School Risk Assessment Policy

Aspire Learning

Reviewed by:	Headteacher	Date: August 2023
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Contents

1. Scope

This policy describes how these sorts of individual, specific and local risks are to be assessed in the school. This policy deals with the processes to be used across the whole of the Horizon education division, whether in connection with risks inherent in working practices and the workplace or risks that may be presented by or encountered by the people supported by the organisation.

2. Definitions

Generic Assessment – This can also be referred to as a "model" assessment. The Management of Health and Safety at Work Regulations 1999 allow the use of this sort of assessment where it is known that there are core hazards and risks associated with similar workplaces or activities. They save a lot of duplicated effort but must be used with caution.

Hazard – Anything with the potential cause harm.

Risk – The likelihood and severity of a hazard causing harm.

Risk Assessment – An evaluation of risks arising from hazards conducted in order to establish the necessary preventive and protective measures to enable workplace and work activity health and safety risk to be reduced as far as is reasonably practicable.

Recording the Five Steps to Specific Risk Assessment

> ➢ Step 1 - Identify hazard(s)
>
> ➢ Step 2 - Identify person(s) at risk
>
> ➢ Step 3 - Assess the (existing) likelihood of risks of harm, injury or loss
>
> ➢ Step 4 – Select and implement appropriate control measures
>
> ➢ Step 5 - Review the assessment.

All risk assessments must cover the five steps listed above. Significant hazards and conclusions must be noted, and the findings made known to those who might be affected. These records must be kept for fifty years. The five steps to risk assessment are explained in more detail later in this policy.

Risk assessments showing hazards that are directly related to the people supported by the school must always be developed in conjunction with behaviour support plans and any other relevant supporting documentation.

Risk assessors must not work in isolation. Reasonable efforts must be made to include those affected by the assessment, this includes the person being supported and the staff that know them best. When the assessor is carrying out the assessment for a risk the results of the risk assessment should always be recorded on the standard form (Appendix 1).

3. Recording

Step 1 – Identifying Hazards

The first step in carrying out a risk assessment must always be to identify what could go so badly wrong that it could lead to somebody being harmed. Harm may not necessarily be physical but could be emotional or psychological harm. Factors to consider may include the potential for:

- ➢ Harm to the individual and/or others
- ➢ Suffering public sanction, e.g., through breaking the law
- ➢ Suffering particular distress or humiliation

The assessment should not normally be carried out without consulting with those who may be affected by the hazard.
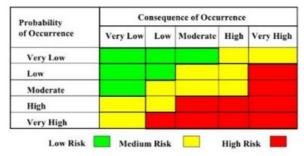
Step 2 – Identifying People at Risk

It is fairly obvious that employees could be at risk from certain hazards, but it is also very important to consider other people who may be at risk, e.g., young people we support, visitors, contractors, passers-by, etc. Special consideration must be given to people who may be more vulnerable, such as:

- ➢ People with SEND
- ➢ New and expectant mothers
- ➢ Young persons

Whatever means of recording is utilised it should be clear who may be at risk.

Step 3 – Assess and Record the Potential Harm

The risk should be classified taking into consideration existing, documented, control measures. In order to determine whether a low, medium or high risk exists it is necessary to be able to assess the likelihood of harm, injury or loss resulting from the hazard, and the severity of any harm, injury or loss (e.g. several people killed - serious injury - scratch).

Probability of Occurrence	Consequence of Occurrence				
	Very Low	Low	Moderate	High	Very High
Very Low	🟩	🟩	🟩	🟨	🟨
Low	🟩	🟩	🟨	🟨	🟥
Moderate	🟩	🟨	🟨	🟨	🟥
High	🟨	🟨	🟥	🟥	🟥
Very High	🟨	🟥	🟥	🟥	🟥

Low Risk 🟩   Medium Risk 🟨   High Risk 🟥

The resultant outcome of both the probability of occurrence vs the consequence of occurrence is to be shown in the "risk rating" column and should include a letter signifying a high, medium or low risk.

Step 4 – Select and Implement Appropriate Control Measures

Risk assessment acts as a guide to show where measures need to be taken in order for the employer to fulfil their statutory duties. Control measures which can be used, in order of priority, are:

- ➢ Eliminate / avoid risk at source
- ➢ Substitute by using a safer alternative
- ➢ Contain risk by enclosure
- ➢ Alter the hazard or task
- ➢ Educate people affected
- ➢ PPE / last resort

It is important that the additional control measures are recorded in such a way that is clear who must do what, how and when. The control measures may not only show what is done to prevent an unwanted event from occurring but also action to be taken if it does occur. This can be an important way of ensuring that a bad situation is not made worse.

Some activities will need to be supervised by staff members who have appropriate qualifications from a recognised body, e.g., trampolining.

Risk assessments do not manage risks unless they are followed. Implementation and monitoring that is led by managers is important. There should be a way of showing that the risk assessment is live e.g., dated when put into place or "actioned".

Step 5 – Review the Assessment

Risk assessment is not a one-off exercise. It is important to review the assessments at regular periods, and at least annually. The frequency of review will depend upon the task or hazard to which the assessment relates. It may also be necessary to undertake reviews at other times, such as:

➢ If an individual for whom the assessment was carried out changes in a way that would affect the risk
➢ Following an accident
➢ If there is a complaint
➢ Following a change of system or plant or material of the particular activity
➢ Following new legislation
➢ After new information being made available by manufacturer or supplier
➢ Following the publication of new guidance.

Printed copies of risk assessments may be updated to show that they have been reviewed and that no changes were required. The next anticipated review date can then be entered. If during review it is deemed that changes are required, then the existing printed copy must be archived, and a new version of the document printed with a new date. The risk register can be updated electronically (and a new printed copy placed in the RA file) to show the most recent review and the next anticipated review.

4. Management Actions

➢ Ensure that assessments have been completed for all significant hazards
➢ Confirm, by signature, that assessments are suitable and sufficient, that control measures will be put in place by the due date and that all those for whom the risk assessment has been written, are made aware of the risks and the control measures that are being employed

5. Review

This policy will be reviewed annually or as and when relevant legislation changes.

Appendix 1: Risk assessment template

Activity Risk Assessment - Education

Student Assessment of risks associated with this activity:

Name	Key Risks identified from Behaviour Management Plan	Risk Level			Control Measures (Eliminate/Reduce/Minimise)	Residual Risk		
		H	M	L		H	M	L

ACTIVITY LEADER NAME/MOBILE NUMBER:	SIGNATURE:	Date:

STAFF NAME:	SIGNATURE:	Date:

Comments:

Any incident or safeguarding concern must be reported to the HT or DHT as soon as possible.
All incident reports or Accident/Near Miss reports must be completed within a 24-hour period.