



School Risk Assessment Policy

Date of Policy: September 2017.

Frequency of Review: Annually.

Date of Next Review: July 2018.

Wize Up has developed this policy and procedure document to help all members of our community to minimise any risk of harm to themselves, students and staff in school and members of the public.

Responsibilities of All Staff

All members of staff are given an induction into the school's health and safety arrangements for risk assessments and Health and Safety, and records are kept of all induction training.

Specialist training is given to those whose work requires it. Staff are, however, responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Head, the Finance Manager and other members of the Management team in order to enable the School to comply with their Health and Safety duties. All members of staff are responsible for reporting any risks or defects to the Finance manager or Deputy head teacher.

Accident Reporting

It is the responsibility of the Finance Manager to record and report to the HSE, in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR), any notifiable accident that occurs on school premises involving a pupil, member of staff, parent, visitor or contractor. All notifiable accidents and near misses are reviewed by the school's Management, with a view to assessing whether any measures need to be taken to prevent recurrence.

Aims

Our schools aim to monitor and evaluate risks and take a whole school approach to their assessment and management. We will prioritise risks and consult relevant parties e.g. staff, parents/carers, pupils, outside agencies. The effectiveness of each risk assessment will be reviewed and accordingly revised to reduce risk in future.

Risk Assessment

- Think of possible hazards. A hazard is anything that has the potential to cause harm
- Decide who might be affected and how
- Evaluate the level of risk and consider preventive measures. Risk is the likelihood of a hazard causing harm
- Discuss with school staff/parents/carers/and child as appropriate
- Formulate into a written plan
- Put measures into practice
- Review and revise as necessary

Risk Assessment Procedure

Identify hazards re:

- Young people
 - consider how the social, emotional and behavioural difficulties experienced by our students might impact on risk to self and others
- Environment
 - inside and outside
- Security/safety procedures
- Off-site activities
- Equipment

When thinking about a risk assessment, remember:

- A hazard is anything that may cause harm, e.g. a physical condition which can make the school unsafe, such as a slippery floor; unsafe acts e.g. rushing, horseplay, taking shortcuts. Unsafe omissions such as the failure to follow safe systems or wear protective equipment can also be termed hazards.
- The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Hazard Identification

Staff should identify all the hazards relevant to the activity. Specific hazards should be assessed on a separate risk assessment form and cross-referenced with this document. Possible hazards may include:

- Display screen equipment
- Manual handling operations, lifting and handling of heavy objects
- Hazardous substances
- Locations beyond the school.

Other hazards to consider include:

- Lone-or out-of-hours working,
- Slipping/tripping hazards
- Electricity
- Noise, dust, temperature extremes
- Fire/explosion, tools, machinery, pressure systems, compressed gases, work at height, confined areas, vehicles, irregular or unusual activities such as maintenance or repair work.

Hazards induced by people include:

- Working on a one-to-one basis
- Working in secluded areas
- Risks resulting from irrational behaviour
- Risks resulting from poor anger management

Who May Be Affected

- Students
- Staff, include cleaning or office staff, contractors, other agency workers and visitors to the schools and parents
- Expectant mothers
- Those who may not be directly involved with the activity but who may still be affected by the process
- Members of the public

Risk Evaluation

Evaluate the risks (low/medium/high) to which individuals might be exposed. This will be a subjective evaluation but should be used to give an indication of the priority with which the risks needs to be addressed. Where risks are already

controlled, monitor the effectiveness of the control to decide whether they are sufficient. Where the risk to individuals is thought to be medium or high, additional control measures must be considered.

Risk Control

Decide what controls are necessary to reduce the risk to individuals.

The steps to controlling the risks are as follows:

- Avoid, substitute or replace the hazard –evaluate whether or not the hazard be avoided or altered to reduce the likelihood of risk
- Procedural controls –evaluate whether or not the procedure be altered to avoid or reduce the risk. Can the individual be removed/distanced from the risk? Can the activity be carried out at a time that would have a lesser impact on others?
- Student management –staff need to be aware of each student’s needs
- Setting management –such as the monitoring of exits and entrances.
- Additional staff –can an additional person be utilised to avoid or reduce the risk?
- Personal Protective Equipment -consider the value of using such things as gloves, over garments or a hat.
- Emergency procedures –have contingencies in the event of things going wrong such as an accident, incident or fire
- Health surveillance –are staff or students physically able or sufficiently fit to engage in the planned activity.

Monitor the control measures instigated to ensure that they are effective and implemented correctly.

Record Findings: Record the significant hazards and conclusions using the appropriate risk assessment form.

Assessment Review: The assessment must be reviewed periodically to ensure it remains relevant and effective. In addition, the assessment must be reviewed if there are any significant changes to the activity such as different students or staff, new procedures, substances or equipment.

School Visits: The school has a policy on school visits which should be read by all members of staff. Teachernet has an online handbook Visits -handbook for group leaders which is useful: <http://www.teachernet.gov.uk/docbank/index.cfm?id=2578>

Audit Compliance Statements

The Management team carry out regular reviews of the school's activities and the systems in use. This is for the purpose of planning for the future and assessing major risks to which the school is exposed to. The Management team are satisfied that systems are in place to mitigate exposure to major risks as summarised below:

a) financial procedures and controls, b) major risks to the school, including:

- strategic risks
- loss of fee income
- damage to reputation
- failure to teach the correct syllabus
- Child Protection issues
- conflicts of interest
- employment disputes
- major Health and Safety issues
- possible data loss
- risks of fire, flood and land slip
- poor cashflow management
- fraud
- loss through inappropriate investments
- other areas of potential risk

The measures taken to protect the school against such risks, including:

- safe recruitment of staff and volunteers
- measures to ensure the selection, training and appraisal of appropriately qualified staff
- insurance
- strong financial controls that are regularly reviewed
- use of professional advice from lawyers, accountants, consultants, etc as needed

This policy and procedure should be considered in conjunction with other policies that have been developed by Wize Up and not in isolation