

EAST SURREY COLLEGE RISK ASSESSMENT FOR STUDENTS UNDER 16 YEARS OF AGE

MEMBER OF STAFF CARRYING OUT ASSESSMENT

Name: Lindsey Wallace, Health & Safety Manager

HAZARD	WHO IS AFFECTED	CONTROL MEASURES	FURTHER ACTION REQUIRED	WHO WILL ACTION	DATE ACTION REQUIRED
Inexperience and immaturity of young persons and their lack of awareness of risks to their own and others Health and Safety	Young persons, College staff and college students	<ul style="list-style-type: none"> • Full induction given to all new starters • Young persons will be treated as College students not school pupils. However, young persons may not be allowed off site at any time during the academic day without a written request from parents. • Clear understanding of duty of care by college staff whilst students are at College 	N/A	All staff	N/A
Lack of supervision at lunchtimes and breaks	Young persons	<ul style="list-style-type: none"> • Parents and guardians are notified that there will be no lunchtime or break supervision. • All young persons to be informed where they can seek help i.e. their course tutor, reception staff, SLM, 14-16 Administrator • Student Code of Conduct read and signed by student at Induction. 	N/A	All staff	N/A
Truancy	Young persons	<ul style="list-style-type: none"> • Register kept morning and afternoon, SLM and school Attendance Officer informed of absences and schools contacted. 	N/A	All staff	N/A
Injury/fatality whilst travelling to and from college premises	Young persons	<ul style="list-style-type: none"> • Local Education Authority schools perform risk assessment for this component. • Parental consent is given before students start the course. 	N/A	All staff	N/A

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HAZARD	WHO IS AFFECTED	CONTROL MEASURES	FURTHER ACTION REQUIRED	WHO WILL ACTION	DATE ACTION REQUIRED
Injury as a result of poor management of Educational Visits	Young persons	<ul style="list-style-type: none"> • Parental consent required before going on each visit. • Students briefed regarding hazards and behaviour required. • Additional staffing arranged if necessary, to ensure safe supervision. • Students and staff briefed re: emergency procedures. • Information re: medical conditions or medication to be taken and this shared with relevant staff. • Communication lines put in place i.e. mobile phones/contact numbers • Each visit would have an individual risk assessment carried out for that event. • See Policy for Educational Visits 	N/A	All staff	N/A
Inappropriate contact whilst on College premises from other students, staff, visitors on site	Adult staff Young persons	<ul style="list-style-type: none"> • F.E. staff teaching 14-16 students will require satisfactory enhanced Criminal Records Bureau checks prior to starting the course. • Where young learners are 'in filled' in programmes with students over the age of 18 they should be supervised by the 'approved adult' i.e. one who has received a 'clear; enhanced Disclosure & Barring Service (DBS) check. • The college must ensure that other adults do not have 'substantial' unsupervised access to the child and have a rolling programme to ensure all staff are DBS checked. 	N/A	All staff	N/A

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HAZARD	WHO IS AFFECTED	CONTROL MEASURES	FURTHER ACTION REQUIRED	WHO WILL ACTION	DATE ACTION REQUIRED
Students not arriving at college for their course	Young persons	<ul style="list-style-type: none"> Schools have a legal requirement to keep a check on the attendance of young learners of compulsory school age. Schools to report absence to the college when known College to report absence to named contact in schools as soon as aware. 	N/A	All staff	N/A
Staff not identifying under 16 yr old students and therefore not aware of Duty of Care	Young persons	<ul style="list-style-type: none"> All students to have identity cards with photographs immediately they join a programme at college. This card has a green card to alert others that the student is Under 16. Random identification checks undertaken at regular intervals to ensure persons attending are enrolled 	N/A	All staff	N/A
Workshops unfamiliar to under 16's. And inexperience & immaturity of the young persons and their lack of awareness of risks to their health and safety	Young persons Other students	<ul style="list-style-type: none"> No young person to be left unsupervised in workshops or classrooms. Supervision level to be adequate Full Health & Safety induction in the specific subject workshop areas. Briefing on hazards and behaviour required. Long hair tied up or covered. Students read and sign Code of Conduct and this is referred to. P.P.E. supplied by each young person together with necessary safety equipment according to tasks undertaken e.g. goggles, hearing protection etc. Use of machinery closely controlled. Hand tools maintained and only used for the appropriate task, damaged tools taken out of use immediately. All use of substances and materials used in the workshop teaching areas controlled via College COSHH system. 	N/A	All staff	N/A

