



Humphrey Perkins School

Risk Assessment



Activities Covered by this Assessment	Risk Assessment – Student entrance and exit to school site (start and end of day)		
Site Address / Location	Humphrey Perkins School	Department / Service / Team	SLT / Premises Team
Summary Notes			
This risk assessment is in place for the safe entry and exit of students from the school site at the beginning and end of the school day			
<ul style="list-style-type: none"> Consideration of opening exits at the appropriate times Supervision of students leaving the site in a safe manner Emergency measures in the event of prohibited exit 			

Hazard (Something with a potential to cause harm)	Who might be Harmed and How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who	Date By:	Done
Gate not open at the start of the school day (Public Lane outside of the school gates)	Students and Staff Crushing / Surging / Tripping and Falling	Assigned staff to arrive at the gate before 8.05h. Duty staff to open gates at 0805h. Note: contingency plan. In the event of key failure or the entrance is blocked by a vehicle and is unable to be moved safely in a timely manner,	M	M	M	Staff on Bus Line Duty (KC/HV) to ensure that students safely disembark transport in the car park area and are directed on to the lane where staff (KK) will direct students to the rear restaurant gates New rota implemented as of 1.2.24 with 3 members of staff	M	L	L	Duty Staff / SLT	01 Feb 2024	Y



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		<p>students will enter via the Community entrance.</p> <p><i>Gate Keyholders are as follows:</i> <i>Premises Team: AC, MW, PN, JH, JS</i> <i>SLT: DB, RK, EB, MR, LS, KC, KK, RH</i> <i>Holistic: JH, LH, ZM</i> <i>PE – TB, MB, RQ</i> <i>Admin Team – LM, GC, WS</i></p> <p>Supervising staff (SLT & Holistic Staff) to ensure students arrive in an orderly manner whilst conducting morning welfare and uniform checks.</p> <p>Gates will be closed at 0827h following staff moving all students on from the lane and front car park. Students arriving after this time will enter the school via the school reception.</p>				<p>(including SLT) at the gate to ensure it is opened promptly.</p> <p>(Note: there are future plans to have the gates open automatically.)</p> <p>Supporting duty staff to assist with crowd control, as necessary, to ensure access to the gates is not impeded and students are directed to step back and not to push forwards.</p> <p>If allocated gate duty staff are not available, clear communication and request/replacement of duty staff is conducted ASAP via radios.</p> <p>Note: all duty staff must wear purple high viz jackets.</p>										
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<p>Gate not open at the end of the school day</p>	<p>Students and Staff Crushing / Surging / Tripping and Falling</p>	<p>Premises staff to arrive at the gate at 1440h to unlock the padlock and gate.</p> <p>Allocated duty staff to arrive at gate between 1440h and before 1445h.</p> <p>Note: contingency plan. In the event of key failure or the exit is blocked by a vehicle and is unable to be moved safely in a timely manner, students will exit via the Community entrance.</p> <p>Students to depart at 1445h.</p> <p>Supervising staff to ensure students depart in an orderly manner: PE staff to be near the gate and duty staff, (including at least one member of SLT) to follow the students out onto the buses.</p> <p><i>Gate Keyholders are as follows:</i> <i>Premises Team: AC, MW, PN, JH, JS</i> <i>SLT: DB, RK, EB, MR, LS, KC, KK, RH</i> <i>Holistic: JH, LH, ZM</i> <i>PE – TB, MB, RQ</i></p>	M	M	M	<p>Clear area demarcated to indicate an area in front of the gate where students are not allowed to wait/congregate. This will allow for the gates to open safely and out of reach of the students.</p> <p>New rota implemented as of 1.2.24 with 3 members of staff (including SLT) at the gate to ensure it is opened promptly. Premises will open the padlock and the gates at 2.40 and not depart until duty staff have arrived.</p> <p>(Note: there are future plans to have the gates open automatically.)</p> <p>SLT (bar DB, EB and KK) to approach bus lines via the gate to add an extra layer of security. All of those staff to have a key.</p>	M	L	L	<p>Duty Staff / SLT</p>	<p>01 Feb 2024</p>	<p>Y</p>
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		<i>Admin Team – LM, GC, WS</i>				<p>Supporting duty staff to assist with crowd control, as necessary, to ensure access to the gates is not impeded and students are directed to step back and not to push forwards.</p> <p>If allocated gate duty staff are not available, clear communication and request/replacement of duty staff is conducted ASAP via radios.</p> <p>Note: all duty staff must wear purple high viz jackets.</p>						
Overcrowding, loitering, obstruction	Staff and Students Pushing, congestion, Injury	Adequate staff supervision and directed control to ensure students disembark the site safely	M	M	M	<p>SLT to be present in the adjacent lane to ensure that when students leave the site, they do not congregate and move to the park / bus bay safely.</p> <p>Note: all duty staff must wear purple high viz jackets.</p>	M	L	L	Duty Staff / SLT	01 Feb 2023	Y



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Risk Assessor (s) Name(s):	K J Cross	Risk Assessor(s) Signature (S):	K J Cross	
Authorised By:	D Bartram	Authoriser Signature:	K J Cross	Initial
Date Conducted:	01/02/24	Date of Next Review:	11/02/24	KC - Completed
		Date of Review:		
		Date of Review:		

Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium
	Low The event is unlikely to happen.	Medium It is fairly likely to happen.	High It is likely to happen.	
Likelihood of Harm Occurring				



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Risk Rating Definitions

Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.