



Risk Assessment Policy

This policy applies to the whole school including the EYFS.

Objectives:

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
- To meet the ISSR requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips
- That identified control measures are implemented to control risk so far as reasonably practicable.
- That those affected by school activities have received suitable information on what to do.
- That the risk management strategy and risk assessments are recorded and reviewed when appropriate.
- To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

The Governors of Oakwood School are 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 not just with the law; but with best practice. Risks are inherent in every day 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 in many cases simple measures are very effective and not costly.

Risk assessments are reviewed when there are changes to the activity:

- (b) after a near miss or accident
- (c) when there are changes to the type of people involved in the activity
- (d) when there are changes in good practice
- (e) when there are legislative changes
- (f) annually if for no other reason

At Oakwood School we are very aware that all staff and pupils need to receive training. A “library” of risk assessments is maintained by the Bursar who is also responsible for keeping records of staff training.

WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out in Oakwood School, each of which requires a separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips
- EYFS settings.

But risk assessments are also needed for many other areas, including:

Educational

- Science experiments
- Design and Technology
- Food Technology
- Each sport and PE activity
- Art
- Music
- Drama and dance
- General classroom
- School trips

At Oakwood School we make use of model or generic risk assessments, for our educational activities and visits. We subscribe to the NatWest Mentor Service that provides advice on all aspects of health and safety matters including risk. All teaching staff and technicians receive regular induction and refresher training in risk assessments tailored to their specific areas.

Pastoral

The focus of our pastoral policy is to ensure that every pupil leaves as a confident, articulate young person capable of keeping him/herself safe on the streets, in the home and in all situations. Our PSHE programmes and Assemblies are directed towards promoting an increasing understanding as

the pupil develops, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken.

Medical and First Aid

The School has risk assessments for first aid and all other treatments and procedures. Accident forms are completed in every case. The School's separate First Aid Policy explains the procedures that we would follow in the event of a medical emergency. The Bursar 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).

Unsupervised Access by Pupils

We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratory, the IT Suite, etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked. Pupils do not have access to the Maintenance and Catering areas of the school.

Safeguarding and Child Protection

Our Safeguarding and Child Protection policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the School is not exposed to the risk of employing staff who are barred from working with children, and are not allowed to work in the UK. By extending this regime to Governors, volunteers and the adult members of the households of staff who are accommodated on site, and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

Support Areas

- Catering and Cleaning: risk assessments and training is required for every item of catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.
- Caretaking and Security: risk assessments cover every room, laboratory, stairs, corridor and emergency exit in the entire school. Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights, asbestos and traffic and pedestrian movement. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- