

RISK ASSESSMENT POLICY

(internal, external and toilet Risk Assessments)

**Policy Prepared: December 2016**

**Policy Ratified: January 2017**

**Reviewed and amalgamated: May 2017**

**Next Review: December 2017**

**Internal, External and Toilet Risk Assessments Prepared: February 2017**

**Ratified: March 2017**

**Amalgamation of Policy and Risk Assessments (Internal, External and Toilet): May 2017**

**Review Date : December 2017**

**London Welsh School – Risk Assessment Policy**

**Lead Teacher: Rachel Rawlins**

**Health and Safety Officer: Ruth Tremain**

**Director Responsible for Health and Safety: Glenys Roberts**

The school’s Governors are committed to promoting the safety and welfare of all members of the school community. Governors’ priority lies in ensuring that all operations within the school environment, both educational and support, are delivered in a safe manner that complies fully not just with the law but with best practice. It is recognised that risks are inherent in everyday life and that the need is to identify them and adopt systems for minimising them. It is important for our pupils to be educated to cope safely with risk.

**What is a Risk Assessment**

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation:

* A **hazard** is something with the potential to cause harm.
* A **risk** is an evaluation of the probability (or likelihood) of the hazard occurring.
* A **risk assessment** is the resulting assessment of the severity of the outcome (for example, loss of life, destruction of property).

 Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (for example, staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance). Risk assessments can be used to identify potential hazards to people (slipping, falling) and property (fire) and strategic hazards (reputation, loss of pupils, impact on development), financial hazards (falling pupil rolls), compliance hazards (Child Protection issues) and environmental hazards (asbestos, legionella). It is recognised that accidents and injuries can ruin lives, damage reputations and cost money, and it is recognised that preventative measures can often be surprisingly simple and cost effective, for example, the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers. Risk assessments are reviewed and updated annually by the Lead Teacher and member of the Board of Director ( BoD).

**What areas require risk assessments?**

There are numerous activities carried out at the school, each of which requires its own separate risk assessment. Areas in which risk assessments are of particular importance are:

* Educational Visits and Trips
* Fire Safety
* Areas within Hanwell Community Centre where the pupils move beyond the London Welsh School wing e.g. toilets and indoor halls

The school makes use of model or generic risk assessments for educational activities and visits

**Pastoral**

The focus of our pastoral care is to ensure that each pupil becomes a confident, articulate young adult capable of keeping him/herself safe whether at home or outside the home. Our PSHE programmes and assemblies are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the electronic worlds, and of sensible precautions that should be taken.

**Medical and First Aid**

A First Aider must always be present on site, and on an off-site school visit. The school will ensure that a sufficient number of staff are qualified to administer first aid. A representative number of staff are trained on a rolling programme every three years.

The Accident Forms/Serious Incidence Reports) are stored in the Staff Room, and it is the member of Staff who administered the First Aid who is responsible for ensuring that accident reports/serious incidence reports are passed to the Lead Teacher and filed.

If the accident is due to faulty apparatus or equipment belonging to Hanwell Community Centre (HCC) or due to an incidence involving the grounds or building, the H+S Manager would be informed immediately.

Parents will receive a copy of the Incident Report and a phone call from the Office. The B of D will also be informed at their next meeting.

**Child Protection/Safeguarding**

Our *Safeguarding Policy* and training for all staff form the core of our Child Protection risk management. Safe recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, or who are not allowed to work in the UK. By extending this regime to Directors and volunteers on site, and by ensuring that everyone in our community receives regular Safeguarding training, we manage this risk to an acceptable level.

**Cleaning**

Risk assessments cover all significant risks concerning cleaning equipment, slips and trips. All Cleaning Materials are securely locked away. The cleaner is briefed on risk assessment, protective equipment and safety notices.

**Caretaking, Maintenance and Security of Building and Grounds**

HCC is responsible for Caretaking and Security and conduct regular Risk Assessments.

