

The Roaches Farm School Network Risk Assessment Policy

"Sensible risk management is about practical steps to managing real risks, not bureaucratic back covering. Address the real risks, not only to pupils, but also to the health and wellbeing of your staff. And remember, risk assessment is just good planning — keep it fit for purpose and act on it." Sir Bill Callaghan, former Chairman, HSC

The Roaches Farm School Network is fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with not just with the law; but with best practice. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated into how to cope safely with risk.

WHAT IS A RISK ASSESSMENT?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

A hazard is something with the potential to cause harm (e.g. fire).

A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).

A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).

Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong. Many cases simple measures are very effective and not costly.

Risk assessments need reviewing and updating. We are very aware that all staff and pupils need to receive training. A "library" of risk assessments is maintained and monitored by each schools Headteacher.

WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out on each school site, each of which requires a separate risk assessment. The most important of these cover:

Fire safety, procedures and risk assessments Educational visits and trips. But risk assessments are also needed for many other areas, including: Educational

- Science experiments
- Design and Technology
- Food Technology

- Each Outdoor Education and PE activity
- Art and Design
- Horticulture

We make use of model or generic risk assessments, for our educational activities and visits. Our science specialist receives CLEAPSS training that provides model risk assessments for our lessons in Science. Our Design and Technology lead receives individual training in the use of specialist machinery.

All risk assessments are reviewed annually.

Risk assessments are also geared to individual young people and site specific risks. Where Design and technology is taught off-site such as in the case of the Catskill Unit, risks are focused on the particular concerns relating to that site. Individual young peoples' risk assessments are based on historical and contemporary information. Historical information is updated according to change upon review.

Medical and First Aid

The Head of site or registered manager is responsible for reporting any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

First aid training is delivered to all staff members on a three yearly refresher basis.

Supervision of Pupils and Absence Without Consent

Children will be supervised at all times unless individual risk has been assessed to allow the child free time to going to the toilet or to move between sites. Risks relating to unsupervised movement will be judged on a daily basis. Where a child is at particular risk of going absent without consent, supervision will be offered for daily activities. When a child goes absent without consent the following must be taken into consideration:

Senior teachers and Site Heads will discuss timeframe for reporting absence to parent/police in the context of the day, a child's age, handover information from the evening before and events currently affecting the child's emotional state. Set timeframes for reporting are not appropriate because all of these factors must be taken into consideration in order properly focus the safe return of the child to supervision.

Children leaving classrooms will be monitored either by the teaching assistant assigned to them or by the supporting day staff on site at the school.

Procedure:

Record time/location/clothing when child goes out of sight from last member of staff supervising. One member of staff to continue searching locally through discussion of likely movement with senior staff. Senior staff to end the search following discussion and only once agreement has been reached to refer to the police. This agreement will be reached based on context of child (historically and on that day).

Notify parents/SW/carers of absence once referral has been made.

Safeguarding

Our safeguarding policies and training for all staff form the core of our safeguarding risk management. Please see our extensive safeguarding policy and action plan.

Fire

Site risk assessments for fire are conducted by the Registered Manager. These risk assessments are kept within the care office of each site.

Risk assessment preparation

A person from each site is responsible for the site risk assessment portfolio however monitoring of the process is the responsibility of Head of Site and Registered Manager. Only specialists will conduct risk assessment for high risk tasks such as Outdoor activities.

Reviews

All risk assessments are reviewed and recorded, when major structural work is planned, or in the event of an accident. The separate policy on the management of health and safety describes the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for catering and cleaning and for water sampling.

Responsibilities of all Staff

All members of staff review risk assessments selectively in each team meeting according to need. These will be predominantly pupil focused and relate to contemporaneous issues but they may also focus on generic risk assessments where practise changes according to training. Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors.

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To be reviewed annually - Reviewed July 2021