

RISK ASSESSMENT PLAN FOR SERENITY SCHOOL 88 – 90 SOUTH END CROYDON CRO1DQ

RISK ASSESSMENT

[Afternoon programmes & clubs](#)

[Children arriving at the beginning of the school day](#)

[Classroom](#)

[Communicable Diseases](#)

[COSHH \(Control of Substances Hazardous to Health\)](#)

[Display Screen Equipment](#)

[Electrical Safety](#)

[Fire Safety](#)

[Fire Safety – disabled pupils](#)

[Intruders on Site](#)

[Large play equipment](#)

[Manual Handling](#)

[Medical Conditions and Medication](#)

[Physical Restraint](#)

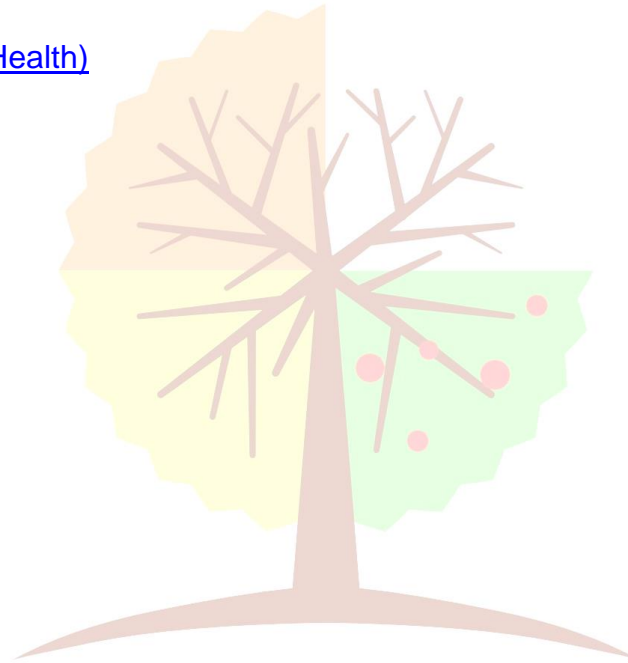
[Play Safety](#)

[School Security](#)

[Violence to staff by children](#)



Serenity School



NOTE TO THE READER

These Risk Assessments were carried out by Jude Onye (Headteacher) and John McLean (DHT) at Serenity School. Ongoing staff training throughout the year will embed information and support review of practices.

Most recent Fire Risk Assessment was carried out on 19.09.2018

RISK ASSESSMENT PLAN FOR SERENITY SCHOOL 88 – 90 SOUTH END CROYDON CRO1DQ
RISK ASSESSMENT FOR: AFTERNOON PROGRAMMES & CLUBS

LIST HAZARDS HERE	LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	ACTUAL RISK RATING
<p>Unsupervised activity</p> <p>LATE COLLECTION OF CHILD</p> <p>ABANDONED CHILD</p> <p>TRAVEL WITHOUT CAB SERVICE</p> <p>* refer to subject risk assessment that is specific to the activity e.g. FT, Music Tech, PE</p>	children	<p>Appropriate adult: pupil supervision Children are not left unattended/ Duty rota in place at all times</p> <p>LATE COLLECTION OF A CHILD: After ten minutes ring the taxi company/parent to arrange collection. If there is no reason for lateness, but it's on the way ring parental or career contact, speak with a member of the SLT. If cab refuses to take a child continue to try and make contact with all contact numbers listed for the child or another sibling and involve a member of SLT. If after 5 O'clock the child still has not been taken home/collected then social services should be rung to alert them to the situation.</p> <p>Multi-agency Safeguarding Hub (MASH) Telephone: 0208 726 6400. Out of hours: 0208 726 6400 (ask for out of hours team) childreferrals@croydon.gov.uk. 8 Mint Walk. Office Hours: Sunday: Closed. Monday: 9:00-16:00. Tuesday: 9:00-16:00. Wednesday: 9:00-16:00. Thursday: 9:00-16:00. Friday: 9:00-16:00. Saturday: Closed.</p>	<p>Staff work on an information system to communicate who, where, when cabs are ready for pupils at the front of the school.</p> <p>Pupils remain in tutor groups until call is made to member of B4L team to escort pupil through rear of building and into the cab.</p> <p>Similarly, in the mornings staff on duty to receive and escort pupils into school premises.</p> <p>Pupils walking to school – Rota includes staff on the High Street monitoring lateness and activity in shops etc</p>	2x2=4 MEDIUM

RISK RATING

SEVERITY	LIKELIHOOD	RISK RATING (S X L)
1 = no injury or illness 2 = first aid injury/illness 3 = minor injury/illness – up to 3 days away 4 = 3(+) days injury/illness 5 = major injury/illness 6 = fatal or disabling injury/illness	1 = very remote 2 = improbable 3 = possible 4 = probable 5 = likely 6 = certainty	High 14+ Medium 5 – 13 Low 1 - 4

