



Overview: Ceracycloan is open to the public firstly as a cycle shop, secondly as a workshop where customers will either purchase bicycles or book them in for repair. The shop and workshop areas are all open plan and therefore are frequently visited by the general public. With this in mind not all visitors will be asked to sign in (**i.e. customers will not be required to sign in nor show any ID**) however clients and or visitors specifically arriving and staying on site for meetings or provisions will be requested to sign in to ensure a roll call can be made given any reason for evacuation of the building, day to day customers will not be entered into a roll call. This applies to all parts of this assessment

ASSESSORS NAME/S: (Please PRINT)	DATE:	REVIEW DATE:	Persons at risk: CERA customers, staff, Volunteers and Visitors
Brian Pendlebury	02/05/2017	As and When required	This assessment has been completed to accommodate All areas of... CERA Ltd, Swallow Mill Business Centre, Swallow Street, Higher Hillgate, Stockport, SK1 3HJ

Part 1 CERA Cycle Maintenance Activities; Pages 1 to 8

<p>It is a requirement that all workers involved in delivering a session must read, discuss, print name and sign this document to verify the document has been given due attention prior to conducting a session.</p>	NAME			
	SIGN			
	NAME			
	SIGN			
HAZARDS and/or HAZARD REFERENCE NO.	PRECAUTIONS / PREVENTATIVE MEASURES ALREADY IN PLACE	RESIDUAL RISK	WHAT FURTHER ACTION IS REQUIRED?	WHO / WHEN
Code of conduct and health and safety requirements	Cera staff to give a brief recap of the content of the induction i.e. <ul style="list-style-type: none"> Welfare facilities 	low	Cera staff to ask all participants if the information	Cera staff before starting a provision



<p>Bike maintenance</p>	<ul style="list-style-type: none"> • Smoking policy • Health and safety requirements • Behaviour expectations • Consequences • First aid facilities • Evacuation procedures 	<p>LOW</p>	<p>was clear and understood by all and also ask if any further questions need to be answered Any disregard will result in a session being ended and the relevant contractor notified</p>	<p>Cera staff to notify cera management of any disregard at the earliest point management will contact the contractor</p>
<p>Risk of bike falling over in workshop</p>	<ul style="list-style-type: none"> • ALL bikes are labelled with a 20 point service check list CERA staff MUST sign of all work completed • CERA workers to ensure set up and storing of equipment is a team effort. • All bikes must be securely attached to the cycle work stands before work commences and this must be checked by CERA staff 	<p>LOW</p>	<p>CERA staff to ensure the workshop is set up in line with all health and safety requirements</p> <p>On completion CERA staff must ensure all equipment is put away neatly ready for next session 20 mins before end of sessions .</p>	<p>CERA staff every morning before commencing work</p> <p>CERA staff before work begins</p> <p>CERA staff on completion</p>
<p>Skin Allergy dermatitis</p>	<ul style="list-style-type: none"> • Rubber Gloves or Barrier cream to be offered to protect hands from oil and Swarfega to be offered to wash hands 	<p>LOW</p>	<p>CERA Staff to offer gloves and / or barrier cream and swarfega to wash hands</p> <p>CERA staff to ensure all attendees understand the importance of hand washing</p>	<p>CERA staff before activity begins, before breaks and at end of activity.</p>
<p>Risk of injury – lifting bikes</p>	<ul style="list-style-type: none"> • On completion of sessions all bikes must be stored in order, labelled and stored securely and neatly by participants supported by CERA staff. 	<p>LOW</p>	<p>CERA staff to ensure all bikes are stored in a secure and safe manner. Any lifting must be carried out in line with lifting ratios (see final page)</p>	<p>CERA staff at the end of the activity</p>
<p>Specialist Courses</p>	<ul style="list-style-type: none"> • Where required specialist course activity will be conducted by a Cera 	<p>LOW</p>	<p></p>	<p>Cera mechanics</p>



