

Risk Assessment for Articulacy School Workshops

IMPORTANT CONTACTS

Name	Role	How they can help	Location	Phone Number
Leanne Fennell	Business Manager	Answer enquiries and support in an emergency	Works from home	07545219856
Ali Shorer	Director	Support in an emergency	(VENUE OF TRAINING) or off site	07971512740
Julia Ward	Director	Support in an emergency and first port of call for issues during workshops	(VENUE OF TRAINING) or off site	07970983719

Please see workshop information sheet for further details

KEY					
PROBABILITY		SEVERITY		RISK FACTOR	
Probable	3	Critical	3	4 – 9	High Risk
Possible	2	Serious	2	4	Medium
Unlikely	1	Minor	1	1 – 3	Low Risk

Hazards	Persons In Danger	Probability	Severity	Risk Factor	Controls in Place / Action to be taken
Persons going missing	Pupils	1	3	3	Normal teaching room for pupils so unlikely that they will go missing although if they do we will call our main school contact to assist. The pupils will remain in the room under the supervision of the course tutor and/or the Student Ambassadors.
Fire/explosion	all	1	3	3	The tutor and Student Ambassadors will be aware of fire and emergency procedures at the school from the workshop information sheet. Adults and pupils will be asked to follow instructions from the course tutor in the event of an incident. Participants will be escorted from the building by the tutor to the appropriate assembly point. Pupils with physical disabilities must be taken to the nearest fire point in the building. They must remain at the point until rescued.



Hazards	Persons In Danger	Probability	Severity	Risk Factor	Controls in Place / Action to be taken
					The tutor and/or school contact will take a roll call of attendees making sure to include the other Student Ambassadors and the tutor. Should there be a missing person this will be reported to the school contact. Responsibility is then passed to them and action in the event of a missing person above will be put in place.
Injury caused during a session activity.	All	1	1	1	<p>All courses and activities are classroom based and pose no real risks provided the instructions of the tutor are followed.</p> <p>The pupils will be fully briefed on the dos and don'ts by the tutor.</p> <p>Should any pupil act in any way that might cause danger to themselves or others they will be removed from the activity by the tutor and the school contact will be called. The school contact will talk to the pupil and remind them of the need for rules and the consequences of not following them. Should the pupil refuse to follow the rules their participation in the workshop will be cancelled.</p> <p>All participants will be made aware of any cables, trip hazards, height i.e. balcony etc.</p> <p>Pupils will not be allowed to use any lifts unless accompanied by a supervising adult course member or school staff.</p> <p>All sessions are led by trained staff who are experienced with working with pupils of this age group.</p> <p>There are first aiders in each school, details of whom will be in the workshop information sheet. If an injury occurs please contact the first aider.</p> <p>An accident form will need to be completed for Articulacy as well as any recording of the event the school may require.</p>
Injury caused during breaks	All	1	2	2	During breaks the responsibility of the pupils goes back to the school.
Illness arising from a current medical condition or food allergy	All	1	1	1	The school will take responsibility for this. If any incidents should arise the tutor should call the school contact or first aider to advise and assist.
Altercations	Pupils	1	1	1	Tutors and Student Ambassadors will monitor pupils' behaviour and note any tensions that may arise and diffuse any situations that

Hazards	Persons In Danger	Probability	Severity	Risk Factor	Controls in Place / Action to be taken
between pupils					<p>may lead to altercations. Pupils may be removed if they cannot work with the others in that group.</p> <p>Should verbal or physical violence occur, the school contact will speak to both parties and any witnesses present.</p> <p>All incidents will need to be reported immediately to the Business Manager or an Articulatory Director.</p>
Altercations between pupils and staff	Pupils and staff	1	2	2	<p>All Student Ambassadors and Tutors will be made aware that they should avoid being alone with a pupil if possible.</p> <p>Should verbal or physical violence occur, the tutor will speak to both parties and any witnesses. The pupils involved will be reminded of their code of conduct, should they be in breach of it, and the school contact will need to be alerted.</p> <p>All incidents will need to be reported immediately to the Business Manager or an Articulatory Director.</p>
Inclement weather:	All	1	1	1	<p>All activities are indoors.</p> <p>If the weather is hot, the tutor will ensure a plentiful supply of drinking water at all times and advise the participants to drink plenty.</p>

Overall the activities to be carried out during the course are assessed to be **LOW RISK**

This policy was last reviewed by Articulatory on 28th August 2018



Signed on behalf of Articulatory

Print name here

Leanne Fennell

Date

28th August 2018