

Risk Assessment



DATE: 20/12/2023			DATE FOR REVIEW: 03/01/2025			PERSONS AT RISK					INITIAL RISK RATING			
JOB SITUATION: RedEverywhere - Alternative Education Provision			EMPLOYEE	AGENCY/CNTRCTR	YOUNG PERSON	CHILD	PUBLIC	OTHER SITE USER	LOW	MEDIUM	HIGH			
SITE OR LOCATION Appleby Frodingham Scunthorpe														
TASKS OR ACTIVITIES	HAZARDS IDENTIFIED	No.												
Reception	Welcome Visitors	1	/		/	/	/	/		/				
	Receiving Deliveries	2	/	/	/	/		/		/				
	Uninvited persons/Intruders	3	/	/	/	/		/		/				
	Aggressive/Irate Persons Violence	4	/	/	/	/	/	/		/				
Office Activities	Telephone Calls	5	/						/					
	DSE (Display Screen Equipment)	6	/						/					
	Stress	7	/							/				
Moving Around the Building	Slips, Trips and Falls	8	/	/	/	/	/	/				/		
	Electricity	9	/	/	/	/	/	/	/					
	Empty Rooms where students could hide	10			/				/					
	Extra furniture where students could hide	11			/				/					

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	Students could come into contact with employees and visitors	12			/		/	/	/					
	Students may be smokers	13			/				/					
Building entry and exit	Site has numerous other organisations working in other offices	14			/			/		/				
	Pedestrian access to inside the building is from the large car parks	15	/	/	/	/	/	/	/					
Bathroom facilities are a walking distance on the same floor as the EPIC Learning rooms.	Students could wonder around the site and disrupt other organisations working.	16	/	/	/		/	/		/				
	Students gain access to areas where money or goods are stored.	17			/			/		/				
	Students could leave the building without notification. – Staff would not know if they have been involved in an accident on the premises.	18			/		/	/		/				
Bathroom facilities are shared by all staff, students.	Cleanliness before/ after students use	19	/		/		/	/	/					

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	Employees and visitors are not RedEverywhere and not DBS checked	20			/					/			
Class room teaching	Students have demonstrated significant behavioural concerns within their education setting.	21	/	/	/		/	/			/		
	Students may have unpredictable behaviour.	22	/	/	/		/	/		/			
	Students could target their vulnerable cohort with substances or activities inappropriate for their age.	23			/					/			
	Students could damage, steal or use equipment as weapons	24	/	/	/			/		/			
Out of classroom trips	Students could misbehave.	25	/	/	/			/		/			
	Students could abscond from supervision.	26			/		/	/		/			
Lone Working	Students have demonstrated significant behavioural concerns within their education setting linked to: weapons, bladed articles and/or threatening behaviour and have unpredictable behaviour.	27	/	/	/		/				/		
Taxi Transfers	Unknown persons supervising during transfer to and from provision	28			/				/				

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TASKS OR ACTIVITIES			HAZARDS IDENTIFIED												No.		
			Student could cause damage, abuse (verbally/ physically) or endanger vehicle and driver during transfer			29					/					/	
			Student could force the driver to let them out the vehicle before their designated arrival destination			30					/					/	
Notes:																	

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HAZARD NO.	EXISTING CONTROLS	FURTHER CONTROLS	BY WHOM	COMPLETION DATE	FINAL RISK RATING			
					LOW	MEDIUM	HIGH	
1	<ul style="list-style-type: none"> <input type="checkbox"/> Staff to work together to welcome/greet students and visitors to the building in a polite and courteous manner. <input type="checkbox"/> Locked doors in operation on all doors to the building and to critical areas. <input type="checkbox"/> Doncaster Boxing Club to inform all other organisations that RedEverywhere Learning is in place between the boked hours of 8.00am – 5.00pm Monday – Friday. Main door can be secured from inside the building and access restricted if required. <input type="checkbox"/> Main reception area is well lit. 	Future consideration for; <ul style="list-style-type: none"> <input type="checkbox"/> automatic check in machine for visitors/ students 				/		
2	<ul style="list-style-type: none"> <input type="checkbox"/> All post is to be direct to our Doncaster Office at Cavendish House where post is opened in a secure safe environment by trained staff. Post is to be then distributed by the Office Team <input type="checkbox"/> Locked door access is in operation on all doors to the building and to critical areas. Heavy items should be moved by mechanical aid following manual lifting guidance. 	Future consideration for; <ul style="list-style-type: none"> <input type="checkbox"/> Staff to undertake suspect package training so they are able to assess whether a package presents a risk. 				/		
3	<ul style="list-style-type: none"> <input type="checkbox"/> Locked doors access is in operation on all doors to the building and to critical areas. Access for a delivery would be via reception. <input type="checkbox"/> Incident reporting procedure in place and monitored. 					/		

