

Lineham Farm Children's Centre – Activity Risk Assessment

Activity : Overnight Supervision of pupils after Lineham Staff have left

Hazard	F	S	R	Action Taken	F	S	R
Fire or other emergency, or missing person.	2	5	10	<p>Visiting staff to be briefed by Lineham staff and then to familiarise themselves with the Information Sheet located at the front of the white residential folder in the dining room sideboard. Visiting staff familiarise themselves with the fire, emergency and missing person procedures located on visiting staff bedroom doors.</p> <p>If the fire alarm sounds, visiting staff are responsible for evacuating the building. Visiting staff must identify a nominated adult to assist anyone who cannot evacuate independently.</p>	1	5	5
Intruder(s)	2	5	10	Before staff retire for the night they follow the locking up procedure as set out in the Information sheet. Staff to set door alarms	1	5	5

Maximum Supervision Ratio: 1 to 13

First Aid Kit Carried? At location

Other Comments: To minimise the risk to children during the hours when Lineham Staff are off duty (from 9pm to 8.30 am on Monday night and 5pm to 8.30 am on Tuesday, Wednesday and Thursday nights) it is recommended that in addition to the above risk assessment, the following procedures are used.

1. On going to bed children are supervised in the main building, annexe and flat by at least one member of staff.
2. Contact between the three buildings is maintained using the short wave radios provided.
3. In the event of an emergency contact the Head of Centre. Phone numbers are on the Information Sheet.

Risk assessor signature - T Glendon

Reviewed 03/10/2019

Review date (12 months or following any significant change or an incident)

Frequency Rating (F)

1 = Extremely unlikely to happen, risk will be encountered very occasionally (if ever) but is still worth consideration.

2 =

3 =

4 =

5 = Extremely likely to happen, risk will be encountered most times the activity is run.

Severity Rating (S)

1 = Bruises, minor cuts, abrasion.

2 = Sprains, burns, cuts.

3 = Broken bones, head injuries, damage to sight/hearing.

4 = Severe head injury, multiple fracture, amputation.

5 = Death, severe disability.

Risk (r)

r = F x S