**Conducting a Risk Assessment**

The school uses recommended Risk Assessment Proformas. The school’s policy is not to carry out any high risk activity. Activities involving pupils are normally low risk. Prior to all school visits, Risk Assessments are conducted by the visit leader and recorded on a proforma. If appropriate, the school checks that the place of visit has conducted own RA and recorded on the visit form.

Some medium risk outward bound type activities are undertaken with pupils, for example on our annual trip to Llangrannog. The school uses only specialist/qualified instructors provided by the centre for these activities. All Llangrannog Staff are DBS checked and school staff accompany the pupils in all activities.

Pupils are always:

* given a safety briefing before participating in medium/higher risk activities.
* expected to wear personal protective equipment provided by the centre.
* expected to follow instructions.

Staff:

* All members of staff are also expected to wear personal protective equipment for tasks that have been assessed as requiring its use.

**Review of Risk Assessments**

All risk assessments are reviewed annually.

The Health and Safety Committee conduct annual Risk assessments and report to the B of D. In addition weekly RA checks are carried out by the School’s H+S Representative and recorded on the Daily/Weekly RA forms. Any matters will be reported or dealt with by Staff or the HCC Caretaker.

The school maintains a copy of completed risk assessments and these are available for reference.

Our Health and Safety Policy details all aspects of pupil safety eg Fire evacuation procedures.

**Responsibilities of All Staff**

All members of staff are given an induction into the school’s health and safety arrangements including risk assessments, and records are kept of all induction training.

Staff are, however, responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Lead Teacher in order to enable the Board of Directors to comply with their Health and Safety duties. All members of staff are responsible for reporting any risks or defects to the Lead Teacher and Health and Safety Officer, who will liaise with the Site Manager of HCC if further action is required.

**Accident Reporting**

Please refer to the ‘Reporting Accidents’ in the First Aid Policy.

**Audit Compliance Statements**

The Governors carry out regular reviews of the Schools activities and the systems in use. This is for the purpose of planning for the future and assessing major risks to which the School is exposed. Health & Safety is a standard agenda item on the Governors Premises committee meetings.

The Governors are satisfied that systems are in place to mitigate exposure to major risks as summarised below:

* Safeguarding & Child Protection issues
* major Health and Safety issues
* possible data loss
* risks of fire,
* safe recruitment of Lead Teacher, staff, Governors and volunteers
* measures to ensure the gaps in Governor skills
* conflicts of interest
* employment disputes selection, training and appraisal of appropriately qualified staff and Governors
* insurance
* strong financial controls and procedures that are regularly reviewed to reduce risk of fraud or loss of income.
* use of professional advice from lawyers, accountants, architects, as needed
* formal review of compliance with the school’s charitable objectives via annual audit
* annual audit of the schools financial records
* review and maintenance of the risk register

**London Welsh School – Internal Risk Assessment**

Risk Area Identified

Primary Location: First Floor, East Wing, Hanwell Community Centre, Westcott Crescent, W7 1PD

Additional Location: Hanwell Community Centre

Roles and Responsibilities

Lead Teacher: Rachel Rawlins

Health and Safety Officer: Ruth Tremain

Director Responsible for Health and Safety: Glenys Roberts

Compliance

* This risk assessment is in line with the following:
* YG Llundain Risk Assessment Policy
* YG Llundain Toilet Procedure Policy
* YG Llundain Health and Safety Policy
* YG Llundain Medical Needs Policy
* YG Llundain Safeguarding Policy

