

GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:

VIOLENCE

PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: Shardlow Primary School

Date of Assessment	01.09.2022	Date of Issue	01.09.2022
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Assessment carried out by

K Magner

Signature



Reviews

Review Date	Reviewed by	Changes Made	
		Y	N

Affected persons: Young People/Clients ☐

Staff ☐

Visitors ☐

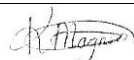
Contractor ☐

Others (specify)

Name of Manager confirming and agreeing Assessment:

K Magner

Signature:



The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

RISK ASSESSMENT

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

Print Name	Signature	Date	Print Name	Signature	Date

RISK ASSESSMENT

What are the hazards?	Generic Control Measures	✓ X	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Assault from young person	Positive Behaviour Support Policy in place	Y		➤		
	All staff made aware of establishment procedures /policies	Y				
	Code of behaviour communicated to all young people and parents /carers.	Y				
	Exclusions/time out system in place for violent assaults on staff and fellow young people.	Y				
	Establishment operates system in accordance with behaviour policy.	Y				
	Establishment involves all relevant professionals in drawing up a positive behaviour support plan/individual care plan, individual risk assessment and intervention reduction plan where required.	Y				
	Parents/Carers and where practicable young people also involved in drawing up individual plans.	Y				
	Plans are reviewed regularly and when there are any significant incidents	Y				
	Staff are aware of findings of individual plans and risk assessments and appropriate positive strategies to manage behaviour for specific individuals	Y				
	Staff working with young person have received appropriate training in managing challenging behaviour in line with PROACT-SCIPr-UK® or other BILD accredited system and individual plans.	Y				
	Information on young people with challenging behaviour to be passed to other establishments on transfer of young person from one establishment to another	Y				
Assault from Parent/carers	Appropriate interview facilities available, staff conducting meeting to assess room prior to meeting for suitability and safety	Y		Headteacher office- lock pending		
	Door fitted with appropriate lock to allow staff to close it if they need to escape to prevent aggressor following		N			
	Room allows for staff to be seated nearest door	Y				
	Layout of room assessed and not used if there is a possibility of aggressor could close the door first, trapping member of staff in the room	Y				
	People in the room should be clearly visible (eg. Windows on		N			

What are the hazards?	Generic Control Measures	✓ X	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Assault from Parent/carers Cont.	door panels) and room close to permanently staffed areas such as reception			Add to premises management plan		
	An agreed system of raising the alarm should assistance be required (shout, whistle etc) is in place and communicated to key staff	Y				
	A system of regular monitoring of interview rooms when in use is in place	Y				
	Staff aware of procedures to be followed should agreed alarm sound.	Y				
	Where problems are anticipated/known an additional member of staff to be available if requested. Parents/carers only to be seen at times when other staff are about, ideally by appointment.	Y				
	Hot drinks avoided in the interview facility	Y				
	System in place to deal with aggressive parents/carers	Y				
	All incidents recorded	Y				
	Reception facilities are appropriate. Staff separated from visitors by physical barrier. No ready access to other parts of the establishment from the reception area.		N	Included on asset management plan		
	Group meetings/parents evenings held in communal areas eg hall, so staff are not isolated in areas of the establishment with parents.		N	Meetings happen in classes due to lack of a school hall		
	Visitors/parents dealt with by member of establishment senior management team where necessary.	Y				
	All staff are made aware of potential problem parents/visitors and any actions necessary should those parents come onto site/into establishment.	Y				
	Staff have received personal safety training.		N	KM to discuss with DCC		
	Staff have received basic conflict handling training using for example the "Chase" training pack supplied to all schools		N			
	Adults known to be a significant risk have been banned from site or only seen by appointment – Legal Services letter sent to such people.	Y				
Assault from intruder	Access control system in place, reception area manned, ID badge system in place, all visitors challenged	Y		➤		
	All External doors secure. Staff working alone/in isolated buildings regularly reminded of need to keep doors secure	Y				

What are the hazards?	Generic Control Measures	✓ X	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Assault from intruder Cont.	Each isolated area/building has a means of summoning help (eg telephone or alarm)	Y				
	Means of raising alarm in reception area.	Y				
	All staff are trained on how to respond if the alarm is sounded.	Y				
	Emergency procedures in place to ensure appropriate response in correct area	Y				
	Key staff aware of roles, how to summon assistance and when to involve the Police.	Y				
	Any known issues have been raised with Derbyshire County Council Risk Management Services and Area Health and Safety Adviser	Y				
	Staff not to put themselves at risk by challenging intruders when alone	Y				
	Staff should not physically tackle intruders	Y				