ASSESSMENT UNDERTAKEN BY: JO/JM

REVIEW DATE: Jan 2019

SERENITY SCHOOL

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RISK ASSESSMENT PLAN FOR SERENITY SCHOOL 88 – 90 SOUTH END CROYDON CRO1DQ

RISK ASSESSMENT: CHILDREN ARRIVING AT THE BEGINNING OF THE SCHOOL DAY

LIST HAZARDS HERE	LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	ACTUAL RISK RATING
Trips Falls Fights	Children Staff	<p>A number of staff are on site at the start of the day greeting children as they arrive from commute or cab.</p> <p>Students entrance are open from 8.45 am and breakfast club starts at 09.00. Staff are visible at all key areas to safeguard the pupils and School site.</p> <p>Very few accidents or incidents occur at the start of the school day due to extended supervision.</p> <p>On wet days, the current arrangements are the same.</p> <p>Staff do not perform duties alone, must have additional support especially outside school building.</p>	<p>Staff on duty from 8.45 onwards. All staff are trained in First Aid as are two nominated L3 1st Aiders, having a good knowledge of the children and their needs/likelihood of typical behaviours.</p> <p>Once search and screen is complete on each student, staff promptly collect the children and bring them in to tutor group where they have breakfast and participate in tutor theme/discussion.</p> <p>Limited opportunities for KS3/KS4 to mix and where safeguarding concerns could be prevalent.</p>	<p>3 X 3 = 9 MEDIUM</p> <p>3 X 3 = 9 MEDIUM</p> <p>3 X 3 = 9 MEDIUM</p>

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ASSESSMENT UNDERTAKEN BY: JO/JM

REVIEW DATE Jan 2019

RISK ASSESSMENT PLAN FOR SERENITY SCHOOL 88 – 90 SOUTH END CROYDON CRO1DQ

RISK ASSESSMENT FOR: CLASSROOM

LIST HAZARDS HERE	LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	ACTUAL RISK RATING
Opening doors Scissors Paper cutter Chairs left out Passages and doorways blocked Coats and bags on floor Trailing wires Blocked door access Blocked fire routes Staple remover	Children Staff	(A summary from Subject RAs) All classroom doors fitted with door closures to ensure slow, safe closing Scissors counted out and in each day Scissors not left lying about when not being used for activity Safe storage of scissors – point down in container Children are NOT to use the paper cutter Children to tuck chairs under table when not sitting on them Children reminded NOT to swing on chairs All passage ways and fire exits to remain clear Coats and bags to be hung from pegs not left on floor All trailing wires to be covered or taped down. Children to be made aware of trailing wires on floor. Minimise amount of movement in class when trailing wires from OHP etc. Teacher or other adult to unplug trailing wires and tuck away safely after use e.g. OHP wires Children should NOT remove staples from the walls	Encourage children to look after their environment – picking up coats, bags etc. Discussion in assembly about the risks and safety implications of blocked areas, coats, bags etc.	2 X 3 = 6 MEDIUM

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ASSESSMENT UNDERTAKEN BY: JO/JM

REVIEW DATE: JAN 2019

RISK ASSESSMENT PLAN FOR SERENITY SCHOOL 88 – 90 SOUTH END CROYDON CRO1DQ
RISK ASSESSMENT FOR: COMMUNICABLE DISEASES

LIST HAZARDS HERE	LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	ACTUAL RISK RATING
Spread of illness or disease	Children, all staff	<p>These are detected as soon as possible, with the children being isolated. People are informed in the following order: The school nurse or the Health and Safety Coordinator – Kayleigh Duncan, to seek advice then contact the parents.</p> <p>Parents are asked to take the child to the doctor.</p> <p>Pupils should not return to school until the incubation period is complete.</p> <p>If symptoms re-appear all staff inform the Head immediately.</p> <p>All staff, as part of school procedures observe the above at regular opportunities e.g. children getting changed for PE, or during swimming.</p> <p>Advice and guidelines from the School Nurse followed</p>	Consistent communication with parent/carer from staff team. Any information relating to symptoms/ other family families shared with staff team and plan devised and shared	3 X 3 = 9 MEDIUM

RISK ASSESSMENT FOR: COMMUNICABLE DISEASES (continued)

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ASSESSMENT UNDERTAKEN BY: JO/JM

REVIEW DATE : JAN 2019

RISK ASSESSMENT PLAN FOR SERENITY SCHOOL 88 – 90 SOUTH END CROYDON CRO1DQ
RISK ASSESSMENT FOR: COSHH (CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH)

