

HSES RISK MANAGEMENT PLAN

Date of Activity	Continuous	Group Leader	Volunteer Manager
Location of Activity	Level One	First Aider	Volunteer Manager and Creche Coordinator
	Wallace High School	Number of Students	100
	Albert Halls	Number of Volunteer Tutors	40

Hazard	Severity	Likelihood	Risk	Action taken to reduce risk	Residual risk
Faulty Electrical Equipment	High	Med	High	<ul style="list-style-type: none"> All electrical equipment, including any extension leads, must be tested by a certified electrician on an annual basis in collaboration with Level One (Baptist Church). If any faults are identified between tests, the item will be taken out of circulation until it has been properly repaired. All Volunteers to be informed that faults must be reported immediately to the Volunteer Manager. Students and Volunteers should be warned that they use such personal devices at their own risk. 	Low
Low voltage equipment (laptops, phones etc)	Low	Med	Low		Low
Faulty wiring	High	Low	Med	<ul style="list-style-type: none"> The building wiring is the responsibility of the building owner: verification of certification should be made annually. When it is necessary to use loose electrical leads, they will not be allowed to cross walkways unless taped to the floor. A supply of Gaffer (Duck) Tape should be made available for this purpose. 	Low
Fire	V High	Low	High	<ul style="list-style-type: none"> All fire exits have appropriate laminated signage and are left clear of obstructions. When there are more than 10 people in the building the main entrance door is secured 	Low

				<ul style="list-style-type: none"> in the open position so as not to hinder exit. Evacuation procedures, fire drills, must be held at least on an annual basis All members of staff have fire training and all volunteers are aware of relevant fire safety procedures. At the start of every social event people are made aware of fire safety procedures and exits are clearly pointed out. 	
Injury from participation in crowd activities e.g. Regular Lessons, Burns Supper, Ceilidhs, Outings.	Med/Low	Med	Med	<ul style="list-style-type: none"> Events are all ticketed - numbers are kept to within Fire Regulations for the building by controlling the number of tickets sold. Dancing is always supervised by an instructor, and dances are demonstrated beforehand. All moving of furniture is supervised by the Volunteer Manager, or Board Member. All Students and Staff are to be made aware that the stairs from the entrance of Level One Building are very steep, and slippery if wet; and that there is an alternative entrance via the Golden Lion car park for those less able. 	Low
Incident resulting from alcohol/drug consumption	Med	Low	Med	<ul style="list-style-type: none"> Any person suspected of being under the influence of or in possession of drugs or alcohol is refused entry to the premises. If the individual is deemed a threat to the wellbeing of any other person in the area the police will be notified. Smoking or vaping must only be done outside the building, at least 3m from the doorway. 	Low
Sexual harassment	High	Low	High	<ul style="list-style-type: none"> Volunteer Tutors will continually monitor their classes for any signs of harassment. All students will be made aware of the Complaints Procedure by which they can report harassment. No one-on-one teaching will be conducted in a closed classroom. 	Low



				<ul style="list-style-type: none"> Tutors should inform the Volunteer Manager of any one-to-one meetings or lessons outside the school premises. If they do become friendly or involved with a student, they must make the Volunteer Manager aware of the conflict of interest immediately. 	
Physical Vulnerability (bullying)	High	Low	Med	<ul style="list-style-type: none"> Volunteer Tutors will continually monitor their classes for any signs of bullying. All students will be made aware of the Complaints Procedure by which they can report their concerns. This should be included in the Volunteer Handbook. 	Low
Aggression between students (fighting)	Med	Low	Med	<ul style="list-style-type: none"> The SSE has a zero-tolerance policy towards fighting: any student, volunteer, or member of staff will be immediately excluded, pending investigation into the circumstances. Volunteer Tutors will continually monitor their classes for any signs of antagonism between students or groups. All students will be made aware of the Complaints Procedure by which they can report their concerns. 	Low
Aggravation towards tutors	Med	Low	Med	<ul style="list-style-type: none"> All volunteer tutors will be made aware of the Complaints Procedure by which they can report any concerns. Any incidence of aggravation should be reported immediately to the Volunteer Manager. 	Low
Mishandling of equipment (injury/breakage)	Med	Med	Med	<ul style="list-style-type: none"> All movement of equipment must be supervised by the Volunteer Manager, or someone delegated by the VM. 	Low
Computer hacking (Data Theft)	High/Med	Med	High	<ul style="list-style-type: none"> Updates for software should be applied as soon as available, to ensure any security patches have been uploaded. Emails should be checked regularly, and sensitive information filed elsewhere, or 	Low

