

RISK ASSESSMENT

Risk Assessment for:	Hall External Door Use including Hall Duties			Prepared by:	H&S Co-ordinators – S.L & V.D	
				Assessed by SLT:		
Location:	ROSEWOOD FREE SCHOOL & AVENUES SITE			Date of Assessment	September 2025	
				Review Date:	September 2027	
Hazard	Who might be harmed?	Hazards Identified which may cause harm – consequence	Existing Level of Risk	Control Measure and Precautions Taken	Additional Control Measures or Further Action Required	Remaining level of Risk
Hall duties – morning and afternoon	Employees, Learners, third parties	Safeguarding compromised by an intruder or the individual need of learner/s.	High – 24	<ul style="list-style-type: none"> Staff member on 'door duty' to be identified by wearing a high vis vest. Staff member on 'door duty' must either stay on duty until relieved by another staff member or lock the doors. In the event that a class team is late for a duty then staff in the hall to use their initiative, don the high vis vest, continue the duty until the class on duty take over. Staff member on 'hall duty' is responsible for the control of the door, to challenge unfamiliar parents/carers and escorts and ensuring escorts have their ID badges. They are not responsible for starting & finishing of start/finish song. Any handover from escort/parents/carer must be done to the relevant class member <u>not</u> the staff member on 'hall duty'. Class staff to ensure they arrive on 	<p>High vis vest stored in the hall.</p> <p>Refer to hall duty rota for class times and days of responsibility.</p> <p>Teachers to set class staff start & finishing times to ensure sufficient staffing levels for these periods.</p>	Med – 8

RISK ASSESSMENT

				<p>time and where necessary stay in the hall to maintain safety of learners while waiting for other class team to arrive.</p> <ul style="list-style-type: none"> • Every class should be represented in the hall to support their learners needs whether medical or communication and regulation and support with recognising parents/carers for pickup. • Staff representing their class should adhere to the timetable and this schedule. • Class staff to know what time their learners arrive to school and manage accordingly. • Staff member on 'door duty' must lock the door with both lock systems – high & low slide locks and hand turn lock at close of duty. • Hall phone is available for efficient communication. • Internal door should be kept shut unless being used. • <i>Parents, carers, and escorts are prevented from entering the school through the internal hall door. If they need to enter the school, they need to communicate with the school reception.</i> • Except for Nursery and first half of the Autumn Term (Ladybirds escorts and parents allowed after the song) 		
--	--	--	--	--	--	--

RISK ASSESSMENT

Hazard	Who might be harmed?	Hazards Identified which may cause harm – consequence	Existing Level of Risk	Control Measure and Precautions Taken	Additional Control Measures or Further Action Required	Remaining level of Risk
Hall duties – afternoon	Employees, Learners, third parties	Safeguarding compromised by an intruder or the individual need of learner/s.	High – 24	Learners must only leave the building with designated parents, carers, or escort. Communication from class teachers from parents/carers to teams is important to ensure safeguarding guidelines are adhered too.		Med - 8
Social events in the hall	Employees, Learners, third parties	Safeguarding compromised by an intruder or the individual need of learner/s.	High – 24	External school door can be open but manned at all times along with this the quad external doors, internal hall door and maintenance corridor door must be locked/shut to. The key person taking responsibility of the social event to ensure the above doors are shut and the external door is being manned.	Key lead to be informed to read this Risk Assessment by SLT and sign that they have done so.	Med - 8
During school learner pick-ups	Employees, Learners, third parties	Safeguarding compromised by an intruder or the individual need of learner/s.	High – 24	Any learners leaving school for appointments are to leave via reception and <u>not</u> through the school hall exit.		Med - 8
Whole school performance e.g. Christmas	Employees, Learners, third parties	Safeguarding compromised by an intruder or the individual need of learner/s.	High – 24	External school door to be locked during school hours.		Med - 8
Hall use – learners in the building including rebound mobility group	Employees, Learners, third parties	Safeguarding compromised by an intruder or the individual need of learner/s.	High - 24	External school door to be locked during school hours.		Med - 8
Hall use – learners <u>not</u> in the building	Employees and third parties	Safeguarding compromised by an intruder or the individual need of learner/s.	High - 24	External school door can be open but manned at all times including the school holidays.		Med - 8
Hall use regardless of hall divider in	Employees, Learners, third parties	Safeguarding compromised by an intruder or the individual need of learner/s.	High - 24	External school door to be locked during school hours.		Med - 8

RISK ASSESSMENT

use or not.						
High likelihood of risk – Likely to occur immediately or in the near future Medium likelihood of risk – will occur in time if no preventative action is taken Low likelihood of risk – Remote or unlikely to occur						

Date Reviewed	Comments
September 2024	Initial assessment – produced due to incidents in this area.
September 2025	Annual update