LIST HAZARDS HERE	LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	ACTUAL RISK RATING
Spillage of chemicals Inappropriate mixing of chemicals Children could come in to contact with chemicals	Children, all staff, visitors	COSHH assessments re compiled by our independent advisor Science and experiments will be held off site The school only uses substances authorized by the DFE. All reps attempting to sell cleaning materials are refused. The highest standards of safety regarding COSHH substances are implemented, e.g. locked cupboard for cleaning fluids away from the main parts of the building so that students have no access to these areas. A high shelf in the cleaner's cupboard is used for cleaning substances. The cupboard is locked in school hours. Washing detergent is stored out of children's reach. All deliveries are locked away immediately by the site manager. No staff are allowed to store any chemical that is not used by the school. The site manager and cleaning staff are the only staff permitted to use cleaning chemicals. Bleach is NOT to be used on the school premises. Weed killer is NOT to be used on the school premises.		3 X 3 = 9 MEDIUM 3 X 2 = 6 MEDIUM 3 X 2 = 6 MEDIUM

RISK ASSESSMENT FOR: COSHH (continued)

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RISK ASSESSMENT FOR: DISPLAY SCREEN EQUIPMENT (DSE)

LIST HAZARDS HERE	LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	ACTUAL RISK RATING
<p>Sitting and looking at screen for longer than 40 minutes RSI</p>	<p>Anyone who works for long periods on the computer – to consider pupils who require IT as part of their plan</p>	<p>In Serenity School a “user” is someone who uses display screen equipment more or less continuously on most days. This is important for pupils who need IT as outlined in EHCP</p> <p>The school has adopted the LEA guidelines on the use of display screen equipment. Staff are aware of these guidelines.</p> <p>The classroom environmental conditions, (space, lighting, heat, humidity) aim to be of high quality and achieved as far as is reasonably practicable.</p> <p>Risk Assessment: is deemed to be minimal in the use of DSE and workstations.</p> <p>Wires connecting the equipment are secured along the side of the desk where the equipment is kept to eliminate any hazard from the trailing wires.</p> <p>Electrical equipment forming part of DSE is tested periodically by the “Electrical testing person” - the Site Manager.</p>		<p>3 X 3 = 9 MEDIUM</p> <p>3 X 2 = 6 MEDIUM</p>

RISK ASSESSMENT FOR: Display Screen Equipment (continued)

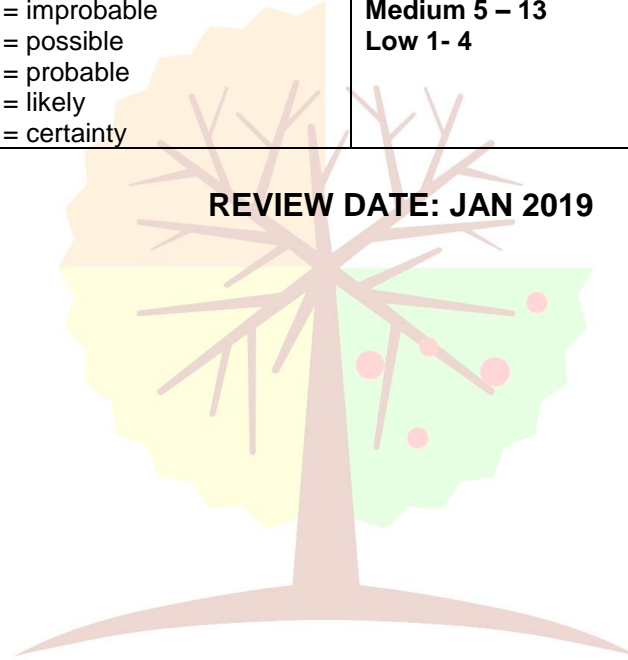
RISK ASSESSMENT PLAN FOR SERENITY SCHOOL 88 – 90 SOUTH END CROYDON CRO1DQ

RISK RATING

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ASSESSMENT UNDERTAKEN BY: JO/JM