<p>Risk of minor abrasions/cuts from cables</p> <p>Soiling own clothing</p> <p>Injury to feet</p>	<p>Cycle Mechanic to give class room tuition.</p> <ul style="list-style-type: none"> • Individuals will be made aware of possible dangers when working with brake and gear cables! • Aprons must be offered to participants by Cera staff which must be worn to protect personal clothing • Sturdy footwear to be advised and worn however steel toe capped footwear is not a requirement. 	<p>LOW</p> <p>LOW</p> <p>LOW</p>	<p>All cera mechanics are required to read this document and ensure all aspects are carried out</p> <p>CERA staff to ensure all understand the importance of handling cables correctly and the dangers attached.</p> <p>CERA staff must ensure use of aprons and explain they must be tied at the front as per health and safety requirements</p> <p>CERA staff to refuse access to workshop if inappropriate footwear is worn.</p>	<p>CERA staff before activity begins</p> <p>CERA staff to ensure aprons are worn before activity begins</p> <p>CERA staff to check footwear is sturdy before session begins.</p>
<p>Student Medication</p>	<p>Schools are requested to inform all students to bring any medication they may be taking with them to Ceracycloan – all Medication will be labelled and stored securely at the Ceracycloan reception (This includes Asthma inhalers as per the Ceracycloan Asthma policy and procedure) Ceracycloan staff will ensure the any student has access to their own prescribed medication</p>	<p>Low</p>	<p>CERA staff to label and store medication securely and permit assess to it by the owner of any Medication</p>	<p>CERA staff to have a full understanding of who has Medication on site</p>



First Aid	First Aid kit and First Aider will be on site at all times and the first aid kit is located behind reception. All injuries will be entered on the CERA accident forms. A first aid kit and eye wash will be located in the workshop further to this there will be a second first aid kit in the Cera Shop .	Low	If hospital attention is required ... CERA staff to ring for ambulance and notified participant contacts	CERA workers as and when required
Out of service staff i.e. volunteers or staff who are not employed at CERA or CERA CRB / DBS cleared volunteers	All attendees under the age of 18yrs must be accompanied and supervised by CERA staff at all times. Under no circumstances should under 18yrs be left alone with others who are not CRB / DBS cleared - CERA employees or volunteers	LOW	CERA employees must ensure they are supervising and accompanying under 18yrs attendees at all times whilst conducting activities	CERA staff to manage these requirements at all times
Fire	A fire assembly point in car park opposite CERA premises (escape route is posted on CERA premises grouped in a position of safety to be allocated and discussed with all present. On opening up the building CERA staff must ensure the fire exits are unlocked ready for emergency use All CERA staff will have training during induction re fire evacuation procedure's	Low	All participants to sign in. In case of a unforeseen fire or in a test - Fire Safety Officer to escort people to the pre-agreed position of safety and carry out evacuations in accordance with this directive.	CERA worker to make checks on arrival at site and inform all on site of the procedures and manage a safe evacuation where required
Slippery Surfaces	Any spillages too be wiped up at the earliest opportunity. Sign to highlight wet floor to be used.	Low	CERA staff to monitor any spillages and participants to be advised to clean up or report issues at the very earliest point	CERA staff throughout all sessions
Step Ladder use	On occasion step ladder use may be used however the step ladders must be footed by a responsible adult and the user will not place	Low	CERA staff to monitor usage and ensure footing of ladders is taking place if in use	CERA staff when ladders are being used



