children could be trapped in the building, severely hurt themselves or worse | Children Staff | Fire Evacuation plan discussed with SLT at St Bede's and a designated place for fire assembly point viewed and discussed | DSL Staff Class Teachers Classroom Assistants | 2 | 3 | 2 | On Monday, children to complete a fire drill so they know where to line up in the event of a fire | 2 | 3 | 2 |
| 4 | Safeguarding Concerns – a child discloses something | Child discloses something that is of a concern | Children Staff | DSLs on all sites with mobile phones, should they need to contact the HT as main DSL. CPOMS to be used as standard school procedure should staff have concerns about a child. | DSL Staff Class Teachers Classroom Assistants | 2 | 3 | 2 | | 2 | 3 | 4 |
| 5 | Children with EHCP/ SEN Support feel anxious or concerned about working on another school site | Children feeling upset, frantic about the situation and may withdraw and show emotional outbursts | Children | Children are supported with teaching assistants, offered reassurance before getting on the bus. Some children in Y4-6 already prepped for what is happening next week. Quiet rooms available for children to work in the St Bede's block, should children need a space to work either 1-1 or in a | Class teacher Classroom Assistants | 3 | 3 | 3 | Children to have access to sensory resources – to be carried by school staff on the bus journeys | 3 | 3 | 3 |

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| | | | | | | L | S | RR | | L | S | RR |
| | | | | group | | | | | | | | |
| | | | | | | | | | | | | |

| Action | Details | Person Responsible | Target Completion Date | Sign & Date When Complete |
|--------|---------|--------------------|------------------------|---------------------------|
| | | | | |

Names and position of people involved in Risk Assessment

Claire Canham (Deputy Head teacher) Catherine Young (Head teacher)

Risk Assessor

Line Manager Acceptance

| | |
|--------------|-----------------|
| Name: | Claire Canham |
| Name: | Catherine Young |

| | |
|----------------|------------------------|
| Signed: | <i>Claire Canham</i> |
| Signed: | <i>Catherine Young</i> |

| | |
|--------------|------------|
| Date: | 15-09-2023 |
| Date: | 15-09-2023 |

| | | | |
|---------------|-----------------------------------------------|--------------------|---------------------------------------|
| Review | + 1 year from Line Manager acceptance issue 1 | Review Date | Weekly – depending on our RAAC Plans. |
|---------------|-----------------------------------------------|--------------------|---------------------------------------|

| Issue | Reason for Review | Date of Review |
|-------|-------------------|----------------|
| | | |

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RISK RATING TABLES

LIKELIHOOD (L)

| | Category | Description |
|---|--------------------|-------------------------------------------------------------------------------------|
| 1 | Extremely unlikely | Extremely unlikely to occur at any time |
| 2 | Unlikely | Unlikely - A rare combination of factors would be required for an incident to occur |
| 3 | May happen | May happen, but considered unlikely under normal circumstances |
| 4 | Likely | Likely - not certain, but an additional factor may result in an incident |
| 5 | Very likely | Very likely / almost inevitable that an incident will result |

SEVERITY (S)

| | Category | Description |
|---|--------------|--------------------------------------------------------------------------------------------------------------------------|
| 1 | Negligible | Negligible injury or no injury |
| 2 | Minor | Minor injury requiring First Aid |
| 3 | Moderate | Moderate - lost time injury requiring recovery. |
| 4 | Major injury | Major injury - likely to result in hospitalisation and or health condition requiring ongoing / further medical attention |
| 5 | Catastrophic | Death(s) or life changing injury so serious person unlikely to continue working |

ACTIONS BASED ON RISK RATING (RR)

| RR | Action |
|-------|--------------------------------------------------------------------------|
| 1 – 4 | Acceptable – No further action but ensure controls are maintained |
| 5 - 9 | Adequate – Look to improve at next review if possible |

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| 10 - 15 | Tolerable – Must improve within a specified timescale (action plan) |
| 16 - 25 | Unacceptable – Activity must not go ahead / stop activity immediate improvements required before activity can continue (action plan) |