REVIEW DATE: JAN 2019



Serenity School

RISK ASSESSMENT PLAN FOR SERENITY SCHOOL 88 – 90 SOUTH END CROYDON CRO1DQ
RISK ASSESSMENT FOR: FIRE SAFETY

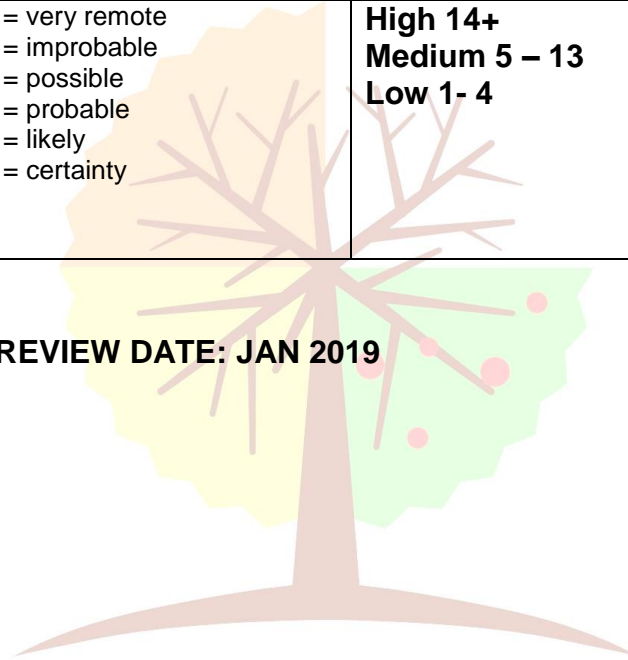
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<p>Lack of organisation during evacuation</p> <p>Staff not confident when a fire situation arises</p>	<p>Children, staff, visitors</p>	<p>Fire Drills are organized by the Head and held half termly. These are recorded in the Log book and the Fire Log book. (Health and Safety FIRE file)</p> <p>All fire extinguishers are checked annually by Fire Protection Co.</p> <ul style="list-style-type: none"> ○ All walk ways and fire doors should not be obstructed. ○ Visibility panels on fire doors are always kept clear, display on these is prohibited. ○ Fire doors should not be wedged open. ○ All fire exits are clearly labeled. ○ Registers taken in silence ○ Missing students/ absconding SLT activate area plan <p>The Head has drawn up fire drill procedures and escape routes after consultation with the Health and Safety Officer</p> <p>The school is a no smoking site. The Health and safety file contains information about designated staff should a fire occur. The school's designated fire officer is the Administrator. Staff attend Fire training INSET week of Sept 4th and logged on SCR.</p>	<p>Children will walk in silence</p> <p>Single file out of the classroom</p> <p>Double file down the stairs or fire wall to the car park (meeting point), maintaining silence all the time</p>	<p>3 X 3 = 9 MEDIUM</p> <p>3 X 2 = 9 MEDIUM</p>

RISK ASSESSMENT PLAN FOR SERENITY SCHOOL 88 – 90 SOUTH END CROYDON CRO1DQ
RISK ASSESSMENT FOR: FIRE SAFETY (continued)

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ASSESSMENT UNDERTAKEN BY: JO/JM REVIEW DATE: JAN 2019



Serenity School

RISK ASSESSMENT PLAN FOR SERENITY SCHOOL 88 – 90 SOUTH END CROYDON CRO1DQ
RISK ASSESSMENT FOR: FIRE SAFETY – DISABLED PUPILS

LIST HAZARDS HERE	LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	ACTUAL RISK RATING
Disabled pupils fire access	Disabled pupils	<p>The disabled pupils in wheelchairs in all classes will be the last to leave the classroom so that exits are not blocked for pupils behind.</p> <p>Disabled pupils in wheelchairs will be escorted out of the building by an LSA or attached adult.</p> <p>Both exit routes on the ground floor are compliant for use by wheel chair users.</p>	Staff will be attached to each disabled pupil in a wheel chair and listed on each pupils safeguarding risk assessment form	<p>3 X 3 = 9 MEDIUM</p> <p>3 X 2 = 9 MEDIUM</p>

RISK ASSESSMENT FOR: FIRE SAFETY – DISABLED PUPILS (continued)

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ASSESSMENT UNDERTAKEN BY: JO and FIRE CONSULTANT

REVIEW DATE: JAN 2019

RISK ASSESSMENT FOR: Intruders on Site

RISK ASSESSMENT PLAN FOR SERENITY SCHOOL 88 – 90 SOUTH END CROYDON CRO1DQ

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Attacked by intruder Equipment stolen by an intruder	Staff, children	<p>All Staff are advised not to work alone; a minimum of two is the norm. In occasional circumstances, the deputy/Head/Site Manager is to be present.</p> <p>The Head will exclude people from the premises if staff or pupils feel threatened.</p> <p>An intruder and evacuation Policy is in place and all pupils practice this each half term</p> <p>The school has adopted a policy and procedures on Violence and Aggression against Employees.</p> <p>The school has an intruder alarm which will be triggered should there be an intruder on site.</p>	<p>Flow charts are in place and practiced each term by all staff and pupils</p> <p>Like Fire Evacuation, school has a meeting point outside of school in case of threat</p>	<p>3 X 3 = 9 MEDIUM</p> <p>3 X 3 = 9 MEDIUM</p>

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ASSESSMENT UNDERTAKEN BY: JO/JM