**Risk Assessment**

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| **Hazard Identified** | **Risk Identified** | **Level of Risk** | **Impact of Risk** | **Control Measures** | **Persons Responsible** | **Assessment and Review** |
| Radiators | Risk of fire  Risk of burning | Low  Low | High  High | Radiators have thermostatic radiator values which are adjusted by adults. Guards to ensure objects/children do not touch directly. | Adult supervising | Daily check. Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Plug Sockets | Risk of electrocution | Low | Medium | All plug sockets to have safety covers when not in use. | Adult supervising | Daily check. Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Flooring | Risk of tripping/slipping | Low | Low | Anti-slip flooring. Ensure floors and route are free of objects and that the floor is not slippery or wet. If it requires attention, staff to wear gloves and protective apron (see medical needs/toilet procedure policy as appropriate) | Adult supervising | Daily check. Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Doors | Risk of being trapped or fingers caught | Low | Medium /High | All doors to have finger door guards. Ensure awareness of doors which open outwardly. Adult supervision through fire safety corridor doors. | Adult supervising | Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Internal Stairs | Risk of tripping/falling | Low | Medium | Handrails on all stairs. Ensure children are correctly supervised and are aware of school rules regarding sensible behaviour when moving around (e.g. walking, single file, awareness of others). | Adult supervising | Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Hazardous Chemicals | Risk of chemicals | Low | High | Ensure areas are free from chemicals following daily cleaning. Visual check upon entering the wing/area. | Adult supervising | Daily assessment Annual review (or before if incident is foreseen) |
| Needles and Syringes | Risk of sharp objects | Low | High | Ensure communal areas, floors and surrounding areas are free from sharp objects through visual assessment upon entering area. **Inform Health and Safety Officer and HCC. In the interim, do not touch and vacate area.** | Adult supervising | Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Manual Handling | Risk of injury | Low | Medium | All staff to be informed of how to handle heavy objects safely and within their limits. Health and Safety Officer annual course. Staff are reminded not to move or handle equipment belonging to HCC or other.  **Inform HCC of concerns.** | Adult | Visual perception. Annual review. |
| Storage | Risk of falling equipment and damage | Medium | Medium/ High | Ensure all resources and equipment are stored safely. Staff and pupils are reminded not to move or handle equipment belonging to HCC or other.  **Inform HCC of concerns.** | Adult awareness | Visual assessment (ongoing) |
| Equipment on route | Risk of falling equipment/tripping/  obstacles | Low | Medium | Visual assessment on route to ensure objects and equipment are stored safely on side and do not present a risk to passing children and staff. Staff and pupils are reminded not to move or handle equipment belonging to HCC or other.  **Inform HCC of concerns.** | Adult supervising | Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Windows | Risk of privacy being comprised from outside  Safeguarding risk of obscured vision panels | Low | Medium/  High | Frosted glass on external corridor door.  All visual panels kept clear and unobstructed to teaching rooms. All staff aware of need to keep room 1.8. open and with another member of staff present.  Visual assessment to ensure windows have not been tampered with or damaged. | Adult supervising | Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Bodily Fluid | Risk of infection | Low | High | Visual assessment as needed following an incident or first aid occurrence. Follow First Aid Policy and training when dealing with bodily fluid.  **In the case of a serious amount of bodily fluid, inform Health and Safety Officer and HCC. Record the incident and consequent action. In the interim, do not touch.** | Adult Supervising/  Health and Safety Officer / HCC | Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Waste Bins | Risk of hazardous waste and sharp objects | Low | High | Children and staff are informed not to place hands in bin and are supervised. Check that the bin is emptied daily and **inform HCC if any concerns.** | Adult Supervising/  HCC | Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Missing Pupils | Risk of child separated from the group | Low | High | Ensure correct ratios for supervision. Ensure headcount when leaving school wing and returning. Adult to check all areas upon leaving. | Adult supervising | Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Community Use (Stranger Danger) on route and in communal areas. | Risk of abduction  Risk to Indecent exposure  Risk of voyeuristic behaviour | Low  Low  Low | High  High  High | Ensure correct ratios for supervision. Ensure headcount when leaving school wing and returning. Adult to check communal areas before entering and upon leaving. Staff supervision at all times and record any concerning incident of a member of the community approaching pupils. | Adult supervising | Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Fire Evacuation | Risk of fire and need for safe evacuation | Low | High | Alarm sounds in all rooms, areas and route around the centre. Staff aware of fire evacuation routes and would follow fire evacuation plan/signs.  Keep a clear fire route exit at all times in corridor.  **Inform HCC as needed of any defects.** | Adult supervising | Review in line with HCC fire evacuation procedures and with YG Llundain Fire Evacuation Plan |
| Cables and wires | Risk of tripping  Risk of electrocution | Low | High | Ensure wires are safely positioned to minimize trip hazards.  Safety cover over any exposed cables as needed across an area.  **Inform Health & Safety officer/ HCC if any wires are loose or faulty.** | Adult supervision | Visual checks daily.  Annual Review. |
| Window/blinds cords | Risk of becoming entangled | Low | High | Ensure all window/blind cords are secured to the appropriate attachment. | Adult supervision | Daily checks.  Annual review (or before if incident is foreseen |
| Asbestos | Risk of disturbance of asbestos | Low | High | HCC oversee asbestos safety.  **Inform HCC if concerns arise.** | Adult | Assessment as needed. |
| Electrical equipment | Risk of electrocution/ fire hazard | Low | High | All equipment must pass PAT testing annually by appropriate technicians.  **Inform Health & Safety Officer/HCC if damage occurs and desist from using.** | Adult supervising | Daily checks.  Annual review (or before if incident is foreseen |

**London Welsh School – External Risk Assessment**

Risk Area Identified: London Welsh School Playground

Location: Ground Floor, East Wing, Hanwell Community Centre, Westcott Crescent, W7 1PD

Roles and Responsibilities

Lead Teacher: Rachel Rawlins

Health and Safety Officer: Ruth Tremain

Director Responsible for Health and Safety: Glenys Roberts

Compliance

* This risk assessment is in line with the following:
* YG Llundain Risk Assessment Policy
* YG Llundain Toilet Procedure Policy
* YG Llundain Health and Safety Policy
* YG Llundain Medical Needs Policy
* YG Llundain Safeguarding Policy

**Risk Assessment**

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| **Hazard Identified** | **Risk Identified** | **Level of Risk** | **Impact of Risk** | **Control Measures** | **Persons Responsible** | **Assessment and Review** |
| Flooring | Risk of tripping/slipping | Low | Low | Ensure pupils are aware of how to move safely around the playground in all weather conditions. Supervision by adults. | Adult supervising | Daily check. Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Access doors | Risk of being trapped or fingers caught | Low | Medium /High | Top floor door has finger door guards. Adult supervision through fire safety door and ground floor access door. Doors to be shut for duration. | Adult supervising | Visual Assessment when used. Annual review (or before if incident is foreseen) |
| External Stairs (Fire escape) | Risk of tripping/falling | Low | High | Handrails on all stairs. Ensure fire escape stairway is clear of all obstacles. Ensure children are supervised and are aware of school rules regarding sensible behaviour when moving around (e.g. walking, single file, awareness of others). | Adult supervising | Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Hazardous Chemicals | Risk of chemicals | Low | High | Ensure area is free from chemicals. Daily visual check by adult on duty. | Adult supervising | Daily assessment Annual review (or before if incident is foreseen) |
| Needles and Syringes | Risk of infection | Low | High | Ensure the areas are free from sharp objects through visual assessment upon entering toilets.  **Inform Health and Safety Officer and HCC. In the interim, do not touch and use other outdoor facilities.** | Adult supervising | Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Glass/sharp objects | Risk of injury and infection | Low | High | Daily check of area to ensure it is free from sharp objects. **If found, inform Health and Safety officer** and remove safely. Note in daily Risk Assessment log and inform HCC if persistent. | Adult on duty | Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Equipment | Risk of injury through fault | Low | Medium | All resources checked daily for damage and faults. Sand is renewed each half term (or sooner if needed) and daily for water. Gardening equipment only and gloves to be used in garden.  Staff and pupils are reminded not to move or handle equipment belonging to HCC or other.  **Inform HCC of concerns.** | Adult on duty | Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Storage | Risk of falling equipment and damage. | Medium | Medium/ High | Ensure all resources and equipment are stored safely overnight. Check daily for damage, vandalism or fault**. Inform Health and Safety Officer.**  Staff and pupils are reminded not to move or handle equipment belonging to HCC or other.  **Inform HCC of concerns.** | Adult awareness | Visual assessment (ongoing). |
| Windows | Risk of privacy being comprised | Medium | Medium/  High | Playground is overlooked by the school and HCC. Adult supervision at all times, and appropriate measures to be taken should a member of staff raise a concern regarding pupil privacy, or concern about the behavior of a member of the community.  **Inform HCC if a concern is raised.**  Ensure pupils are aware of stranger danger at all times. | Adult supervising | Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Bodily Fluid | Risk of infection | Low | High | Visual assessment as needed following an incident or first aid occurrence. Follow First Aid Policy and training when dealing with bodily fluid.  **In the case of a serious amount of bodily fluid, inform Health and Safety Officer and HCC. Record the incident and consequent action. In the interim, do not touch.** | Adult Supervising/  Health and Safety Officer / HCC | Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Animal faeces | Risk of infection | Low | High | Visual assessment upon entering.  **Inform Health and Safety Officer and HCC if persistent. Record the incident and consequent action.** | Adult Supervising/  Health and Safety Officer / HCC | Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Boundries | Risk of missing pupils.  Risk of community access. | Low | High | Both gates to playground have a secure electronic access. Boundaries surrounding the playground consist of metal fencing. Visual assessment of boundaries and physical assessment of security locks on gates.  **Inform HCC if electronic fault.** | Adult on duty | Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Sun Exposure | Risk of sunburn, sunstroke and heat exhaustion | Medium | Medium | Please see Sun Protection policy. | Parent  Adult supervision | Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Cold Weather | Risk of slipping on ice.  Risk of hypothermia. | Medium | Medium | Staff ensure that pupils are dressed adequately for the cold weather, and assist younger pupils as needed. Pupils are reminded how to move safely around the playground in wet or cold conditions, and the adults on duty assess the playground before use for any areas of concern, and **inform Health and Safety Officer of any concerns.** | Adult supervision | Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Fire Evacuation | Risk of fire and need for safe evacuation | Low | High | Alarm sounds in outdoor areas. Staff aware of fire evacuation routes and would follow fire evacuation plan/signs. | Adult supervising | Review in line with HCC fire evacuation procedures and with YG Llundain Fire Evacuation Plan |

**London Welsh School – Toilet Risk Assessment**

Risk Area Identified: Public Toilets

Location: First Floor, West Wing, Hanwell Community Centre, Westcott Crescent, W7 1PD

Additional Toilets: Ground Floor, East Wing, Hanwell Community Centre, Westcott Crescent, W7 1PD

Roles and Responsibilities

Lead Teacher: Rachel Rawlins

Health and Safety Officer: Ruth Tremain

Director Responsible for Health and Safety: Glenys Roberts

Compliance

* This risk assessment is in line with the following:
* YG Llundain Risk Assessment Policy
* YG Llundain Toilet Procedure Policy
* YG Llundain Health and Safety Policy
* YG Llundain Medical Needs Policy
* YG Llundain Safeguarding Policy

Risk Assessment

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| **Hazard Identified** | **Risk Identified** | **Level of Risk** | **Impact of Risk** | **Control Measures** | **Persons Responsible** | **Assessment and Review** |
| Radiators | Risk of fire  Risk of burning | Low  Low | High  High | Radiators have thermostatic radiator values which are adjusted by adults. Guards to ensure objects/children do not touch directly | Adult supervising | Daily check. Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Plug Sockets | Risk of electrocution | Low | Medium | All plug sockets to have safety covers when not in use. | Adult supervising | Daily check. Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Flooring | Risk of tripping/slipping | Low | Low | Anti slip flooring. Ensure floors and route are free of objects and that the floor is not slippery or wet. If it requires attention, staff to wear gloves and protective apron (see medical needs/toilet procedure policy as appropriate) | Adult supervising | Daily check. Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Doors | Risk of being trapped or fingers caught | Low | Medium /High | All doors to have finger door guards. Ensure awareness of doors which open outwardly. Adult supervision through fire safety corridor doors. Locks on toilet doors will be able to open from outside should there need to be emergency access | Adult supervising | Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Internal Stairs | Risk of tripping/falling | Low | Medium | Handrails on all stairs. Ensure children are correctly supervised and are aware of school rules regarding sensible behaviour when moving around (e.g. walking, single file, awareness of others) | Adult supervising | Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Hazardous Chemicals | Risk of chemicals | Low | High | Ensure toilets are free from chemicals following daily cleaning by the Centre. Visual check upon entering the toilets | Adult supervising | Daily assessment Annual review (or before if incident is foreseen) |
| Needles and Syringes | Risk of sharp objects | Low | High | Ensure toilets, floors and surrounding areas are free from sharp objects through visual assessment upon entering toilets **Inform Health and Safety Officer and HCC. In the interim, do not touch and use other toilet facilities.** | Adult supervising | Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Equipment on route | Risk of falling equipment/tripping/  obstacles | Low | Medium | Visual assessment on route to ensure objects and equipment are stored safely on side and do not present a risk to passing children and staff. | Adult supervising | Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Toilet bowls and sinks – personal hygiene | Risk of infection, dermatitis or cross/ contamination / slipping from step | Medium | Medium | Cleaning by HCC. Check toilet seats are secure. Children to use paper towels and soap pump dispenser. Adults to supervise correct hand washing techniques. **If any potential infection or risk is identified, adult to inform the Health and Safety officer and inform HCC.** Parents to inform school of any infectious conditions and school to assess risk accordingly.  For younger pupils, if the sinks are high a step is provided. Adult to supervise pupil using step and ensure floor is dry to prevent risk of slipping and causing injury against the basin. | Adult supervising/ HCC/ Health and Safety Officer | Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Windows | Risk of privacy being comprised | Very Low | Medium | Windows positioned well above adult height at a high level with frosted glass. Visual assessment to ensure windows have not been tampered with | Adult supervising | Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Blood | Risk of infection | Low | High | Visual assessment upon entering.  **Inform Health and Safety Officer and HCC. Record the incident and consequent action. In the interim, do not touch and use other toilet facilities.** | Adult Supervising/  Health and Safety Officer / HCC | Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Waste Bins | Risk of hazardous waste and sharp objects | Low | High | Children and staff are informed not to place hands in bin and are supervised. Check that the bin is emptied daily and inform HCC if any concerns | Adult Supervising/  HCC | Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Missing Pupils | Risk of child separated from the group | Low | High | Ensure correct ratios for supervision. Ensure headcount when leaving school wing and returning. Adult to check all toilets upon leaving. | Adult supervising | Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Community Use (Stranger Danger) on route and in toilets vicinity | Risk of abduction  Risk to Indecent exposure  Risk of voyeuristic behaviour | Low  Low  Low | High  High  High | Ensure correct ratios for supervision. Ensure headcount when leaving school wing and returning. Adult to check all toilets and changing rooms before entering and upon leaving. If the toilets are already occupied, wait in external corridor. If a member of the community wishes to use the facilities, they are requested to wait and informed of alternative toilets. | Adult supervising | Visual Assessment when used. Annual review (or before if incident is foreseen) |
| Separate timings for boys and girls over 8 | Risk of privacy being compromised | Medium | Medium | Girls and boys over 8 use the facilities at separate times. Separate provision as appropriate for girls who have reached puberty. | Adult supervising | Annual review (or before if incident is foreseen) |
| Fire Evacuation | Risk of fire and need for safe evacuation | Low | High | Alarm sounds in all areas on route and in toilet facilities. Staff aware of fire evacuation routes and would follow fire evacuation plan/signs. | Adult supervising | Review in line with HCC fire evacuation procedures and with YG Llundain Fire Evacuation Plan |

Risk Assessment Approved by Board of Directors in January 2017

Prepared : November 2016 Amended: January 2017

Signed by Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_