

Risk area:

VISITORS (INCLUDING PARENTS)

<b>Assessment performed by:</b>	Project Director and/or Co Director preferably both
<b>Workplace:</b>	Harwes Farm Community Interest Company
<b>Employer:</b>	BwDBC

Some Potential Hazards in this Risk Area	Estimated Risk Level			Some Useful Controls in this Risk Area	Action Dated
	High	Med.	Low		
1. Lack of security arrangements for when visitors are on site 2. No direction signs 3. No notice board detailing contacts and emergency information 4. poor communication between leaders visiting and HF CIC leaders resulting in poor management of visitors 5. No procedures for signing in and out 6. No visitor and leader identification badges 7. All visitors are asked to sign in and copy kept by both visiting group leaders and HF CIC leaders. 8. Staff sign on via a noticeboard outside the office area			✓   ✓  ✓  ✓  ✓  ✓	1. Health & Safety Policy 2. Security Policy 3. Direction signs in place 4. Known procedures for reporting breaches of security 5. Signing-in and wearing of ID badges obligatory 6. Visitors aware of the need to report strangers 7. Parents aware that security arrangements re visitors on site apply equally to them	Apr 2015

If one of these hazards is identified, please tick (✓) the level of risk, and indicate the date when any consequent controls were put in place. For additional hazards and/or control measures, please use the table below.

Additional Hazards Identified in this School	Estimated Risk Level			Control Measures to be Instituted	Action Dated
	High	Med.	Low		

People at risk (✓):			<b>Staff</b>		<b>Parents</b>		<b>Parent helpers</b>		<b>Visitors</b>		<b>Contractors</b>	
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<b>Employees informed of risk assessment via all of the following means:</b>	1. Urgent announcement (if deemed necessary) to pupils and/or staff 2. Copy of this RA to all staff for insertion in their RA Handbooks 3. Copy of RA on notice boards and wherever else appropriate	
<b>Employees to report newly-identified hazards via:</b>	<i>Notification to HF CIC leadership</i>	
<b>Date of next assessment:</b>	Sept 16	
<b>Assessment frequency:</b>		
<b>Date:</b>	Sept 14	<b>Signed:</b>