

# Risk assessment – Hello Abingdon

## Sheet 1: Travel/out & about

<u>General precautions:</u>			
First Aid kit & first aider present at all times Car insured for HA work, fully MOT'd etc. Minibus/taxi driver qualified to LEA standard Staff have Oxon DBS clearance – two staff per group or taxi driver and one staff			
<u>Risk</u>	<u>Degree</u>	<u>Likelihood</u>	<u>Precautions</u>
Child leaves without permission & unsupervised	High	High	School told – mobile used
Crossing car park when cars active	Medium	High	Traffic slow in CP. Adult supervision & warnings
Walking along pavements - Child steps off kerb	Low	Medium	Children with mentor at acceptable staffing level Warnings given Busy pavements avoided where possible
Crossing roads – collision with car	Medium	Medium	Children with mentor at acceptable staffing level Warnings given Recognised crossing points used
Accident in car/minibus - Injury to children - .. .. driver	Medium	Medium	LEA bus or recognised taxi & qualified driver used Seat-belts used at all times. Short journeys in town only. Accompanying adult
Using toilets in places visited - Child abuse	High	Low	Discourage on short visits – go in pairs Staff to monitor time away
Child abuse - people visited	Low	Low	Public servants interviewed Children kept in group, with staff One visit only to each figure interviewed
Food allergies	Intermediate - high	high	School asked & children reminded First-aider on hand
Child taken ill	Moderate	Moderate	First aider & kit on hand Mobile phone contact with school

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### Sheet 2: Office work at Trinity

<u>General precautions:</u> First Aid kit & first aider on site Appliances checked by church's Health & Safety officer Mentor has Oxon DBS clearance			
<u>Risk</u>	<u>Degree</u>	<u>Likelihood</u>	<u>Precautions</u>
Slipping on stairs	High	Medium	Children told to wipe feet Reminders issued
Child abuse from user groups - Toilets & office use	high	intermediate	Children use upstairs toilets Time out of room monitored
Child leaves without permission & unsupervised	High	High	Second adult with DBS present Time-out room provided School told – phone available
Accident to mentor	Medium	Low	Phone available Second adult with DBS at hand
Office equipment – guillotine, copiers etc	Intermediate	Low	All equipment checked Instructions & supervision
Inappropriate use of internet	high	high	Computer use monitored & filters in place
Collection by wrong adult	high	low	Always returned to school for end of school day
Food allergies	Intermediate - high	high	School asked Child reminded First-aider on hand

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### Sheet 3: Risks to Trinity

<u>General precautions:</u> First Aid kit on site			
<u>Risk</u>	<u>Degree</u>	<u>Likelihood</u>	<u>Precautions</u>
Vulnerable users identified by child	high	medium	Contacts with user-groups kept to a minimum & supervised
Theft from users	high	medium	Adult supervision – mentor & leaders aware of risk Children to have no bags at Trinity Children mainly upstairs
Theft from office/church	high	high	Inner office to be kept locked Adult supervision Key cupboard locked No bags brought
Access to personal information	high	high	RP to file contact details etc away

Risk assessment produced by Rosemary Perrow

On behalf of TrinityLearning. May 2015