REVIEW DATE: JAN 2019

RISK ASSESSMENT FOR: LARGE PLAY EQUIPMENT AT AFTERNOON ACTIVITIES

SERENITY SCHOOL

RISK ASSESSMENT PLAN FOR SERENITY SCHOOL 88 – 90 SOUTH END CROYDON CRO1DQ

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<p>Fall or slip from the equipment resulting in injury including cuts, bruises, head injury, broken limbs or bones.</p>	<p>Children Staff</p>	<ul style="list-style-type: none"> • Children from year 6 upwards are able to use the equipment This restricts the number of children on the equipment at any one time as directed by staff teams. • There will be two members of staff supervising the children on the play equipment each opportunity • Children must wear flat soled shoes or trainers when on sport equipment. • Children and parents are informed by letter at each stage of the enrichment calendar of up and coming events. This is done through ELVOVE and parents' consent gained or pupils do not leave school. • The equipment at each provider will be tested and is part of our checks • Sharing of information with staff team at briefings – preparing to support children injured • Should a child be injured and is unable to stand or move: • The member of staff on duty (Trained First Aider) should come at once to the scene to assess the situation. The Head or Deputy will also be notified. The trained first aider, in conjunction with the Senior member of staff available will decide the appropriate course of action. • For serious injuries, an ambulance will be called and the child's parents or carers will also be informed. • Parents, carers and staff will be informed of any head injuries and the child will wear a sticker indicating that s/he has banged their head. 	<p>All staff trained/accredited in basic Health and Safety</p> <p>All staff understand procedures and who to contact if an incident or accident occurs</p> <p>All 1st Aiders are in place and trained to appropriate level</p> <p>Staff highly aware of pupil needs/ typical behaviours from EHCP, Pupil Passports and safeguarding plan. Therefore consider this information to risk assess individual and groups of pupils playing and likely dangers/pitfalls</p>	<p>3 X 3 = 9 MEDIUM</p>

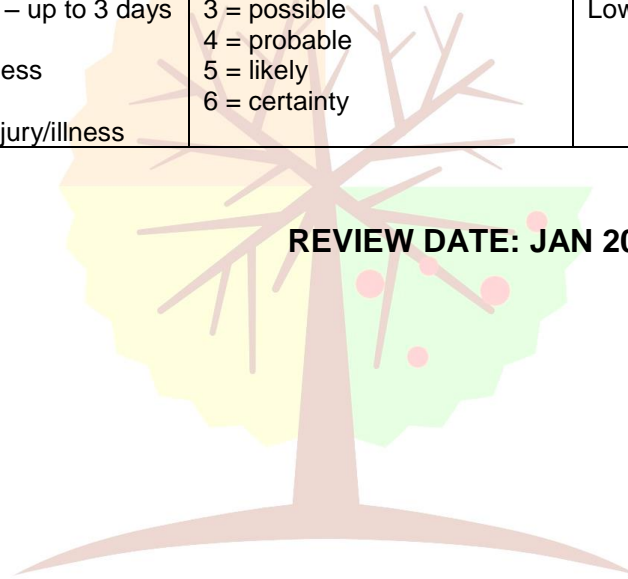
Serenity School

RISK ASSESSMENT PLAN FOR SERENITY SCHOOL 88 – 90 SOUTH END CROYDON CRO1DQ
RISK ASSESSMENT FOR: LARGE PLAY EQUIPMENT (continued)

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ASSESSMENT UNDERTAKEN BY: J0/JM

REVIEW DATE: JAN 2019



Serenity School

RISK ASSESSMENT PLAN FOR SERENITY SCHOOL 88 – 90 SOUTH END CROYDON CRO1DQ
RISK ASSESSMENT FOR: MANUAL HANDLING

LIST HAZARDS HERE	LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	ACTUAL RISK RATING
<p>Damaging back, arms, legs Dropping equipment on toes</p> <p>Injury to someone else through negligence or mistake</p>	Children, staff, site manager	<p>Children are instructed how to lift P.E. equipment properly, never being allowed to lift it on their own, but sharing the load.</p> <p>The site manager and colleagues are made aware of courses on manual handling as they are made available</p> <p>Subject Induction – PPE, H&S Legislation</p>	All staff training via Virtual College on manual handling	<p>3 X 3 = 9 MEDIUM</p> <p>3 X 2 = 6 MEDIUM</p>

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ASSESSMENT UNDERTAKEN BY: JO

REVIEW DATE: JAN 2019

RISK ASSESSMENT PLAN FOR SERENITY SCHOOL 88 – 90 SOUTH END CROYDON CRO1DQ
RISK ASSESSMENT FOR: MEDICAL CONDITIONS AND MEDICATION

