

# Safeguarding Risk Assessment

<b>Service:</b> <i>Further education &amp; training</i>	<b>Reference:</b> <b>RA07</b>
<b>Activity:</b> <i>Safeguarding of learners during apprenticeship training.</i>	<b>Site:</b> 5 Globe Court, Denaby Main, Doncaster, DN12 4LH
<b>People at Risk:</b> <i>Learners, CP Staff, Visitors, Parents.</i>	<b>Additional Information:</b> <i>safeguarding checklist &amp; policy, Traffic Management &amp; Building Security Risk Assessments. This risk assessment will co-operate with other risk assessments such as: prevent, Accommodation, Health &amp; Safety.</i>

This safeguarding risk assessment complies with CPA policies and procedures that are in place and will be revised March 2020.

Reference numbers will be used instead of learner's name or initials for data protection purposes, and new risks will be added when alert form are put forward.

Any new hazards or identified risks that are added at later dates, will be identified by adding the date in the Hazard or identified risk column.

Safeguarding alert forms are kept locked up in the designated cupboard by the designated safeguarding officer (David Russell) or the deputy designated safeguarding officer (Leah Jackson).

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## Risk Evaluations

Hazard or identified risk	Risk	Initial Rating (L, M, H,)	Existing Control Measures	Final Rating (L, M, H,)	Additional Action Required (action by whom and completion date)
Members of the public	Harm to learners or staff	M	Please see below for visitors Same rules apply at all times. Parents may speak to their son/daughter only, but not interfere with learning time for others.	M	Consider identification on entrance to facilities, if unknown to staff.
Visitors	Harm to learners or staff	L	Visitors use staff entrance Pre-printed CPA visitors' badges. All visitors to sign in. Staff to be with visitors at all times. Unless funding provider or agreed in advance, no visitor is to interact with learners.	L	Consider identification on entrance to facilities, if unknown to staff.
Contractors	Harm to learners or staff by contractor's staff or equipment	M	Work to be organised to minimise the potential for problems, Contractors risk assessments and RAMS to be checked before work commences. Induction to be carried out identifying restricted areas, emergency routes, welfare and any specific prohibitions. Non-CRB checked workers not allowed access during training hours unless it's an	L	Where possible CRB checks to be undertaken.

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Hazard or identified risk	Risk	Initial Rating (L, M, H,)	Existing Control Measures	Final Rating (L, M, H,)	Additional Action Required (action by whom and completion date)
			emergency in which case director/s or manager/s must remain with them always.		
Guest Speakers	Harm to learners and staff		CRB checked and content discussed before interaction with learners Be accompanied by CPA staff at all times, if with learners a tutor must be present		<b>Prevent risk assessment</b>
<b>Accommodation</b>			<b>Please see specific accommodation risk assessment</b>		<b>Individual basis</b>
<b>Prevent</b>			<b>Please see prevent risk assessment RAG</b>		
Building/Grounds	Potential ease for un identified persons	<b>M</b>	Grounds to be checked daily for access possibilities, CCTV in place	<b>M</b>	Regular checks on fire door access, challenge any person who is in building without identification. Walk way access and limited parking spaces within grounds.
Health & Safety			<b>Please see Risk assessments RA06 building, flooring and construction.</b>		

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Hazard or identified risk	Risk	Initial Rating (L, M, H,)	Existing Control Measures	Final Rating (L, M, H,)	Additional Action Required (action by whom and completion date)
Internet usage	Inappropriate information, social media, chat forums Personal information.	<b>M</b>	Internet usage restricted to times while being observed by tutor and CCTV in place. No social media chat forums are allowed on CPA computer systems. Learners are told never to save any personal information onto the system or save passwords and logins and always observed whilst using equipment.	<b>L</b>	Consider prevent risk assessment
Emergency Situations	Emergency Services access.	<b>L</b>	Car park and front of building is kept organised to enable access to shutter door in case of emergency	<b>L</b>	This needs to be monitored constantly.

<b>Contact Person:</b> David Russell	<b>Job Title:</b> Curriculum Manager DSO	<b>Date:</b> 15/03/2019	<b>Review Date:</b> 15/03/2020
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