	feet higher than the second to top rungs in line with HSW act 1974			
Transportation Of clients	<p><u>Parental consent to be obtained from services and provided to CERA for transportation to take place</u></p> <p>Own Vehicles...CERA staff to ensure they have business insurance and that all individuals in a vehicle have their seat belt fastened before the vehicle is in motion. (under 18yrs must be seated in the rear of the vehicle with child locks applied where available.)</p> <p>Accidents...In case of any accidents; where possible remove all occupants from the vehicle into a place of safety.</p>	Low	All CERA Staff to ensure preventative measures are in place and further to this if staff experience any difficulties they are to stop the vehicle at the first and safest opportunity, cease transportation and contact the CERA duty manager immediately.	CERA worker before the journey begins and assessing the journey throughout.
Highly Inflammable Substances	<p>Aerosol cans of lubricant will be used in the workshop for the purpose of oiling parts. CERA staff are to monitor the correct use of these aerosols and ensure NO naked flames are in the locality of use. This will be covered in the induction</p>	Low	CERA Staff to ensure correct use of aerosol oil and requirements are understood and in place before a session begins any misuse of aerosols by participants will result in their session being ended.	CERA staff to monitor throughout the session and will deal with any misuse as directed.
Highly Inflammable Substances	<p>Industrial degreaser / cleaner is used via a professional standards machine, protective eye wear and rubber gloves must be worn when using this facility. This machine is</p>	Low	Cera staff to ensure anybody using this facility is to wear, protective eye wear and	CERA staff to monitor throughout



	maintained by a professional company "Safetyclean" who also dispose of used degreaser and replace with new		rubber gloves must be worn when using this facility as directed by health and safety signage located on the machine. Any misuse of this facility will result in a session being ended and the relevant contractor notified	the session and will deal with any misuse as directed.
Smoking	CERA staff must advocate a no smoking policy – staff do not smoke in front of any CERA clients or customers at any time – all attendees are to be notified that anybody wishing to smoke must do so outside of the cera premises in designated smoking areas ONLY.	Low	CERA staff to promote stop smoking alternates, ensure attendees are aware of requirements before task begins and ensure the requirements are adhered to throughout attendance	CERA staff throughout the session
Supply of Refreshments	CERA provide Tea, coffee and soft drinks There is use of a kettle and microwaves and fridge for those wishing to prepare or store food. There is also a clean workspace available for use. Signs are displayed clearly stating that the kitchen sink is for pot washing use ONLY dirty hands must be washed in the toilet sink facilities.	LOW	CERA staff to advise attendees of refreshment areas and expectations when using these areas	CERA staff to give information on induction
Welfare Facilities	Attendees can use the welfare facilities located within CERA premises CERA staff to monitor use and numbers using the facilities at any one time CERA staff to check welfare facilities every 3 hrs to ensure they are clean and tidy	LOW	CERA staff to report any damage to Cera management. Damage caused by participants must be paid for the responsible contractor	CERA staff throughout session and before leaving CERA premises



<p>Any concerns regarding behavioural issues</p>	<p>CERA staff are trained in use of conflict management. If discussion has been exhausted CERA worker will ask any individuals causing nuisance if they would like to leave the CERA premises and also discuss / outline any consequences of this.</p>	<p>LOW</p>	<p>If the decision is taken to call off a session CERA staff to notify parents of individuals under 18yrs or likewise inform the appropriate contractor</p>	<p>CERA worker as and when required</p>
<p>Respect for property and others</p>	<p>CERA staff to give a brief talk before beginning the task and this concern will also be covered in each induction .</p>	<p>LOW</p>	<p>CERA staff to report any issues to Cera management. Any damage caused by participants must be paid for the responsible contractor and this will result in the session ending and the contractor notified</p>	<p>CERA workers constantly assessing the situation.</p>
<p>Individual and personal risks concerns, allergies etc... Client and staff Allergy , conditions, medical requirements</p> <p>Offsite events and festivals</p>	<p><u>The contractor will be responsible for supplying</u> all information in relation to any risk, medical issues or allergies this information will be entered into the referral paperwork when requesting a service.</p> <p>This information will be kept password protected and will not be used for any other purpose other than CERA activities related to the service provision.</p>	<p>LOW</p>	<p>CERA staff to read the activity attendance paperwork and where required have this information ready to pass on to emergency services if required</p>	<p>CERA staff before commencing any activity with small groups or individuals</p>