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<p>Inappropriate action leading to distress of pupil Inappropriate action leading to hospitalisation of pupil</p>	<p>Children, staff, visitors</p>	<p>All children with a medical condition will have an Educational Health Care Plan that has been drawn up by the School in conjunction with the parent or carer and any relevant medical or advisory personnel. The Health care plan will be checked annually for accuracy and photographs replaced as children get older. A copy of the Health Care Plan should be accessible and easily visible to staff.</p> <p>Training will be provided for the care of Children who required special care e.g. terminal illness</p> <p>Diabetic: a list of diabetic children is kept by the welfare assistant. The nurse meets with first aiders to give advice on pupils. Epilepsy: as above with emphasis on a daily liaison at the parent's request. E.g. an immediate phone call to the parent at the slightest bump on the head. Asthma: all inhalers are kept in a cupboard for easy access, against the wall facing the door of the medical room. All inhalers are labeled with the name of the child and the dosage. Anaphylaxis: Epipens are kept in cupboard, some labeled with child's name, 2 to spare</p> <p>A list of all pupils who have asthma, epilepsy or diabetes is kept by the welfare Lead who manages master spreadsheet on medical conditions and SEND. A Health care plan is completed for all relevant pupils.</p> <p>The school has adopted the DFE guidelines and code of practice on the administration of medicines and drugs given in schools. Core team of staff trained</p> <p>As part of Annual Review process and other professionals meetings</p> <p>Family Support worker – sharing and supporting</p>	<p>Core staff trained in administration and record keeping</p>	<p>3 X 3 = 9 MEDIUM</p> <p>3 X 2 = 6 MEDIUM</p>

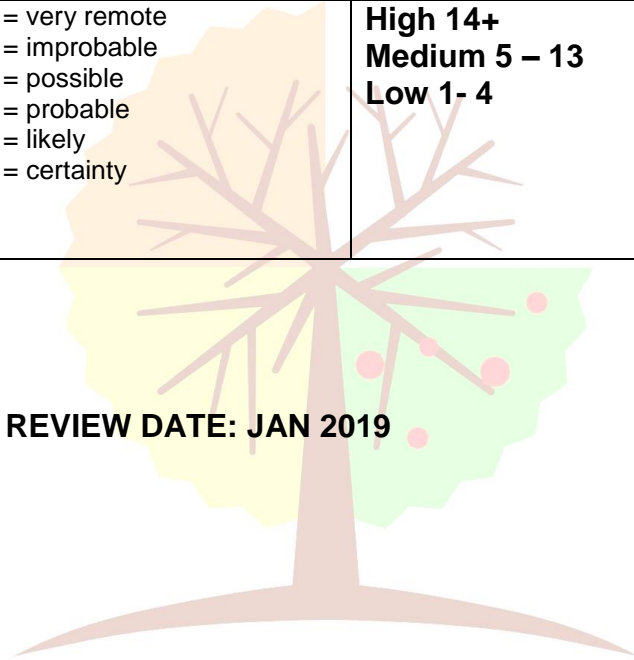
RISK ASSESSMENT PLAN FOR SERENITY SCHOOL 88 – 90 SOUTH END CROYDON CRO1DQ
RISK ASSESSMENT FOR: MEDICAL CONDITIONS AND MEDICATION (continued)

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REVIEW DATE: JAN 2019



Serenity School

RISK ASSESSMENT PLAN FOR SERENITY SCHOOL 88 – 90 SOUTH END CROYDON CRO1DQ
RISK ASSESSMENT FOR: PHYSICAL RESTRAINT

LIST HAZARDS HERE	LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	ACTUAL RISK RATING
Child could hurt themselves Child could hurt someone else through their actions Staff could be hurt	Children, staff	The school has adopted the PRICE guidelines on “positive handling, physical restraint.” A pupil incident form should be completed if physical restraint is used. Learning to learn lessons from SLT – PRICE values for pupils		3 X 3 = 9 MEDIUM 3 X 3 = 9 MEDIUM 3 X 3 = 9 MEDIUM

RISK RATING

SEVERITY	LIKELIHOOD	RISK RATING (S X L)
1 = no injury or illness 2 = first aid injury/illness 3=minor injury/illness – up to 3 days away 4= 3(+) days injury/illness 5 = major injury / illness 6 = fatal or disabling injury/illness	1 = very remote 2 = improbable 3 = possible 4 = probable 5 = likely 6 = certainty	High 14+ Medium 5 – 13 Low 1- 4

ASSESSMENT UNDERTAKEN BY: JM/JO

REVIEW DATE : Sept 2019

RISK ASSESSMENT PLAN FOR SERENITY SCHOOL 88 – 90 SOUTH END CROYDON CRO1DQ
RISK ASSESSMENT FOR: BREAKTIME SAFETY

LIST HAZARDS HERE	LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	ACTUAL RISK RATING
<p>Falls, trips, slips Fights</p>	<p>Children, staff</p>	<p>All staff are on duty for 30 minutes when the school gates are open from 09.00</p> <p>Members of staff are on duty at break times and cover all access areas</p> <p>All staff are present at Lunchtime to eat and supervise pupils.</p> <p>All staff are trained by PRICE on issues such as behaviour management. They are given annual training on Child Protection by the CP officer, JO and the LA safeguarding Team.</p> <p>All play fighting activities are prohibited. Children are reminded regularly about this and if regular consequences are set</p> <p>The site manager conducts a daily check of the premises before school begins. The Head should be informed immediately of any potential hazards and the area will be made out of bounds until the area can be made safe.</p> <p>PSHE Curriculum & SMSC Provision Map provides wider understanding around safety, care and protection</p>		<p>3 X 2 =6 MEDIUM</p> <p>3 X 2 = 6 MEDIUM</p>