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	<ul style="list-style-type: none"> <input type="checkbox"/> Police phone numbers to be kept readily available if required. <input type="checkbox"/> Student data to include who has PR (if there is difficulties) and who can and cannot remove the student from school. <input type="checkbox"/> Parent to inform school before attempting to remove student's mid-session. <input type="checkbox"/> 					
4	<ul style="list-style-type: none"> <input type="checkbox"/> Staff to work together to welcome/greet student's visitors to the building in a polite and courteous manner. <input type="checkbox"/> Locked door access is in operation on all doors to the building and to critical areas (to protect environment and individuals) <input type="checkbox"/> Incident recording system in place with post incident report on AR1 <input type="checkbox"/> If a student is involved, behaviour tracker updated. <input type="checkbox"/> Trained first aiders always to be on site. <input type="checkbox"/> Call 999 if there is a danger to life or injuries or using non-emergency services dependent on the situation. Staff briefed on when to call the Police for assistance. <input type="checkbox"/> RedEverywhere Lead is TEAM TEACH trained. 	<p>Violence awareness training for employees. Shared information via partnership working with other building users.</p> <p>Future consideration for Staff to undertake 'negotiation skills' training</p>			/	
5	<ul style="list-style-type: none"> <input type="checkbox"/> Staff trained to greet callers and provide a polite and courteous service. <input type="checkbox"/> Confidential calls to be taken in a private environment away from students, preferably before or after session delivery. 	<p>Future consideration for; Consider recording all telephone calls for monitoring purposes.</p>			/	
6	<ul style="list-style-type: none"> <input type="checkbox"/> All workstation equipment must be adjustable. <input type="checkbox"/> Workstations individually assessed. <input type="checkbox"/> All staff chairs need to be adjustable. <input type="checkbox"/> Footrests to be made available if needed. 				/	

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	<ul style="list-style-type: none"> <input type="checkbox"/> Laptop rest to be made available if needed. <input type="checkbox"/> Computer software fit for purpose. <input type="checkbox"/> Defined DSE users are entitled to a free eye test. <input type="checkbox"/> DSE users are encouraged to take regular breaks. 						
7	<ul style="list-style-type: none"> <input type="checkbox"/> Recognition of the signs of stress. <input type="checkbox"/> Stress risk assessments. <input type="checkbox"/> Support from managers. <input type="checkbox"/> Reasonable adjustments can be made. 	Stress awareness training available Supervision to take place every 4-6 weeks.				/	
8	<ul style="list-style-type: none"> <input type="checkbox"/> Good housekeeping standards practiced. <input type="checkbox"/> Scheduled cleaning takes place every night. <input type="checkbox"/> Floor coverings firm and secure. <input type="checkbox"/> Any cables safely routed. <input type="checkbox"/> Any spills cleaned up straight away by staff. <input type="checkbox"/> Safety signs positioned. <input type="checkbox"/> Reporting system in place. <input type="checkbox"/> Formal inspections carried out on a monthly by site owners <input type="checkbox"/> Staff to check the environment each morning prior to student arrival for slip/ trip hazards. 					/	
9	<ul style="list-style-type: none"> <input type="checkbox"/> All portable electrical items are PAT tested by a competent person. <input type="checkbox"/> Pre user checks on all equipment. <input type="checkbox"/> Any cables or wires safely routed. 					/	
10	<ul style="list-style-type: none"> <input type="checkbox"/> All rooms are locked when not in use by an adult. <input type="checkbox"/> Locked door access is in operation on all doors to the building and to critical areas. <input type="checkbox"/> Students are to be escorted around site. 	Future consideration: Installation of CCTV to all areas				/	
11	<ul style="list-style-type: none"> <input type="checkbox"/> All rooms are locked when not in use. <input type="checkbox"/> Locked door access is in operation on all doors to the building and to critical areas. <input type="checkbox"/> Students are to be escorted around site. 	Future consideration : Installation of CCTV to all areas				/	

