



Risk Assessment

Name of activity: **Safeguarding (Educational trips) students** Name of assessor: **Daniel Strickland**

Date of assessment: July 2023

Date of review (if applicable): July 2024

Safeguarding	Tick
Cohort does not engage in any regulated activity as described by the Disclosure and Baring service. None of our employees, support, supervise or train school children or young people staying on our premises.	√
We have a duty of care to all children and young people who stay with us. We take our safeguarding responsibilities seriously and this is for the protection of young people and our staff	√
Our staff have indirect and direct contact with visiting students, as is required as part of our working duties	√
Cohort has a Safeguarding Policy & Staff Code of Conduct which is available for inspection.	√
We provide a triage of safeguarding protections to ensure we keep	√
We cannot eliminate all safeguarding risks but we can minimise through adequate policies, procedures and system	√
Trip Leaders must take responsibility for implementing safeguarding procedures for their group visit.	√
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What are the hazards?	Who might be harmed and how?	What are you already doing?	Severity	Likelihood (probability)	Risk level	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<p>(Housekeeping) live in staff</p> <ul style="list-style-type: none"> - Access and contact with visiting school groups 	<p>Children and young people staying in the building</p> <ul style="list-style-type: none"> - Unsupervised young people within the building - Abuse/inappropriate behavior - Access to student dorm rooms via staff master keycards 	<p>Housekeeping staff to return Master Keycards after each shift</p> <p>Staff inducted on appropriate behavior and policy guidance</p> <p>Primary school children are always supervised by an appropriate adult within the building.</p> <p>Staff adhere to a strict safeguarding policy and code of conduct</p> <ul style="list-style-type: none"> - Never be alone with any YP from a visiting group - Never share personal information eg social media - Appropriate behaviour <p>Staff are (basic) DBS checked</p> <p>Staff to only use rear building access after 9pm</p> <p>Staff to only use unisex washroom</p> <p>Staff to use washroom closed signs when cleaning</p> <p>Staff to never enter dorm rooms alone when children are present or without an appropriate adult</p>							

<p>(Night Support) live-in staff</p> <ul style="list-style-type: none"> - Access and contact with visiting school groups 	<p>Children and young people staying in the building</p> <ul style="list-style-type: none"> - Unsupervised young people within the building - Abuse/inappropriate behavior - Potential access to sleeping students overnight via staff Master keycards 	<p>Night staff inducted on appropriate behavior and policy guidance</p> <p>Primary school children are always supervised by an appropriate adult within the building – though not throughout the night.</p> <p>Visiting students are required to contact their teachers before contacting overnight staff – to minimize chances of lone contact</p> <p>Staff adhere to a strict safeguarding policy and code of conduct</p> <ul style="list-style-type: none"> - Never be alone with any YP from a visiting group - Never share personal information eg social media - Appropriate behaviour <p>Staff are (basic) DBS checked</p> <p>Staff to only use rear building access after 9pm</p> <p>Staff to only use unisex washroom</p> <p>Staff to use washroom closed signs when cleaning</p> <p>Staff to never enter dorm rooms alone when children are present or without an appropriate adult (i.e teacher present).</p> <p>Staff must never find themselves alone with a child or young person overnight.</p> <p>Night Support Warden attend safeguarding workshop awareness training</p>							
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Reception staff	<p>Children and young people staying in the building</p> <ul style="list-style-type: none"> - Unsupervised young people within the building - Abuse/inappropriate behavior - Access to student dorm rooms via staff master keycards 	<p>Staff inducted on appropriate behavior and policy guidance</p> <p>Primary school children are always supervised by an appropriate adult whilst on-site</p> <p>Staff adhere to a strict safeguarding policy and code of conduct. This inc:</p> <ul style="list-style-type: none"> - Never find yourself alone with any YP from a visiting group - Never share personal information eg social media - Always display appropriate behaviour <p>Staff are (basic) DBS checked</p> <p>Staff to close washrooms when cleaning</p> <p>Staff to never enter dorm rooms alone when children/YP are present or without an appropriate adult</p> <p>Reception staff attend safeguarding workshop awareness training</p>							
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<p>Members of the public – (Cohort guests)</p> <ul style="list-style-type: none"> - Front door open during the day - Sharing the building with other guests 	<p>School children and students staying at Cohort</p> <ul style="list-style-type: none"> - Unsupervised children/young people - Abuse/inappropriate behavior 	<p>Primary schools are never allowed to share the building with others. Trip Leaders are made aware they have to complete their own risk assessments and take responsibility for sharing the building with other school groups. All students are issued with keycards to ensure secure dorm rooms. Where possible Cohort will congregate all students together in one part of the building. We are now a school residential centre and only open to members of the public for 10 weeks of the year. Front door is permanently locked, minimizing access by members of the public</p>							
<p>Members of the public (Delivery drivers, contractors, visitors) accessing building</p> <ul style="list-style-type: none"> - Front door open to the public - Access building as students leave 	<p>School children and students staying at Cohort</p> <ul style="list-style-type: none"> - Unsupervised children/young people - Abuse/inappropriate behavior 	<p>The front entrance is permanently locked when a school group is staying.</p> <ul style="list-style-type: none"> - Front door is only accessible by those with a keycard - Front door is only accessible if access is given by reception staff <p>Cohort staff have control of front door</p>							

Severity scale for physical and psychological injuries:

Severity Scale	1	2	3	4	5
Likely injury	Minor non-immobilising injury or trauma not requiring hospital treatment	Non-immobilising injury or trauma but requiring hospital treatment	Immobilising injury or trauma requiring hospital treatment	Severe injury or trauma requiring urgent hospital treatment	Very severe life-threatening event

and a likelihood scale for a hazard occurrence:

Likelihood Scale	1	2	3	4	5
Hazard occurrence	Highly unlikely	Unlikely	Possible	Likely	Very likely

Multiplying the two produces the risk score. Such a quantitative approach highlights priorities for management. An example is shown below:

Hazard	Likelihood	Severity	Risk Score	Management
Roadside walking	2	4	8	Keep group single file
Bag snatch	3	1	3	Valuables should be left in hotel safe
Steep, unstable slopes	4	2	8	Advise suitable footwear