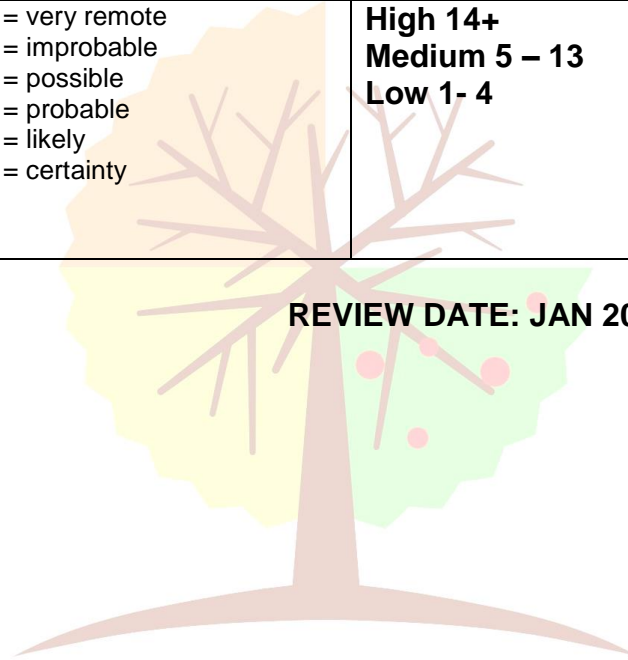
RISK ASSESSMENT PLAN FOR SERENITY SCHOOL 88 – 90 SOUTH END CROYDON CRO1DQ
RISK ASSESSMENT FOR: PLAYGROUND SAFETY (continued)

RISK RATING

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ASSESSMENT UNDERTAKEN BY: JO/JM

REVIEW DATE: JAN 2019



Serenity School

RISK ASSESSMENT PLAN FOR SERENITY SCHOOL 88 – 90 SOUTH END CROYDON CRO1DQ
RISK ASSESSMENT FOR: SCHOOL SECURITY

LIST HAZARDS HERE	LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	ACTUAL RISK RATING
Intruders on site Equipment taken off the site	Children, all staff	<ul style="list-style-type: none"> ○ All visitors should report to the school office/reception upon arrival. ○ All visitors must sign in the visitor's book and wear a visitor label ○ Exterior doors should be kept closed ○ The main doors are closed at 09.30 ○ The outside gates are re-opened at 14.15 by the site manager/SLT ○ The only exception is when pupils leave site for enrichment programmes with staff ○ Pupils are trained via PSHE, Tutor group and assemblies about potential stranger danger and threats ○ IMAPCT Days with local police and other Agencies 	<p>CCTV throughout school site</p> <p>Mag locks in place on doors to prevent movement around school without authorised access</p>	<p>3 X 3 = 9 MEDIUM</p> <p>3 X 3 = 9 MEDIUM</p>

RISK ASSESSMENT FOR: SCHOOL SECURITY (continued)

RISK RATING

SEVERITY	LIKELIHOOD	RISK RATING (S X L)
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4= 3(+) days injury/illness	4 = probable	
5 = major injury / illness	5 = likely	
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ASSESSMENT UNDERTAKEN BY: JO/JM

REVIEW DATE : Ongoing

RISK ASSESSMENT PLAN FOR SERENITY SCHOOL 88 – 90 SOUTH END CROYDON CRO1DQ
RISK ASSESSMENT FOR: VIOLENCE TO STAFF BY CHILDREN