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12	<input type="checkbox"/> Students will be transported around the building by a member of staff at all times				/	
13	<input type="checkbox"/> Smoking on site is not permitted and all students are made aware of this prior to starting at RedEverywhere Learning. <input type="checkbox"/> Students who ignore this rule will be referred back to the behaviour policy, will be given a warning and then removed from site if they continue to ignore site rules and behaviour policy			/		
14	<input type="checkbox"/> The invitation letter includes information on how to find the site and how to access safely with works traffic. <input type="checkbox"/> Students to be transported by taxi to the provision from their local school or home. <input type="checkbox"/> Staff members to welcome the students at the entrance where possible and escort them in to reception.			/		
15	<input type="checkbox"/> The invitation letter includes information on how to find the site and how to access safely with works traffic. <input type="checkbox"/> Students to be transported by taxi to the provision from their local school or home. <input type="checkbox"/> Staff members to welcome the students at the entrance where possible and escort them in to reception.			/		

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16	<ul style="list-style-type: none"> <input type="checkbox"/> Students to be transported by taxi to the provision from their local school or home. <input type="checkbox"/> Staff members to welcome the students and escort them to ensure they don't become lost and venture into restricted areas. <input type="checkbox"/> Signage is in place to help direct building users to facilities. <input type="checkbox"/> Site security is explained as part of the course induction. <input type="checkbox"/> Locked door access is in operation on all doors to the building and to critical areas. <input type="checkbox"/> Other building users informed of the presence of the students and to be aware of their potential risk. <input type="checkbox"/> 				/		
17	<ul style="list-style-type: none"> <input type="checkbox"/> Locked door access is in operation on all doors to the building and to critical areas. <input type="checkbox"/> Students will be escorted to ensure they don't become lost or over curious and venture into restricted areas. 	<p>Future consideration:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Installation of CCTV to all areas <input type="checkbox"/> automatic check in machine for visitors/ students 				/	

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18	<input type="checkbox"/> Students will be escorted to ensure they don't become lost or over curious and venture into restricted areas.	Future consideration: <input type="checkbox"/> Installation of CCTV to all areas <input type="checkbox"/> automatic check in machine for visitors/ students				/	
19	<input type="checkbox"/> Toilets will be checked by accompanied staff member before and after use by students and any cleanliness issues will be dealt with where appropriate or reported to relevant persons.				/		
20	<input type="checkbox"/> Students will be taken to individual toilets rather than communal. <input type="checkbox"/> Toilets will be checked before student enters to ensure they are empty.				/		
21	<input type="checkbox"/> General provision rules will apply with particular relevance to: Learning Behaviour & Well-being Policy and the Offensive Weapons Policy is in place and displayed to students. <input type="checkbox"/> If we suspect a student of carrying a knife, we will ask to carry out a voluntary search. If the student refuses, they will be sent home. If they are found in possession of a knife or offensive weapon, the police and their parents will be contacted. <input type="checkbox"/> Course induction includes students signing up to the contract of expectations and classroom rules.						/

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	<ul style="list-style-type: none"> <input type="checkbox"/> Students will receive ongoing guidance on potential consequences of weapons, bladed articles and/or threatening behaviour. <input type="checkbox"/> Students will be offered the opportunity to give up any dangerous objects they may have. <input type="checkbox"/> Teacher to pupil ratios are significantly reduced to enable a more controlled environment with a more sensitive/ or appropriate response. <input type="checkbox"/> With teacher guidance students can cool off in the communal break out room under supervision. 						
22	<ul style="list-style-type: none"> <input type="checkbox"/> General school rules will apply with particular relevance to: Learning Behaviour & Well-being Policy <input type="checkbox"/> Course induction includes students signing up to the contract of expectations and classroom rules. <input type="checkbox"/> Teacher to beware of changing behaviours and be advised of known triggers. <input type="checkbox"/> Teachers to use stepped sanctions to deescalate behaviour <input type="checkbox"/> Teacher to pupil ratios are significantly reduced to enable a more controlled environment for a more sensitive/ or appropriate response. <input type="checkbox"/> TEAM TEACH is provided to all staff and to be used when required to ensure staff and students are safe. 					/	

