

MITTENS SCHOOL
RISK ASSESSMENT

RISK ASSESSMENT OF: MITTENS SCHOOL		WHERE? RECEPTION AND CORRIDOR AREAS			DATE OF ASSESSMENT SEPTEMBER 2011			
PEOPLE AFFECTED: MULTI-AGENCY SUPPORT SERVICES; ALL VISITORS TO SCHOOL; WORK EXPERIENCE PLACEMENTS					REVIEW DATE: SEPTEMBER 2012			
HAZARD	WHO MAY BE HARMED?	RISK IS			PRECAUTIONS TAKEN TO CONTROL THE RISK	RISK IS NOW		
		H	M	L		H	M	L
Pupils moving around the corridor – may bump into visitors	Visitors – sensory impairments of pupils means that they may not be fully aware of others		✓		Visitors to be aware that Mittens School caters for pupils with severe learning difficulties, autistic spectrum disorders and profound and multiple learning difficulties, with associated sensory impairments; step to one side to allow pupils to pass			✓
Pupils displaying high levels of anxiety	Visitors who get too close to pupils or who come across them in the corridor areas		✓		Visitors to be aware of the need to keep their distance if a pupil is clearly distressed or displaying inappropriate behaviours; do not try to engage them in conversation			✓
Visitors to school leaving doors ajar	Pupils of school do not have sufficient road safety awareness and need to be kept safe, or could be run over by passing cars, or become lost.	✓			Visitors to school need to make sure that they close all doors behind them, and be aware that some doors have two handles – one in normal place, and one at top of the door.			✓
Visitors to classes being put in difficult situations without knowledge of pupils	Visitors may approach pupils without necessary information about individuals		✓		Visitors to accept advice from class staff regarding most appropriate way to engage with pupils.			✓

ASSESSMENT CARRIED OUT BY: NVA (DEPUTY HEADTEACHER)

SIGNED: N. Ville-Ale

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Staff are not clear about the role of visitors and may challenge them on the premises	Visitors may be asked to leave the building unnecessarily as they may be perceived as a security risk			✓	All visitors to the school should sign in and ensure their visitor's badge is clearly displayed			✓
Visitors who have not followed the correct signing in procedures	In case of fire, the school will not have an accurate record of people currently on the premises	✓			Ensure that all visitors sign in before entering the building			✓

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