

**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: Responding to an intruder alarm out of hours**

**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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| Lone worker e.g. caretaker or site manager responds to a school intruder alarm activation out of hours  Dark nights, adverse weather poor visibility, intruder on site, risk of threats / physical assault, personal injury e.g. slip / trip. | Person responding out of hours (E/C) | * Means of communication: * Out of hours contact numbers: * Head Teacher should consider the risks to the key holder out of hours and establish a safe system of work for responding. * Buddy systems – e.g. person on call to liaise / meet caretaker at school and respond together. * More than one staff member receives notification of alarm activation and a co-ordinated response is activated – this is probably more practical in a secondary school where there is more than one caretaker. * Contract established with a security company who will respond to the alarm e.g. meet the key holder at school site or will hold a key and respond out of hours.   **NB** the Head Teacher has a legal duty of care to ensure that a safe system is in place to respond. |  |  |  |  |  |  |
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