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23	<ul style="list-style-type: none"> <input type="checkbox"/> General school rules will apply with particular relevance to: Learning Behaviour & Well-being Policy <input type="checkbox"/> Course induction includes students signing up to the contract of expectations and classroom rules. <input type="checkbox"/> Teacher to beware of changing behaviours and be advised of known triggers. <input type="checkbox"/> Teachers to use stepped sanctions to deescalate behaviour <input type="checkbox"/> Teacher to pupil ratios are significantly reduced to enable a more controlled environment for a more sensitive/ or appropriate response. <input type="checkbox"/> Students offered a continual opportunity to raise issues of concern about their home life or in the classroom. <input type="checkbox"/> TEAM TEACH is provided to all staff and to be used when required to ensure staff and students are safe. 	<p>Future consideration:</p> <p>Electronic anonymous reporting procedure</p>				/	
24	<ul style="list-style-type: none"> <input type="checkbox"/> Equipment will be insured but the excess is £1000 				/		
25	<ul style="list-style-type: none"> <input type="checkbox"/> Agreed rules will apply; students issued and agree to comply with a contract of expectations. <input type="checkbox"/> Parents to be informed if student misbehaves during outside activities. 						/

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	<ul style="list-style-type: none"> <input type="checkbox"/> Safety discussions to be held prior to sessions taking place outside. <input type="checkbox"/> Staff to ensure a 'sweep' of the outside area is taken place prior to outdoor activities. <input type="checkbox"/> Sessions outdoors to be cancelled if clear risk of student misbehaving. 						
26	<p>Students attempting to leave provision without permission for any reason and at any time will be verbally warned that they are breaking the rules. If the student persists and leaves site the team will inform SYP as they are now at risk, the home school and where possible the parents within 15 minutes.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Parents to be informed if student is at risk of absconding during outside activities. <input type="checkbox"/> Safety discussions to be held prior to sessions taking place outside. <input type="checkbox"/> Sessions outdoors to be cancelled if clear risk of student absconding. 						/
27	<ul style="list-style-type: none"> <input type="checkbox"/> General rules will apply with particular relevance to: Learning Behaviour & Well-being Policy, Lone Working Policy and the Offensive Weapons Policy is in place and displayed to students. 						/

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	<ul style="list-style-type: none"> <input type="checkbox"/> If we suspect a student of carrying a knife, we will ask to carry out a voluntary search. If the student refuses, they will be sent home. If they are found in possession of a knife or offensive weapon, the police and their parents will be contacted. <input type="checkbox"/> Course induction includes students signing up to the contract of expectations and classroom rules. <input type="checkbox"/> Students will receive ongoing guidance on potential consequences of weapons, bladed articles and/or threatening behaviour. <input type="checkbox"/> Students will be offered the opportunity to give up any dangerous objects they may have. <input type="checkbox"/> Teacher to beware of changing behaviours and be advised of known triggers. 					
28	<ul style="list-style-type: none"> <input type="checkbox"/> All taxi drivers are DBS checked by DMBC <input type="checkbox"/> Taxi drivers are to be the same individual for specific young person as much as possible to ensure consistency. <input type="checkbox"/> Taxi Company commissioned will keep records of each driver who is transporting students. 				/	
29	<ul style="list-style-type: none"> <input type="checkbox"/> Strong communication between the Managing Partner and Taxi Company to ensure any issues are identified and dealt with if occur. <input type="checkbox"/> Taxi drivers to be aware that students they are 				/	

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	<p>transporting are vulnerable.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Taxi drivers to ensure vehicle is suitable and has as least risks as possible. <input type="checkbox"/> Taxi drivers to be 'boxed in' drivers seat to add additional safety where possible. <input type="checkbox"/> Taxi drivers to pull over if driving conditions become unsafe. <input type="checkbox"/> Remove taxi transport if it is clear student will cause it to be unsafe. 						
30	<ul style="list-style-type: none"> <input type="checkbox"/> Strong communication between RedEverywhere and Taxi Company to ensure any issues are identified and dealt with if occur. <input type="checkbox"/> Taxi drivers to be aware that students they are transporting are vulnerable. <input type="checkbox"/> Taxi drivers to ensure vehicle is suitable and has as least risks as possible. <input type="checkbox"/> Taxi drivers to be 'boxed in' drivers seat to add additional safety where possible. <input type="checkbox"/> Taxi drivers to keep doors locked during transporting. <input type="checkbox"/> Taxi drivers to pull over if driving conditions become unsafe. 						/

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	<input type="checkbox"/> Remove taxi transport if it is clear student will cause it to be unsafe.						
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ASSESSED BY: Sofia Shah

APPROVED BY: Marcus Isman-Egal

REVIEW DATE: January 8th 2025