

RISK ASSESSMENT

Date:	Assessed by:	Location:	Revision Due:
August 2011	Richard Morgan	General School Visit	August 2012

Hazard:		Risk Rating (L x S = R)		
		Likelihood	Severity	Risk
1	Uneven floors in the Church	3	2-3	3
2	Inappropriate use of the stairs	3	3	4
3	Use of toilets	3	3	3
4	Heavy doors to the Tithe Barn	3	1	2
5	Glass doors to the ground floor of the Tithe Barn	2	3	3
6	Unauthorised members of public (photography)	3	3	3
7	Use of cooking, sports or sewing equipment	2	2	2
8	Large site – children scatter or get lost	2	2	3
9	Allergies to foodstuffs, plant material, or other materials	4	4	3

Likelihood: Very Unlikely (1), Unlikely (2), Likely (3), Very Likely (4), Certain (5)

Severity: Minor Injury (1), Minor Requiring First Aid (2), Serious Injury (3), Likely Death or Serious Injury (4), Certain Death (5)

Risk: Exceptional (1), Very Unlikely (2), Unlikely (3), Reasonably Likely (4), Very Likely (5)

Existing Precautions:	
1	Yellow tape has been applied to steps
2	None
3	None
4	None
5	Adhesive plastic strips (etching effect) have been applied to all external doors
6	None
7	None
8	None
9	None

Recommended Precautions:		New Risk Rating (L x S = R)		
		Likelihood	Severity	Risk
1	Children will be advised that running is not allowed anywhere on site. Specific hazards will be marked or guarded.	2	2	2
2	Children will be supervised at all times by Tithe Barn staff and school staff when using the stairs. Children will be reminded not to run on the stairs. Stairwells will be well lit.	2	2	3
3	Children will, where possible, be encouraged to use the toilets at designated breaks. Children will be accompanied to the toilets by school staff. Toilets will be screened prior to use by children.	2	2	2
4	Heavy doors will be wedged open when in frequent use by children. Other doors will be held open by school staff and Tithe Barn staff. Children will be closely supervised.	2	2	2
5	Children will be supervised at all times by Tithe Barn staff when on the ground floor of the Tithe Barn.	1	1	1
6	<p>Only authorized Tithe Barn staff and accompanying school staff will be allowed to observe the children's workshops. Any adults taking more than a cursory interest in the workshops will be politely asked by Tithe Barn staff to move on.</p> <p>Members of the public will not be allowed to take photographs while school visits are in progress. A sign to this effect will be displayed in the Church and Tithe Barn and reception staff will notify visitors that photography is not permitted. Tithe Barn staff will monitor the use of cameras: anyone seen taking photographs will be reminded not to continue, and if they persist they will be asked to leave the premises.</p> <p>Resistance to the above will result in Tithe Barn staff, workshop coordinator and Tithe Barn manager being called and, if necessary, contacting the police. At the same time, the workshop(s) will be suspended and children will be evacuated from the sight of the adult(s) in question.</p> <p>Tithe Barn staff will not take photographs of the workshops unless consent is given in writing by the school.</p>	1	1	2
7	Equipment has been chosen to minimize risk. Children will be monitored and supervised at all times by Tithe Barn staff and school staff when using equipment. Correct safe use of equipment will be demonstrated and adherence to safe use monitored. Persistent inappropriate use will result in child / children being removed from the relevant task.	1	1	2
8	<p>Once schools have arrived on site the groups will be led by Tithe Barn staff and accompanied by group leaders. Children will be tagged to aid identification and will be kept closely supervised at all times during their visits.</p> <p>School staff will have a register of all children attending the visit and their groups will be allocated before arrival.</p>	2	2	2
9	Schools are asked on booking form to identify allergies. Although Tithe Barn staff will monitor identified students' access to identified allergens, it will be the responsibility of school staff to manage the allergies and access to allergens whilst on site.	3	2	2

Actions:	Action Agreed	Target date for completion	Completed?
'Safeguarding Children Agreement' to be sent to schools and signed copies to be returned to the Tithe Barn manager.	RM	Ongoing	
Signed copy of the risk assessment to be added as an appendix to the Church's Child Protection Policy documentation.	RM	September 2011	✓

(Continue on separate sheet if necessary)

Signed:

Print name:

Date:

Verified by:

Print Name: