



MARCHES FAMILY NETWORK RISK ASSESSMENT FORM



Assessment No: 5 Assessment Date: 27.1.21 Revised Assessment Date: 28.9.23 Reviewed Assessment Date:	Location/Venue: Westfield School Assessor's Name: Jennie Rees Re-Assessor's Name: Megan Chambers	Persons involved in/affected by risk: Employees Families and Young People Others	Individual assessments required (Person's Initials)/Additional assessments required: Reasons for individual/additional assessments:
Task/Activity/Area Assessed: General assessment for sessions held at Westfield School			

Hazards Identified	Current Control Measures in Place	Likelihood (with current control measures in place)	Severity of Injury/illness	Assessed Band	Action Required? Y/N
Car park Moving vehicles Accessing road/community	Car park will only be used by staff and parents/carers during session. Staff to arrive and leave at different times to parents/carers which will ensure fewer moving vehicles.	2	2	Low	N

	<p>Young people will only be allowed access to car park when arriving and leaving session with appropriate adult.</p> <p>Staff to be vigilant watching their allocated young person and attempt to block access to car park if necessary.</p> <p>Leader to offer assistance to parents/carers if needed in order for young person to arrive and leave session safely.</p>				
<p>Trips, slips & falls (inside)</p> <p>Tripping over objects</p> <p>Slipping on spills on the floor</p>	<p>All staff to check inside area for any objects & furniture that may be a trip hazard. Staff to move any hazards to a suitable place if possible. If not, Leader to be informed.</p> <p>Staff to ensure toys and activities are set up safely, without causing trip hazards or blocking walkways, doors and fire exits. Toys and activities to be set up on tables where possible to reduce the number of toys on the floor.</p> <p>Staff to encourage CYP to tidy up and put away toys throughout the session that they are no longer using to reduce items on the floor.</p> <p>Staff to ensure that any spills or food on the floor is cleaned up straight away. If unable, the staff member should ask another member of staff to help.</p> <p>CYP with visual impairments that may result in them tripping should be offered staff help to move around the building if this is appropriate.</p>	1	2	Minimal	N

<p>Access to electric sockets by CYP.</p> <p>Electric shocks</p>	<p>At the start of the session, a member of staff will ensure that all sockets are switched off.</p> <p>If any electrical resources are being used during the session, they will have a current PAT test.</p> <p>A visual inspection of any sockets will be made before they are used.</p> <p>Staff to not use any sockets for personal use at the venue.</p> <p>Any CYP that would likely pose a risk with electric sockets will have 1:1 supervision. If the behaviour is exhibited at a session but the CYP does not have 1:1 supervision, support ratios will be reviewed.</p>	1	1	Minimal	No
<p>Fire</p>	<p>Leader to remind staff of fire procedures at start of session.</p> <p>Staff and young people to meet outside in the car park if fire alarm is raised, going through appropriate fire exit door if inside. If outside - staff and young people should remain outside and meet on top playground.</p> <p>Staff not to obstruct fire doors in hall with toys, tables, chairs, or empty wheelchairs.</p> <p>Leader to ensure there is an appropriate number of staff inside and outside. This will ensure no lone working if the group is split during a fire.</p> <p>Leader to remind staff that the paxton controlled doors are disabled in the event of a fire alarm.</p>	1	3	Low	N

<p>Lone Working</p>	<p>Leader to ensure that there are always sufficient staff in all areas to ensure that there is no lone working.</p> <p>This includes ensuring there is suitable numbers of staff when outside, as well as when using the rooms and corridors within the building.</p> <p>Staff to remain vigilant that they are in areas where they can be seen by other staff members when working away from the main group areas.</p>	<p>1</p>	<p>1</p>	<p>Minimal</p>	<p>N</p>
<p>Trips & falls (Outside)</p> <p>Staff & CYP</p> <p>Tripping over objects</p> <p>Falling on steps</p> <p>Falling on uneven surfaces</p>	<p>Staff to be made aware of the possible trip hazards outside as there are many different surfaces.</p> <p>All staff and young people to be reminded of safety on uneven surfaces and steps especially when running.</p> <p>Staff to be vigilant watching their allocated young person especially on uneven surfaces including ramps.</p> <p>Staff to help any young person that requires extra assistance walking outside, encouraging them to use hand-rails if available.</p> <p>Staff to check outside play area for any possible trip hazards. Staff to move any hazards such as outside toys on the floor to a suitable place if possible.</p> <p>Leader to ensure that at least one member of staff outside has first aid training in case of any falls or trips.</p>	<p>1</p>	<p>2</p>	<p>Minimal</p>	<p>N</p>

<p>Doors</p> <p>Access through paxton doors</p> <p>Access to areas without supervision</p> <p>Blocked doors</p>	<p>Leader to issue door fobs to allocated staff to ensure enough staff members have access through paxton controlled doors.</p> <p>Staff to ensure paxton controlled doors are closed correctly behind them, ensuring their allocated young person is safely inside or outside with supervision.</p> <p>Leader to ensure that there is always one staff member with a paxton fob inside as well as outside.</p> <p>Leader to remind staff that Paxton controlled doors are all automatically disabled in the event of a fire alarm, and that extra vigilance would then be required.</p>	1	2	Minimal	N
<p>Gates</p> <p>Access to roads/community</p> <p>Access to non-permitted areas</p>	<p>Leader to check outside area and ensure main outside gates are shut correctly, either locked or paxton control is working, prior to the session.</p> <p>Staff to ensure that gates to non-permitted areas within playground remain shut and bolted correctly.</p>	1	2	Minimal	N
<p>Play equipment</p> <p>Falling over or off equipment</p> <p>Slipping on equipment</p>	<p>Play equipment to only be used when there is sufficient staff supervision.</p> <p>Staff to verbally remind young people to use play equipment safely, giving physical support when appropriate. If intensive support is required for young people to access a piece of equipment, they will not be permitted to use it, and given other options.</p>	1	2	Minimal	N

<p>School staff or other workers on site</p>	<p>Leader to be informed of any school staff or other workers that may be on site when a session is running.</p> <p>Leader to inform staff if other people are going to be present on site during the session.</p> <p>Staff to be vigilant around other people on site and ensure allocated young person is safe.</p> <p>If staff are unsure of any other people present on site, especially if unknown they should inform the Leader straight away.</p>	<p>1</p>	<p>1</p>	<p>Low</p>	<p>N</p>
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Risk Rating			Rating Action Bands		
Likelihood	X	Severity of Injury	=	Assessed Band	Control Measures
Most Unlikely (1)		No Injuries (1)		Minimal Risk (1 or 2)	Maintain existing measures
Unlikely (2)		Minor Injuries (2)		Low Risk (3 or 4)	Review control measures
Likely (3)		Serious Injuries (3)		Medium Risk (6 or 8)	Improve control measures
Very Likely (4)		Fatality (4)		High Risk (9, 12 or 16)	Improve control measures immediately and consider stopping task/activity or using venue until the risk is reduced
To establish the risk rating multiply 'Likelihood' by 'Severity of Injury'					

Action Required:	Action Completed (Name and Date):	Review Date:
Completed by (Name): Jennie Rees	Signature: <i>Jennie Rees</i> 27.1.21	
Reviewed by (Name): Megan Chambers	Signature: <i>Megan Chambers</i> 28.9.23	
Reviewed by (Name): Rae Chambers	Signature: <i>Rae Chambers</i> 28.9.23	