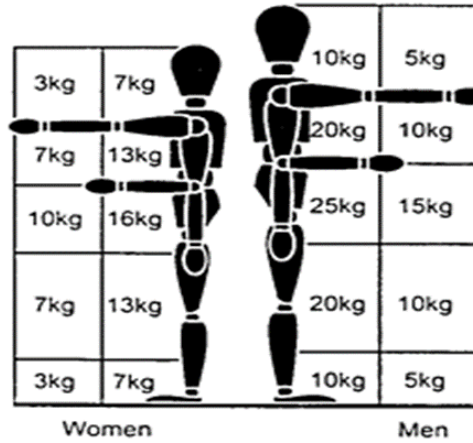


<p>Use of cordless drills and other tooling aside from standard bike mechanics tooling</p>	<p>All off site events and or festivals will have an organiser risk assessment which will be made available the CERA ltd as required</p> <p>All use of such equipment or tooling must be fully explained by Cera Staff before use by a participant. Once explained Cera staff must mentor further use on a 121 .</p>	<p>Low</p> <p>Low</p>	<p>CERA Ltd to request organiser RA</p> <p>Any misuse of this type of tooling will result in a session being ended and the relevant contractor notified</p>	<p>CERA Director to request</p> <p>CERA staff to monitor / mentor throughout and report any issues ASAP</p>
<p>Injury from lifting</p> <p>Other work related activities</p>	<p>See below ratios diagram below</p> <p>On occasion other work related activities may need undertaking as part of the working day (this may not involve cycle maintenance) these activities will be dynamically risk assessed</p>	<p>LOW</p> <p>Low</p>	<p>CERA staff to work in line with guidance below</p> <p>If it is the case that a dynamic results in the task requiring a written risk assessment Cera staff will postpone the task until a further risk assessment is completed</p>	<p>CERA worker when delivering sessions</p> <p>Cera staff to assess any risk before undertaking an activity outside of the cycle maintenance workshop</p>

Guidance weights for male and female lifting ratios

Please ensure the following

1. All young people to lift **NO MORE than 7Kg in weight**
2. Give a brief talk as to safety issues.
3. Lifting guidance is given (bend legs, hold item and rise in an upright position using the legs to rise).



Part 2 - CERA Arts and Creative Design Workshop - Pages 9 to 14

<p>It is a requirement that all workers involved in delivering a session must read, discuss this document prior to conducting a session.</p>	NAME
	SIGN
	NAME
	SIGN



HAZARDS and/or HAZARD REFERENCE NO.	PRECAUTIONS / PREVENTATIVE MEASURES ALREADY IN PLACE	RESIDUAL RISK	WHAT FURTHER ACTION IS REQUIRED?	WHO / WHEN
<p>Upcycling provision</p> <p>Setting up the provision either on or off site</p> <p>Skin Allergy dermatitis</p> <p>Risk of minor abrasions/cuts from cables</p> <p>Soiling own clothing</p>	<ul style="list-style-type: none"> • ALL groups must receive a health and safety induction before any provision starts • All staff to ensure set up / break down and storing of equipment is conducted in a safe manner and is a team effort. • All equipment / tools must be stored in designated safe areas <ul style="list-style-type: none"> • Rubber gloves or barrier cream to be offered to all engaging in this activity. <ul style="list-style-type: none"> • Individuals will be made aware of possible dangers when working with brake and gear cables! <p>Overalls are to be offered</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p> <p>Low</p> <p>LOW</p> <p>LOW</p> <p>LOW</p>	<p>CERA staff to ensure the project is set up in line with all health and safety requirements</p> <p>On completion CERA staff must ensure all equipment is put away neatly ready for next session.</p> <p>CERA Staff to offer use of rubber gloves CERA staff to ensure all attendees understand the importance of hand washing CERA staff to ensure all understand the importance of handling cables correctly and the dangers attached.</p> <p>CERA staff to explain that soiling to own clothing may occur and work aprons are offered and advised to be worn</p>	<p>CERA staff on set up</p> <p>CERA staff before task begins</p> <p>CERA staff on completion</p> <p>CERA staff before activity begins, before breaks and at end of activity.</p> <p>CERA staff before activity begins and again before handling of cables takes place</p> <p>CERA staff before session begins</p>



