

**RISK ASSESSMENT FINDINGS**

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| **Department/Service** |  |
| **Date** |  |
| **Assessor** |  |
| **Approved By** |  |
| **Review Date** |  |

**Relevant Legislation:**

The Management of Health and Safety at Work Regulations 1999

**RISK ASSESSMENT RECORD**

**ACTIVITY and/or ENVIRONMENT TO BE ASSESSED: Pupil Safety on Y6 transition placement to Secondary school**

**DATE:**

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| **KEY (People at risk)** | **Likelihood (L)** | **Severity (S)** | **Risk Calculation** | **Risk Rating** |
| E = Employee YP = Young Persons  P = Public  C = Contractors  V = Visitors  EM = Expectant Mothers | 1. Very Low (rare/very unlikely)  2. Low (unlikely)  3. Medium (could occur/possible)  4. High (likely to occur/probable)  5. Very High (near certain to occur) | 1. Insignificant (nuisance/discomfort)  2. Minor (no lost time)  3. Moderate (time loss)  4. Significant (serious/incapacity to work)  5. Major (Death) | Likelihood x Severity  =  Rating | **1- 6** **LOW RISK** Monitor   * 1. **MEDIUM RISK** Monitor, review & reduce risk where possible   **14-25** **HIGH RISK** Further Action Required |

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| **1.Hazards Identified and potential harm it could cause** | **2. People**  **At Risk** | **3.Controls in Place** | **4.Risk Rating** | | | | **5. Further Action Required/ Recommendations** | **6.Target Date for Completion** |
| **L** | **S** | **Score** | **Risk** |

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| Breach of school security procedures |  | Written permission from parent / carer required to leave site e.g.. at lunchtimes/GP appointments etc. |  |  |  |  | See also site security and pupil security risk assessments |  |
| Missing pupil |  | * Primary School to ensure emergency contact details of parents/carers updated. * Conflicting end of terms – INSET day etc. Pupils to remain on roll at their primary school until the end of term: |  |  |  |  | **Guidance from Central Attendance Team:**  Primary School open and Secondary school closed:  In this situation, the primary school should offer all Year 6 children the chance to attend school for the last few days of the summer term as all children are entitled to 190 days of education.  The primary school will need to make it clear to parents that school is open and available to year 6 children. If parents choose not to send their child, then the school should follow their usual safeguarding procedures to establish the child’s whereabouts and then use Code: Y in the register which means the child is ‘Unable to attend due to exceptional circumstances’. Using this code will not impact of the school or child’s attendance as it does not have a statistical value.  For those Year 6 children who do attend, school should mark them as present.  Primary School closed and Secondary School open:  the primary school will have to code all students, apart from the Y6, as INSET and code the Y6 children as present (code: B) /absent, depending on whether they attend the secondary school, as they are still on the primary roll.  There will also have to be an agreement between the primary and secondary school on who is going to make the phone call home if the child does not present in school to safeguard those children. |  |
| Travel to and from school |  | * Travel to and from Secondary school arrangements should be pre-arranged and consented prior to commencement of transition placement e.g. pupils making own way, school bus, etc. * Travel arrangements for SEN/LAC pupils etc. |  |  |  |  |  |  |
| Specific arrangements for SEN/LAC pupils |  | Refer to Care/Behaviour/EHC Plans |  |  |  |  |  |  |
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