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| --- | --- | --- | --- |
| **No** | **Missing Child**  | **Date:**  | **Review:**  |
| **POSSIBLE HAZARD**  | **PERSONS AT RISK**  | **CONTROLS**  | **RISK**  |
| * Unauthorized person taking children
 | * Children
 | * Daily Risk assessments carried out
* All doors internal and external secured
* Children supervised at all times and regular head counts done.
* No unauthorised entry permitted.
* Sign-in and sign-out procedure in operation.
* Authorisation to collect child form to be completed.
* Children only given to authorised persons.
* Call Gardaí if unauthorised person presents to collect child.
* Outings policy and risk assessment in place
* Keys only available to staff and out of reach of children
* Fences high and secure
* Outdoor gates secure
 | N/A |
| **FINAL ASSESSMENT**  | **OVERALL RISK: LOW - as long as all ‘Actions’ are in place.** |

**Notes on completing above**

The risk assessment sheet above indicates **low risk** if all controls are in place (see risk rating sheet in this pack). This should be changed to Medium or High if the relevant controls are not in place and action taken to address the non-compliances. This should be noted in the Comments box.

Low: Indicates risks, which either give rise to a minor injury or the likelihood of its occurrence is low.

Medium: Indicates a medium risk due to either increased potential severity of injury or to a likelihood or more frequent occurrence.

High: Indicates that a high risk (severe injury) is associated with that hazard and the likelihood of its occurrence is not so low as to be

 ignored.

Daily Risk assessments should also take place. See daily Risk Assessment Pack

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| **Reviewed** | **Date:** | **By whom:** | **Final assessment/overall risk**  |
| Reviewed | 22/08/2019 | Lidia Glowka | Low-all actions are in place |
| Reviewed –the changes are marked in green | 28/02/2020 | Lidia Glowka | Low- all actions are in place |
| Reviewed and updated – due to COVIC-19 pandemic – the changes are marked in red | June 2020  | Lidia Glowka | Low-all actions are in place |
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