Student Medication	Schools are requested to inform all students to bring any medication they may be taking with them to Ceracycloan – all Medication will be labelled and stored securely at the Ceracycloan reception (This includes Asthma inhalers as per the Ceracycloan Asthma policy and procedure) Ceracycloan staff will ensure the any student has access to their own prescribed medication	Low	CERA staff to label and store medication securely and permit access to it by the owner of any Medication	CERA staff to have a full understanding of who has Medication on site
First Aid	First Aid kit and First Aider will be on site at all times and the first aid kit is located behind reception. All injuries will be entered on the CERA accident forms. A first aid kit will be located in the workshop further to this the cycle maintenance workshop will also have a first aid kit if extra first aid assistance if required.	Low	If hospital attention is needed... CERA staff to ring for ambulance (if required)	CERA workers as and when required
Fire	A fire assembly point (car park opposite Cera Ltd) in a position of safety will be allocated by the fire marshals and register is to be taken – escape route is posted on CERA premises	Low	All participants/visitors to sign in. In case of a unforeseen fire or in a test - Fire Safety Officer to escort CERA visitors to the pre-agreed position of safety and carry out evacuations in accordance with CERA policy and evacuation procedures	CERA worker to make checks on arrival at site and inform all on site of the procedures and manage a safe evacuation where required
Glue Guns	Use of hot glue guns must be supervised at all times and specific instruction on how to use the equipment is required.	Low	CERA Staff to ensure correct use gluing and requirements are understood and in place before a session begins	CERA staff throughout the session



Degreasing machine	The degreasing machine is safe to use and located in a contained area – gauntlet rubber gloves must be worn and protective goggles	Low	CERA staff must give a usage guidance talk all who intend to use the degreaser	CERA staff before attendees use the degreasing machine
Smoking	CERA staff must advocate a no smoking policy – staff do not smoke in front of any CERA clients or customers at any time – all attendees are to be notified that anybody wishing to smoke must do so outside of Cera in designated smoking areas ONLY.	Low	CERA staff to promote stop smoking alternates, ensure attendees are aware of requirements	CERA staff throughout the session
Supply of Refreshments	CERA provide Tea, coffee and soft drinks There is use of a kettle and microwaves and fridge for those wishing to prepare or store food. There is also a clean workspace available for use. Signs are displayed clearly stating that the kitchen sink is for pot washing use ONLY dirty hands must be washed in the toilet sink facilities.	LOW	CERA staff to advise attendees of refreshment areas and expectations when using these areas	CERA staff to give information on induction
Welfare Facilities	Attendees can use the welfare facilities located within Cera premises, CERA staff to monitor use and numbers using the facilities at any one time CERA staff to check welfare facilities to ensure they are clean and tidy -	LOW	CERA staff to supervise the amount of under 18yrs using the welfare facilities at any one time. And ensure cleanliness of facility before leaving	CERA staff throughout session and before leaving CERA premises
Any concerns regarding behavioural issues	CERA staff are trained in use of restorative conflict management. If discussion has been exhausted CERA worker will ask any individuals causing nuisance if they would like to leave the CERA premises and also discuss / outline any consequences of this.	LOW	If the decision is taken to call off a session CERA staff to notify agencies related to individuals to inform the appropriate contractor	CERA worker as and when required



