

Appendix C - Risk Assessment
Work-related Learning Off-site

| Risk Assessment – Work Related Off-site Learning | | | |
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| Hazard | People Harmed | Risk Control | Further Action |
| Inability to look after oneself | Learners | <p>Home learning base/schools must be sure that the Learners can operate unaccompanied by an adult, but in a small group of up to 5 learners</p> <p>Home learning base/schools have a reasonable expectation that any instructions issued to the learners will be adopted by them.</p> | This requires a previous knowledge of the behaviour of the Learners and their capabilities to carry out instructions. |
| Emergency situations | Learners | <p>Ensure that learners have a method of making contact in the event of an emergency arising, and that they are aware of the correct procedure to adopt in these circumstances.</p> <p>Home learning base/schools to have emergency procedures in place to deal with any emergency situation arising.</p> <p>Placements sites to make clear exactly what Personal Protection Equipment (if any) is required for the duration of the placement.</p> | <p>Simple instruction card to be issued to all Learners with details printed on.</p> <p>Built into the home learning base/school emergency action plan.</p> |

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| Parental knowledge of arrangements | Parents | <p>Ensure that parents / carers are fully aware of the arrangements in place for the off-site learning including dates, times and exactly which activities will be undertaken.</p> <p>Arrangements in place for placements to contact the home learning base/ school when learners do not turn up for sessions, the school can then contact parents to alert them of absence.</p> | |
| Child Protection Issues | Learners | <p>Ensure that organisations to who visits are being made, have relevant child protection procedures in place.</p> <p>Ensure that all adults who will have regular or unsupervised access to learners have undergone relevant CRB checks.</p> | See the publication, Work Related Learning – Safeguarding Young People |
| Challenges when outside school | Learners | Learners to have a card issued by the home learning base/ school authorising their absence from the home learning base/school site with details of the placement and times / dates as appropriate. To be presented to officials (police, child welfare officers etc.) if challenged. | Relevant cards to be produced and issued. |
| Inappropriate placements | Learners | <p>Similar checks to be carried out upon providers as those completed for work experience placements including insurance, suitability, supervision, welfare, relevant policies & procedures, accident & emergency procedures, relevant risk assessments, lone worker policies, transport policies etc.</p> <p>Monitoring of placements by home learning base/school staff on a regular basis.</p> | To be checked centrally or individually by the home learning base/school. |
| Weather | Learners | Systems to be in place to get Learners home should there be weather emergencies during the placement. | |