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Quwwatul Islam

Empowering in the name of Peace

School Visit Risk Assessment

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This risk assessment is provided to assist school groups with planning their visit to Quwwatul Islam Masjid.

Before the visits begin a safety briefing will be given by the leader. This will include:

1. Expectations of behaviour – reminder that this is a place of worship
2. Potential hazards to look out for
3. Instructions to hold handrails at all times
4. No running
5. Staying as a group
6. Reminders of these will be given during the tour at appropriate moments

UNDERSTANDING THE RISK ASSESSMENT

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.

What are the hazards?	Who could be harmed and how?	What are the control measures?	Risk Rating	What further actions are required?	Action by whom?	Action by when?	Date completed
Child Protection/ Safeguarding	Pupils - possible injury or abuse by member of the public	<ul style="list-style-type: none"> • Pupils are NEVER alone – always remaining part of a group and in the care of school and QIM staff • Pupils remain responsibility of school staff AT ALL TIMES throughout the visit • No pupil allowed to use the toilet facilities without being accompanied by an adult • All education staff and volunteers wear name badges • Volunteers do not give enough hours to qualify for checks under the Vetting and Barring Service but most do have DBS clearance. 		Schools must comply with recommended ratio of pupils to school adults as per DFE guidelines:	School staff QIM staff Volunteers		
Pupil lost or separated from group	Pupil's - possible injury or abduction	<ul style="list-style-type: none"> • Maximum number for standard Trail led by Education Officer is 40 pupils unless otherwise agreed • Education Officer has contact details of school and school has full list of attendees • Each group led by Education Officer / trained volunteer accompanied by school staff • Where relevant, school group divided into smaller groups with numbers known to Education Officer and volunteers • CCTV is in operation 		Schools must comply with recommended ratio of pupils to school adults as per DFE guidelines:	School staff QIM staff Volunteers		

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On arrival at QIM and before entering the main doors	Pupils, staff and other adults Possible trip, slip or fall and injury	<ul style="list-style-type: none"> Buses drop off on Peel Hall St or Deepdale Mill St Flagstones and other trip hazards are regularly monitored. Area maintained by B w D Council 		Recommended that school undertakes own pre-visit Risk Assessment	School staff		
Movement around QIM	Pupils, staff and other adults Risk of injury due to trip, slip or fall or from electrocution	<ul style="list-style-type: none"> Access is restricted The floor is sound with no apparent trip hazards Access steps to first floor are all in sound condition The main areas is wheelchair accessible and is not obstructed Access to all areas is wheelchair accessible, except to the first floor which can be avoided During maintenance work the hazardous areas are isolated and warning signs displayed. Children remain supervised by responsible adults at all times Inspection carried out to assess quality of lighting before school arrives Telephones are accessible and trained First Aiders are within QIM grounds at all times School staff to ensure that pupils walk sensibly and do not run 		School staff MUST bring own First Aid kit	School staff QIM staff Volunteers		

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During the children's activities – risk of injury from use of glue or scissors	Pupils, staff and other adults	<ul style="list-style-type: none"> Activities are led by trained leaders Close supervision when using scissors and glue (NB not all visits will have onsite activity) 		School staff required to support children with activities	School staff QIM staff Volunteers		
Risk of injury from fire	Pupils, staff and other adults	<ul style="list-style-type: none"> Inform staff of fire and evacuation procedures on arrival 		Staff to support children in case of evacuation	School staff QIM staff Volunteers		
Electrical hazards	Pupils, staff and other adults	<ul style="list-style-type: none"> Exposed leads and cables are covered with safety mats. 		Extra care to be taken for large events	QIM staff		
Trips on steps	Pupils, staff and other adults	<ul style="list-style-type: none"> QIM staff draw attention to steps Steps to the first floor have a handrail and the edges are clearly marked in white Pupils MUST hold handrails when descending / ascending steps 		School staff to ensure pupils in single file	School staff QIM staff Volunteers		
Personal belongings	Pupils, staff and other adults	<ul style="list-style-type: none"> It is strongly advised that valuables are kept with the owner at all times Personal property remains the responsibility of individuals 		School staff and pupils			
First Aid provision	Pupils, staff and other adults	<ul style="list-style-type: none"> First Aid staff present within QIM grounds First Aid boxes in various locations 		Schools to bring First Aid box			