<p>Respect for property and others</p>	<p>Cera have an expected code of conduct which is discussed in the induction before starting a programme</p>	<p>LOW</p>	<p>Failure to comply with the code of conduct will result in the session ending and the contractor notified</p>	<p>CERA workers constantly assessing the situation on site</p>
<p>Individual and personal risks concerns, allergies etc... Client and staff Allergy , conditions, medical requirements</p>	<p><u>The contractor will be responsible for supplying all</u> information in relation to travel arrangements, lunch provisions, any potential risk, medical issues or allergies this information will be entered into the referral paperwork when requesting a service.</p> <p>This information will be kept password protected and will not be used for any other purpose other than CERA activities related to the service provision.</p>	<p>LOW</p>	<p>CERA staff to read the activity attendance paperwork and where required have this information ready to pass on to emergency services if required</p>	<p>CERA staff before commencing any activity with small groups or individuals</p>
<p>Hand tooling</p> <p>Battery power tools</p> <p>Electrical power tooling</p>	<p>Some hand tools such as sewing needles, thread picks and be dangerous if used incorrectly or inappropriately Cera staff to supervise usage</p> <p>CERA staff must give usage tuition, supervise and mentor use of these types of tooling –</p> <p><u>CERA staff ONLY TO USE THIS TYPE OF TOOLING</u></p>	<p>LOW</p> <p>LOW</p> <p>LOW</p>	<p>CERA staff to explain risk during the tuition talk and monitor use throughout</p> <p>CERA staff to mentor under 18yrs using this tooling and also give an tuition safety talk to the group and or individuals</p> <p>CERA staff ONLY to use electrical power tools</p>	<p>CERA staff before session begins</p> <p>CERA staff explain before and mentoring throughout the session</p> <p>CERA staff to cover in the induction talk</p>

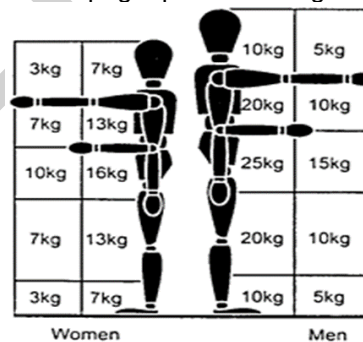


Injury from lifting	See below ratios diagram below	LOW	CERA staff to work in line with guidance below	CERA worker when delivering sessions
Sewing machine use	Cera staff must give tuition talk outlining risk and safety to students and mentor student use thereafter	Low	Cera staff to monitor use throughout, manage risk and cease use if any concerns arise	Cera staff throughout provision
Packaging and posting	All attendees will be shown a correct procedure and mentored throughout, any tape cutting devise will be specific to packing and no separate unrelated bladed article will be used to cut tape	Low	Cera staff to monitor	Cera staff throughout provision

Guidance weights for male and female lifting ratios

Please ensure the following

4. All young people to life **NO MORE than 7Kg in weight**
5. Give a brief talk as to safety issues.
6. Lifting guidance is given (bend legs, hold item and rise in an upright position using the legs to rise).





Part 3 - CERACYCLOAN HUB and Canteen - pages 15 to 17

<p>It is a requirement that all workers involved in delivering a session must read, discuss this document prior to conducting a session.</p>		NAME		
		SIGN		
		NAME		
		SIGN		
HAZARDS and/or HAZARD REFERENCE NO.	PRECAUTIONS / PREVENTATIVE MEASURES ALREADY IN PLACE	RESIDUAL RISK	WHAT FURTHER ACTION IS REQUIRED?	WHO / WHEN
<p>Classroom use Cables</p>	<p>No cables for laptop use should pass along the floor or obstruct any walk way There are 6 seats around the board table and eight plug sockets available on the table top along with 4 USB ports</p>	Low	<p>Cera staff and or subcontracted staff to ensure no walk way is not obstructed</p>	<p>Throughout any sessions</p>
<p>First Aid</p>	<p>First Aid kit and First Aider will be on site at all times and the first aid kit is located behind reception. All injuries will be entered on the CERA accident forms. A first aid kit will be located in the Arts and Creative design workshop further to this the cycle maintenance workshop will also have a first aid kit and first aiders if extra first aid assistance if required.</p>	Low	<p>If hospital attention is needed... CERA staff or subcontracted staff to ring for ambulance (if required)</p>	<p>CERA workers / subcontracted staff as and when required</p>
<p>Safeguarding</p>	<p>All Cera staff and Volunteers will have an up to date DBS check in place via Cera Ltd –</p>	LOW	<p>CERA employees and / or subcontracted staff must ensure they are supervising and</p>	<p>CERA staff and / or subcontracted staff</p>



