



Risk Assessment  
Form Cover sheet

Risk Assessment Version No.

**Version A**

Keep all previous versions on file

Premises :	Sutton Life Centre
Section :	E & L
Activity/Person/Area Assessed :	Life Skills Tours
Date of Assessment :	1.10.2010

Copy of form sent to Trade Union Safety Representative : NO

Risk assessment Form A attached : YES

Risk assessment Form B attached : NO

**Review Dates**

Set Review Dates	Review Completed Date	Were Changes Made?	Print Name	Signature
22.11.2011	22.11.2011	Sickness policy modified.	Bryan Martin	
22.11.2012	22.11.2012	NO	Bryan Martin	
17.6.2014	17.6.2014	NO	Bryan Martin	
17.6.2015	27.7.2015	No	Bryan Martin	
17.6.2016				

Is action required? : NO                      Confirmed by Line Manager? : YES

Lead Assessor's Name (please print): Bryan Martin

Signed: Bryan Martin

Date: 1.10.2010

Has action been taken? : NONE REQUIRED

Manager's Name (please print): TINA STEVENS

Signed: TINA STEVENS

Date: 1.10.2010

## Risk Assessment Form A

No	Hazard	People at risk	Existing control measure	Risk Rating: <b>High</b> or <b>Medium</b> use Form B
1	Legal Requirements	All	Insurance Certificate on display in staff area CRB checks required for all staff leading tours SLC	Low
2	Fire Safety	All	Separate Fire Risk Assessment in place Fire safety explained at beginning of each tour	Low
3	Access	Visitors	Safe Access to and from the building. All fire exits are kept clear from obstruction.	Low
4	Training	Staff	All staff have adequate training for providing school tours	Low
5	First Aid	All	All staff aware of location of the first aid boxes At least one member of staff on the school tour has first aid training.	Low
6	Equipment failure	Staff	Faulty equipment reported immediately and repairs carried out by trained/qualified staff	Low
7	Lifts	All	All staff aware how lifts work and regular servicing is carried out	Low
8	Accidents	All	All accidents reported immediately and recorded in accident book. Accidents covered by corporate insurance	Low
9	Pre tour questionnaires	Staff	All information regarding Pupil's health is available to all relevant staff before the tour so that all necessary provisions can be made. Documentation is stored in a secure manner due to it's personal nature.	Low

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No	Hazard	People at risk	Existing control measure	Risk Rating: <b>High</b> or <b>Medium</b> use Form B
10	Sickness	all	Spill kits in available in the staff room and the library workroom and which can be used by staff members and our cleaning contractors can arrive on site within 2hours to clear up the powder.	low
11	Disclosure room	All	Private area available on site.	low
12	Volunteers	All	All volunteers are supervised and are never left alone in a one to one situation with children during training while their CRB application is being processed.	Low
14	Safeguarding policy	Staff and volunteers	All staff have read and signed the SLC safeguarding policy	Low
15.	Staff to Student ratio	All	Staff to student ratio is keep within guidelines outlined by the head of Sutton's Children and Young People team.	Low

Risk Rating :

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard occurring

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects,

Low = current controls are adequate to minimise the risk so far as reasonably practicable