



Schools' Risk Assessment 2018

In accordance with the Health and Safety at Work Act 1974 and regulations made under it, the Devon & Exeter Institution (DEI) will take all reasonable and practicable steps to ensure the health, safety and welfare of all visitors, staff and contractors who may be affected by its activities.

The potential for health and safety risks to school pupils and Teachers visiting the DEI is minimal.

This document contains information on the general assessment of risk. Teachers are also welcome to make a pre-visit to create an enhanced assessment if required.

Please telephone 01392 274727 to make an appointment.

Emma Dunn
Programme Manager

Assessment Date: September 2018

Review Date: September 2019

Action scoring criteria	
Likelihood	
1	Unlikely though conceivable
2	Possible but unusual
3	Even chance
4	Probably / not surprising
5	Likely / to be expected
Severity	
1	Scratch, minor abrasion, bruise, general discomfort, no property damage.
2	Cuts, minor burns, sprains, minor ill health, allergy, property damage.
3	Bone fracture, temporary illness, property damage
4	Unconsciousness, major burn, serious illness, loss of limb or eye, extensive property damage
5	Fatality or property damage
Overall risk= likelihood X Severity	
Risk Factor score of 25 = severe risk	
Risk Factor score of 1 = minor risk	

Institution Library risk table

Areas most at risk	Risk factor (Likelihood x severity)	How the risk will be controlled
Slips, trips and falls. Could occur on uneven surfaces.	3 x 3 = 9	DEI teaching staff will point out potential hazards to pupils and teachers. The Housekeeper will erect signs if floors are slippery and wet. <i>Schools are invited to bring a first aid kit. There is always a member of teaching staff trained in first aid on duty. First aid kit is situated inside the door of the DEI office</i>
Major fall. Could occur if using the Upper Reading room in walking to the Pearson Education Studio.	2 x 2 = 4	Pupils will be escorted to other teaching spaces. DEI staff and class teachers should point out the danger of the stairs and ask that children hold the handrail and walk slowly.
Dust inhalation. Books are occasionally dusty or mouldy from historic environmental conditions. Could trigger an asthma attack	2 x 3 = 6	Items presented to children will have any surface dust and mould removed. Pupils will be advised not to 'browse' the shelves but ask for assistance from DEI staff who can assess the condition of books for handling.
Handling objects. A child could swallow small parts or trap fingers in items with moveable parts.	2 x 2 = 4	Handling items should be used with care and supervised by DEI staff and class teachers and adult helpers. Pupils encouraged to handle historic items correctly.

<p>Verbal / physical abuse. Could happen between pupils or towards them from members of the public. Pupils could direct abuse at teachers / DEI staff</p>	<p>2 x 1 = 2</p>	<p>DEI educator will brief pupils on Library behaviour, which should be reinforced by class teacher and adult helpers. DEI staff will deal with members of the public who behave inappropriately.</p>
<p>Appropriate vetting for DEI teaching staff to ensure no unsuitable individuals in contact with children</p>	<p>1 x 1 = 1</p>	<p>All DEI education staff hold current DBS clearance. The DEI has a Safeguarding policy which is regularly reviewed. The child protection officer is Emma Dunn, Programme Manager.</p>
<p>Pupil left behind. Could have wandered to another part of the DEI, no head count done at the end of the trip</p>	<p>1 x 1 = 1</p>	<p>Ensure DEI has correct contact details. Teachers should 'head count' the class before leaving the premises. In the unlikely event, the DEI child protection policy will be employed: The school will be contacted and child supervised by DEI teaching staff until the class teacher or a parent/ guardian comes to collect.</p>
<p>Missing Child / Abduction. The DEI is occasionally open to members of the public and children will be in public spaces during their teaching sessions.</p>	<p>1 x 5 = 5</p>	<p>Adequate ratio of staff to children should be provided by the school – the DEI suggests a 1-8 ratio for children under 11. Pupils remain in the 'duty of care' of their Teachers during the visit and must be supervised at all times in the DEI. DEI staff should be alerted in the unlikely event of a missing child and DEI Safeguarding procedures will be employed: Police will be called once a sweep of the building has been conducted.</p>

Cathedral Green risk table

Areas most at risk	Risk factor	How the risk will be controlled
Slips, trips and falls. Could occur on uneven pathways in transit to the Pearson Education Studio.	$3 \times 3 = 9$	DEI teaching staff will ensure safety by pointing out potential hazards to pupils and teachers. Pupils should stay within designated areas and move around the Green slowly and carefully. <i>Schools are invited to bring a first aid kit. There is always a member of teaching staff trained in first aid on duty.</i> First aid kit is situated inside the door of the DEI office
General injury. Could occur on the Green when children are playing /running.	$3 \times 3 = 9$	Visiting teachers are responsible for their class while playing on the Green at lunchtime or between sessions and at all other times. Accidents should be reported to the front office and first aid administered where necessary (only authorised personnel from school or DEI should administer first aid)

Pearson Education Studio risk table

Areas most at risk	Risk factor	How the risk will be controlled
Using equipment. A pupil could cut themselves during an art and craft session	$2 \times 2 = 4$	DEI teaching staff will ensure safety by pointing out potential hazards to pupils and teachers. Pupils will not use equipment unless directly supervised. All equipment is kept in a locked cupboard between sessions. <i>Schools are invited to bring a first aid kit. There is always a member of teaching staff trained in first aid on duty.</i>

		<i>First aid kit is situated inside the Pearson Room kitchen.</i>
Walking / running with equipment. A child could injure themselves or others if running with scissors or a sharp pencil etc,	$2 \times 2 = 4$	DEI teaching staff will ensure safety by pointing out potential hazards to pupils and teachers. Class teachers to reinforce good behaviour in the art rooms. Round-ended scissors will be provided for younger children.
Walking / running into tables and furniture	$2 \times 1 = 2$	DEI staff and visiting teachers to reinforce calm behaviour in the art room and ensure pupils walk and not run.

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