				<ul style="list-style-type: none"> deleted. • Passwords must be changed regularly, and only made available to those delegated authority by the VM. • Anyone using the school laptop must be made aware of the school GDPR policy. 	
Computer failure (Data Loss)	Med	Med	Med	<ul style="list-style-type: none"> • All computer files must have regular data back-ups. • Only the Volunteer Manager, or someone delegated by the VM, may have access to the school computer, and any school account. 	Low
Sudden Illness (heart attack; Epileptic fit)	High/Med	Low/Med	Med	<ul style="list-style-type: none"> • Emergency Services Numbers should be displayed in Level One, with instructions on what to ask for when making such a call. • A qualified First-aider should be available at teaching sites, and for any off-site event. • The location of the nearest defibrillator should be clearly posted on the First Aid Kit. 	Low
Incapacity/Sudden resignation of Manager	Med	Low	Med	<ul style="list-style-type: none"> • A list of designated key holders (minimum 2 people) should be available. • The Board would take control of the school, and appoint a suitable deputy, or rota of volunteers to fill the role. 	Low
Slips, trips, cuts, and bruises	Low	Med/High	Med	<ul style="list-style-type: none"> • A first Aid box must be available, and its location clearly advertised. • A qualified First-aider should be available at teaching sites, and for any off-site event. 	Low
Severe weather	Med	Med	Med	<ul style="list-style-type: none"> • Notification to be made via email and social media channels if severe weather warning means lessons are to be cancelled. • VM to proactively monitor weather warnings and take decision to cancel lessons if necessary. • Volunteer/Student handbook and website to give details of social media. 	Low
Tutor Unavailability	Low	Med	Low	<ul style="list-style-type: none"> • Tutors to be reminded to warn VM with as much notice as possible of absences. 	

				<ul style="list-style-type: none"> • Volunteer Handbook to include contact numbers 	
Personal safety and coronavirus	high	medium	high	<ul style="list-style-type: none"> • Volunteers should confirm to their line manager that they are free of coronavirus symptoms and that they haven't had them in the past 7 days. • They should also confirm that members of their household have not had symptoms in the past 14 days. • If this situation changes, volunteers must inform the manager and cease face-to-face contact with service users immediately. • Line managers will check with volunteers every week that they are symptom free. • Volunteers should always adhere to the latest government regulations for social distancing and keeping themselves and others safe during the crisis. • The volunteer must inform the volunteer manager if they are experiencing symptoms and not carry out their role. Further information can be found here https://www.nhs.uk/conditions/coronavirus-covid-19/ 	moderate
Civil unrest outside building, riot or disturbances aimed at refugees and Immigrants	high	low	low	<ul style="list-style-type: none"> • Lock doors from corridor into classrooms • Dial 999 for Emergency Services • Prepare evacuation route, in case situation deteriorates 	Low
Terrorism: unauthorized persons entering building	Very high	low	low	<ul style="list-style-type: none"> • Use furniture as barricade • Evacuate building as quickly as safely possible • Dial 999 for Emergency Services 	Medium/low

Useful contacts

As part of effective contingency planning, this list of contacts should be obviously available as a matter of course. Names and phone numbers can be added to this page and the whole list can be attached to the learning centre wall and in the staff / volunteer handbook and regularly updated.

Contact	Name	Phone number
Police		999
Chief Social Worker	Stirling Social Services	01786 404040
Chair of Board	David Howes	07794702686
School Manager	Ilona Hunter	07742514087
First Aiders	Ilona Hunter, creche coordinator	07742514087
Fire brigade		999/01786472223
Doctor / Health Centre		111
Hospital	Stirling Community Hospital	01786434000
Local religious groups e.g. Baptist Church	Stirling Baptist Church	01786450581
Voluntary agencies	Volunteer Scotland	01786479593
Other emergency numbers		
This list was updated on 30/04/2025	<p>Signed by school manager:</p>  <p><u>Ilona Hunter</u></p>	<p>Signed by Chair of Board:</p>  <p><u>David Howes</u></p>

This Risk Assessment will be reviewed and updated each school year.

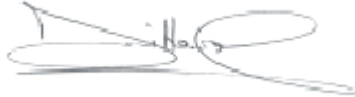
The Rock Centre holds current Employer Liability Insurance. The Stirling School of English hold current Volunteer Liability Insurance

Risk Assessment prepared by:

David Howes

Date: 03/05/2019

Signed:



Verified by:

Ilona Hunter

Date: 07/05/2019

Signed:



Last review: April 2025

Stirling School of English SCIO is a Charity registered in Scotland No SC051748