**National Deaf Children’s Society - Risk Assessment**

**Likelihood** **1 = unlikely** (I would be very surprised) **2 = possible** (I’d be a bit surprised) **3 = quite likely** (I wouldn’t really be surprised) **4=Almost certain** (I am expecting it)

**Severity / Impact 1 = minimal** (minor injury or low impact on event) **2 =moderate** (moderate injuries that may require hospital treatment or moderate impact on event **5 = serious** (more serious injuries involving a longer hospital stay or significant impact on event) **9 = critical** (fatality/number of persons seriously injured or major impact on event and NDCS)

**Total risk rating 1-5 = low priority** (minimal or even no action may be required) **6-10 = medium priority** (additional control measures or a change to systems may be required**)**

 **15-36 = high priority** (stop the activity or restrict /reduce until action has been taken)

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| **Event/Activity/Project: Roadshow Bus Visit**  | **Name of person undertaking RA:** |
| **Location & Date:**  | **Date undertaken:**  |
| **People at Risk:**  | **Signed off by:**  |
| **Additional background information this could be previous issues with providers etc that would be useful to know about, or frequency of previous successful events etc** |
| **What are the hazards?** **(describe the cause and consequence)** | **What controls are already in place(this can include future actions if they are standard practice)** | **Rating with existing controls** | **Further Action Required (Only complete if risk is currently too high or controls are missing)** | **Risk acceptable?** |
| **Likelihood (L)****1,2,3,4** | **Severity /Impact (S) 1,2,5,9** | **Total (LxS)** |
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| Damage caused to the property by Roadshow bus entering and exiting the venue | * The Organiser has checked the size of the space meets the needs of the bus via the online information
* The Organiser has informed all caretakers/groundskeepers/staff assisting with the parking of the vehicle of the size and weight restrictions
* The Organiser has secured the space and it is free of any cars, or other hazards
* The Roadshow team are trained HGV drivers and will support in the finding of a suitable place to park
 | 1 | 5 | 5 |  |  |
|  |
| Damage to the surface of the venue where the Roadshow bus is parked | * The Organiser has checked the size and weight of the bus via the online information
* The Organiser has spoken with relevant staff in their venue to ensure the surface is fit for the purpose
* The Roadshow team will not park on man hole covers, severely cracked, damaged or uneven surfaces
 | 2 | 2 | 4 |  |  |
| Injury to a child or adult while the Roadshow bus is being driven and parked in the venue | * The Organiser is to ensure that there are no staff or children around when the bus is entering and exiting the venue
* The Organiser to inform the Roadshow Team of any busy times to avoid and to provide a time for the team to arrive which avoids this
* The Roadshow team will ensure a staff member is outside of the bus to check for people while manoeuvring.
 | 1 | 9 | 9 |  |  |
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| Injury to a child or adult while the Roadshow bus is being set up and closed down | * The Organiser will ensure that if people will be around during set up and close down, the bus is roped off
* The Organiser will inform any people who will be around while the set up/close down is happening not to go near the bus
* The Organiser will inform attendees of opening and closing time and will not permit anyone access before or after this time as the bus can become dangerous when half assembled
* The Roadshow team will work in pairs to set up and close down and will check for people at all times
 | 1 | 5 | 5 |  |  |
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| Injury, slips, trips or falls to and adult or child while on the Roadshow bus | * The Roadshow bus has non-slip steps and secure hand rails to enter and exit
* The Organiser will ensure all attendees on the bus use these and are careful in wet weather
* The Roadshow bus has non slip floor coverings
* The Organiser will ensure at least one staff member is on the bus at all time
* The Roadshow team will work with the Organiser to ensure children and adults move safely around the bus
* The Roadshow team will not permit entry to the bus unless it is safe to do so
 | 1 | 2 | 2 |  |  |
| Electrical faults with the Roadshow bus while it is at the venue, resulting in power cuts, fire or damage to venue property | * The Roadshow bus has electrical safety certificates downloadable from the website
* The Roadshow bus is checked annually for safety compliance and all appliances on board are PAT tested.
* The Organiser will check that they have capacity in the venue to support the running of the bus electrics and power
* The Organiser will permit the Roadshow team access to the power supply throughout the duration of their stay
* The Organiser will ensure the venue complies with all electrical safety checks and fire regulations
* The Organiser will inform the team of fire procedures and assembly point on arrival at the venue
 | 1 | 5 | 5 |  |  |
| Slips, trips or falls caused by the Roadshow bus wires connecting from the bus to the school | * The Roadshow team will work with the organisers to ensure a safe place for the bus to be set up
* The Roadshow team will provide covers for any exposed wires
* The Organiser will cordon off the Roadshow bus if children will be near it at play times
 | 1 | 2 | 2 |  |  |
| Fatigue of Roadshow staff or exposure to excessive heat/cold.Roadshow staff not able to access basic facilities, such as toilets | * The Organiser should ensure a 1 hour break is timetabled into the schedule for the day
* The Organiser should provide water for staff and alert them before attending if this isn’t possible
* The Organiser will ensure the Roadshow team have access to facilities such as toilets and a staff room through the day
* The Roadshow team will request time off the bus if conditions become adverse due to the weather
 | 3 | 1 | 3 |  |  |
| The Roadshow team will be onsite for the duration of the day at the venue, where they will come into contact with children | * The Roadshow Team are DBS/PVG/Access NI checked, copies of these checks can be requested before the team arrive
* The Roadshow team have all undergone safeguarding training and have regular refreshers
* The Roadshow Team will sign in at reception and will wear any ID asked of them for the duration of their stay

PLEASE ADD ADDITIONAL MEASURES YOU WOULD TAKE AS AN ORGANISER, WHICH WILL BE SPECIFIC TO YOUR VENUE. |  |  |  |  |  |
| A safeguarding disclosure is made to a member of the Roadshow Team, from a child at the venue | * The Roadshow team will follow the procedure set out by the National Deaf Children’s Society
* The Roadshow team will report the concern/disclosure to the venues relevant Safeguarding lead
* The Organiser will provide information about their safeguarding lead in an efficient manner
* The Organiser will work with the Roadshow Team and the Safeguarding team to resolve the concern

PLEASE ADD ADDITIONAL MEASURES YOU WOULD TAKE AS AN ORGANISER, WHICH WILL BE SPECIFIC TO YOUR VENUE. |  |  |  |  |  |
| A safeguarding concern/report is made about the Roadshow Team, from a child at the venue | * The Organiser is to follow their own safeguarding procedures and is to contact the National Deaf Children’s Society

PLEASE ADD ADDITIONAL MEASURES YOU WOULD TAKE AS AN ORGANISER, WHICH WILL BE SPECIFIC TO YOUR VENUE.* The National Deaf Children’s Society will work with the Organiser and safeguarding lead to resolve the matter
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| PLEASE USE THIS SECTION TO DETAIL THE INDIVIDUAL NEEDS OF ANY CHILDREN ATTENDING. Please share with the Roadshow Team so we are aware before the visit. |  |  |  |  |  |  |
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| **Future Actions –this should be all action still to be taken – you can summarise if appropriate eg Welcome briefing with volunteers includes x,y,z** |  |  |  |
| **Actions** | **Action by whom?** | **Deadline for action** (date) | **Done** (date & signature) |
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