

Supply Teachers Risk Assessment



RISK ASSESSMENT FOR:		Supply Teachers	
Establishment: Hampstead Hill School	Assessment by:	Date:	
1st Review Date Due:	Manager Approval:	Date:	

Severity 1-3			Likelihood 1-3		
Minor	Slight injury/illness	1	Low	Where harm will seldom occur	1
Moderate	Injury/illness causing short term disability	2	Medium	Where harm will often occur	2
Severe	Fatality or major injury or illness causing long term disability	3	High	When it is certain or near certain that harm will occur	3

Hazard/Risk	Who is at Risk?	How can the hazards cause harm?	Likelihood Low (1) Medium (2) High (3)	Severity Minor (1) Moderate (2) Severe (3)	Risk (Multiply Risk x Severity)	Control Measures/Comment	Are Normal Control Measures Y/N/NA	
							In Place	Adequate
Possibly compromising safety of pupils	Pupils					1. All supply teachers in possession of school handbook outlining, for example: <ul style="list-style-type: none"> a. school routines b. measures for pupils' safety c. procedures for evacuation of building d. need to respect confidentiality e. procedures for dealing with parents 2. Procedures established for ensuring that all supply teachers have been checked by police. 3. Induction and supervision on day one, to ensure familiarity with school routines and all safety procedures. 4. Not to work alone.		

Supply Teachers Risk Assessment

Not vetted by police	Pupils					See above.		
Unaware of school routine and safety procedures	Pupils					See above.		
Possibly committing breaches of confidentiality	Pupils					See above.		
Having difficulties in dealing with parents	Pupils					See above.		
Working alone	Pupils					See above.		

Additional Hazards Identified in this School	Estimated Risk Level			Control Measures to be Instituted	Action Dated
	High	Medium	Low		

Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels)</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating <i>(see below)</i>

Supply Teachers Risk Assessment

<p>Health care plans are in place for those pupils with complex medical needs e.g. chronic or ongoing medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.)</p>				
<p>DATE OF REVIEW: <i>Record actual date of review</i></p>	<p>COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i></p>			
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<p>Employees informed of risk assessment via all of the following means:</p>	<ol style="list-style-type: none"> 1. Urgent announcement (if deemed necessary) to pupils and/or staff 2. Copy of this RA to all staff for insertion in their RA Handbooks 3. Copy of RA on notice boards and wherever else appropriate 			
<p>Employees to report newly-identified hazards via:</p>	<p>Written notification to the Principal</p>			
<p>Date of next assessment:</p>				
<p>Assessment frequency:</p>	<p>Yearly</p>			
<p>Date:</p>	<p>16.09.16</p>	<p>Signed:</p>		