staff i.e. Cera Staff, volunteers or subcontracted staff	Subcontracted staff must produce a valid DBS check		accompanying under 18yrs attendees at all times whilst conducting activities	to manage these requirements at all times
Fire Fire continued...	A fire assembly point car park opposite CERA premises and a position of safety will be allocated and discussed with all present. escape route is posted on CERA premises Subcontracted staff must familiarise themselves with Cera Ltd Policies and procedures in case of emergencies	Low	All participants/visitors to sign in. In case of a unforeseen fire or in a test - Fire Safety Officer to escort CERA visitors to the pre-agreed position of safety and carry out evacuations in accordance with CERA policy and evacuation procedures	CERA worker to make checks on arrival at site and inform all on site of the procedures and manage a safe evacuation where required
Smoking	CERA staff must advocate a no smoking policy – staff do not smoke in front of any CERA Clients or customers at any time – all attendees are to be notified that anybody wishing to smoke must do so outside of Cera in designated smoking areas ONLY.	Low	CERA staff to promote stop smoking alternates, ensure attendees are aware of requirements	CERA staff throughout the session
Supply of Refreshments and use of canteen	CERA provide Tea, coffee and soft drinks There is use of a kettle and microwaves and fridge for those wishing to prepare or store food. There is also a clean workspace available for use. Signs are displayed clearly stating that the kitchen sink is for pot washing use ONLY dirty hands must be washed in the toilet sink facilities.	LOW	CERA staff to advise attendees of welfare areas and expectations when using these areas	CERA staff to give information on induction
Welfare Facilities	Attendees can use the welfare facilities located within Cera premises, CERA staff to monitor use and numbers using the facilities at any one time CERA staff to check welfare facilities to ensure they are clean and tidy -	LOW	CERA staff to supervise use of the welfare facilities at any one time. And ensure cleanliness of facility before leaving	CERA staff throughout session and before leaving CERA premises



<p>Any concerns regarding behavioural issues</p>	<p>CERA staff are trained in use of restorative conflict management. If discussion has been exhausted CERA worker will ask any individuals causing nuisance if they would like to leave the CERA premises and also discuss / outline any consequences of this.</p>	<p>LOW</p>	<p>If the decision is taken to call off a session CERA staff to notify agencies related to individuals to inform the appropriate contractor</p>	<p>CERA worker as and when required</p>
<p>Respect for property and others</p>	<p>Cera have an expected code of conduct which is discussed in the induction before starting a programme</p>	<p>LOW</p>	<p>After discussion is exhausted Failure to comply with the code of conduct will result in the session ending and the contractor notified</p>	<p>CERA workers constantly assessing the situation on site</p>
<p>Individual and personal risks concerns, allergies etc... Client and staff Allergy , conditions, medical requirements</p>	<p>The contractor will be solely responsible for <u>supplying all</u> information in relation to young person's travel, lunch arrangements, any risk identified, medical issues or allergies this information is expected to be entered into the referral paperwork when requesting a service.</p> <p>This information will be kept password protected and will not be used for any other purpose other than CERA activities related to the service provision.</p>	<p>LOW</p>	<p>CERA staff to read the activity referral paperwork and where required have this information ready to pass on to emergency services if required</p>	<p>CERA staff before commencing any activity with small groups or individuals</p>
<p>Student Medication</p>	<p>Schools are requested to inform all students to bring any medication they may be taking with them to Ceracycloan – all Medication will be labelled and stored securely at the Ceracycloan reception (This includes Asthma inhalers as per the Ceracycloan Asthma policy and procedure) Ceracycloan staff will ensure the any student has access to their own prescribed medication</p>	<p>Low</p>	<p>CERA staff to label and store medication securely and permit assess to it by the owner of any Medication</p>	<p>CERA staff to have a full understanding of who has Medication on site</p>