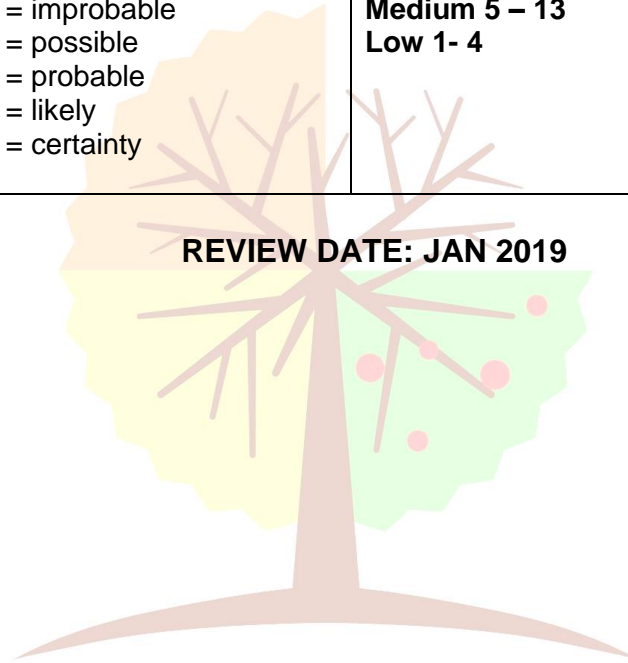
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Violent or aggressive behaviour toward staff.	staff	<p>The school has a Behaviour Policy outlining the consequences of violence, and is reviewed in consideration of the individual circumstances of each case To ensure the safety of staff from violence the following procedures are followed:</p> <p>In the case of assault taking place, (or even where assault appeared imminent) School are aware of the traumatic effect it can have on the victim; In such circumstances a trusted colleague will be released to support and look after the victim, remaining on site, going to the hospital or police station or taking the member of staff home.</p> <p>Should a member of staff incur violence from a pupil then the staff member must inform the HT or other member of the SLT as soon as possible. Summon assistance from a colleague, raising the alarm through child messenger. Ensure the safety of other children in the vicinity is not compromised by moving them away from the incident. In summary PRICE techniques and strategies must be adhered.</p> <p>The member of staff injured must seek care and attention from a qualified first aider on the staff. These are listed in the welfare room wall. All appropriate forms should be completed. The HT must see these when complete. Should physical restraint be required the member of staff is to follow the guidelines adopted from the Positive Handling policy and PRICE. For younger students a lower level of intervention and less intrusive techniques are best practice to safeguard all parties.</p> <p>The parents of the child will be informed of their behaviour and the school will take appropriate action seeking advice from the LA as necessary.</p> <p>PSHE and assemblies – Relationships, respect and kindness</p>	<p>Staff supervision</p> <p>Staff meeting daily</p> <p>Planning live meetings</p> <p>Mediation</p> <p>Use of wider agency support</p>	<p>3 X 3 = 9 MEDIUM</p>

RISK ASSESSMENT PLAN FOR SERENITY SCHOOL 88 – 90 SOUTH END CROYDON CRO1DQ
RISK RATING

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ASSESSMENT UNDERTAKEN BY: JO/JM

REVIEW DATE: JAN 2019



Serenity School

RISK ASSESSMENT PLAN FOR SERENITY SCHOOL 88 – 90 SOUTH END CROYDON CRO1DQ
RISK ASSESSMENT FOR:

LIST HAZARDS HERE	LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	ACTUAL RISK RATING (calculate by using formula given in Risk Rating Table following)
Pupils Absconding	Pupils	<p>Registers at taken during Tutor/Breakfast, at each lesson and after lunch at the start of Lesson 5 whilst preparing for afternoon activities and clubs or lessons. Registers are also taken throughout afternoon trips using EVOLVE system</p> <p>CLA pupils and other vulnerable pupils have addition checks each day as per Attendance and SEND Policy</p> <p>Pupils known to abscond – Plan built into PHP and may include the following strategies</p> <ul style="list-style-type: none"> • Staff keep a track on them to keep safe • Staff trained in geography of the area • Contact parents, carer, social worker, police • Staff training – triggers, locations, access and exit routes • Constant review of school premises to ensure all exit routes are locked appropriately. No opportunities to leave the building without authorisation. 	<p>EVOLVE</p> <p>Doddle IM compulsory and legal requirement in each lesson</p>	<p>$1 \times 2 = 2 = \text{Low}$</p>

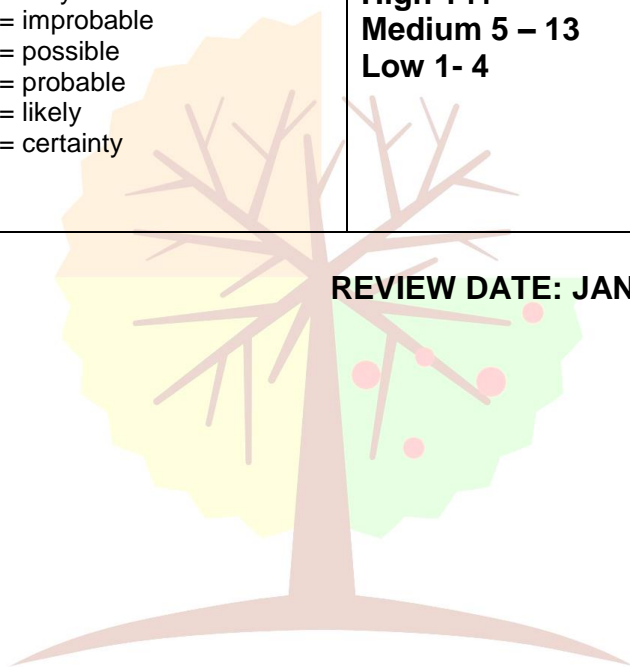
RISK ASSESSMENT PLAN FOR SERENITY SCHOOL 88 – 90 SOUTH END CROYDON CRO1DQ
RISK ASSESSMENT FOR:

RISK RATING

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ASSESSMENT UNDERTAKEN BY: JM/JO

REVIEW DATE: JAN 2019



Serenity School