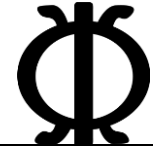


**RISK ASSESMENT AREA: CLOSURE OF CENTRE – SEVERE WEATHER**



ASSESSMENT COMPLETED BY:	Date:	Workplace: Big Bear Bespoke Education (Arun Court)	Employer:
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What are the potential hazards?	Who might be harmed?	Estimated risk level			What are we doing already?	What further action is necessary?	Action By Whom and Date	Completed?
		High	Med	Low				
Staff, Visitors and Children not aware of policies and procedures for temporary closure of school.	Staff Children Parents Visitors			x	Sharing policy with staff, parents and children during induction process.  Staff and school users made aware of where to find information on closure of school			
Policy and procedures for temporary closure of school are not followed: possibility of school users arriving at school.	Staff Children Parents Visitors			x	Regularly review of temporary closure policy with all staff and school users. (Reviewed September 2018)			

Communication with school users is very poor with no messages on website, answer machine or local radio.	Staff Children Parents Visitors			x	Director responsible for ensuring message left on answer machine, website, text and mail sent to numbers on file.  Local radio informed of closure.			
Parents, Children, Partner agencies and professionals arrive at school when it is closed.	Staff Children Parents Visitors			x	Director of staff responsible for ensuring member of staff present at school to assist and advice (If possible).  Member of staff must not leave premises until all children and school users have left safely.			
Emergency Contact Details	Staff Children Parents Visitors			x	Emergency contact forms regularly checked.  No entry at school until contact form has been received.			

<b>SIGNED:</b>	<b>DATE:</b>	<b>NEXT REVIEW/ASSESSMENT:</b>