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Manual handling and movement of equipment & components	Young persons Other students	<ul style="list-style-type: none"> • Young persons will not be required to move or handle <u>heavy</u> materials or components. • Manual handling training will be given for all lifting in the workshop. 	N/A	All staff	N/A
Unauthorised movement of vehicles	Young persons General College population	<ul style="list-style-type: none"> ▪ Access to motor vehicles controlled by internal College Procedures with students under 16 only accessing vehicles under close supervision 	N/A	All staff	N/A
Fighting, bullying, drug abuse, damaging college or other student's property.	Young persons Other students	<p>Compliance with College Policies on:</p> <ul style="list-style-type: none"> • Behaviour • Bullying • Drugs • Safeguarding • Gross misconduct • Disability Discrimination • Equality & Diversity. <p>These issues will be dealt with immediately according to the College Disciplinary Process.</p>	N/A	All staff	N/A
Injury due to workshop layout/obstructions etc	Young persons Other students	<ul style="list-style-type: none"> • Ensure workshop area kept tidy, free from obstructions • Walkways clearly marked & visible • Hazard & safety signage clearly visible 			

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Illness at college	Young persons	<ul style="list-style-type: none"> • Dedicated first aiders available on site. • Medical details including details of medication taken or allergies required at the beginning of the course. • All known medical/ behavioural problems reported to the tutor at beginning of course. • Contact details of schools and parents held centrally for emergencies. 	N/A	All staff	N/A
Accident at college	Young persons	<ul style="list-style-type: none"> • Young persons are made aware of general standards of safety by which all young learners and other FE college students must abide. • Supervision levels adequate • Personal protective equipment to be provided which is suitable and sufficient for the task being performed • In the event of an accident school/HSE/local authority will be informed immediately. • In the event of needing hospitalisation student to be accompanied and supported until parent/guardian or school representative arrives. 	N/A	All staff	N/A
Risk of exposure to CoVid-19 during workshop lesson <i>Classroom design & layout</i>	All Staff and students	<ul style="list-style-type: none"> • Social distancing of 1 metre plus between students where practicable, as per Government and Public Health England (PHE) guidance. Tutors will keep to 2m distancing where possible. • Regulate entry and exit to classroom to reduce risk of groups forming • Consider use of one-way system within workshops • Limited number of students in workshop at any one time 	N/A	All staff	N/A
Risk of exposure to CoVid-19 during workshop lesson	All Staff and students	<ul style="list-style-type: none"> • Students must be reminded on a regular basis to wash their hands. 	N/A	All staff	N/A

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Hygiene and handwashing		<ul style="list-style-type: none"> Wash hands on entering workshop and on leaving Posters displayed to remind students to: Cover your cough or sneeze with a tissue, then throw it away “Catch it, Bin it, Kill it”. 			
Risk of exposure to CoVid-19 during workshop lesson Use of shared spaces and machinery	All Staff and students	<ul style="list-style-type: none"> Review work schedules, allocating students to other task where possible. Signage to be displayed around workshops to define areas within classrooms. 	N/A	All staff	N/A
Risk of exposure to CoVid-19 during workshop lesson Cleaning of share equipment and PPE	All Staff and students	<ul style="list-style-type: none"> Use tape to define areas with classrooms/workshops, where applicable Ensure an adequate supply of appropriate PPE is provided. Multi use PPE (eg. goggles) must be cleaned and washed with soap and water after every use. If using disposable PPE eg gloves – students must be instructed on how to carefully reduce contamination and how to dispose of safely. 	N/A	All staff	N/A
Risk of exposure to CoVid-19 during travel to College	All Staff and students	<ul style="list-style-type: none"> All staff and students to follow Government guidelines for use of face coverings on public transport. Wash hands/use hand sanitiser on entry and exit to College and classrooms. 	N/A	All staff	N/A

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RISK CONTROL PLAN

Activity/Workplace Assessed: Workshops	Assessor: Lindsey Wallace	Assessment Date: 23/7/20 Review Date: September 2020	
ADDITIONAL CONTROLS NEEDED		To be actioned by:	Date Completed:
GENERAL RESTRICTIONS. TO REDUCE / ELIMINATE RISK. Are there any general restrictions or controls which are needed, e.g. Wash Hands After Use, etc. Hands to be washed before break times and at end of lessons. Barrier cream to be applied to hands before practical tasks in brickwork.		All staff	on-going
FURTHER PREVENTATIVE MEASURES NEEDED. What else might be done? Technicians and support workers will be required with larger class sizes, to monitor and observe that learners are working safely and correctly.		All staff	on-going
PERSONAL PROTECTIVE EQUIPMENT REQUIRED: All PPE is available and worn for all practical tasks. CoVid-19 cleaning regimes in place and other measures in place for individual use of PPE		All staff	On-going
TRAINING NEEDED: Which staff need training and in what areas? Training is provided and on-going throughout the year.		All staff	On-going
MONITORING: Who is to monitor whether or not controls are in place and how? Visual monitoring while learners are working.		All staff	On-going
COMMUNICATION: Who needs to be informed about risks and control measures and by what means? All staff involved are aware of the control measures in place and comply with H&S.		All staff	On-going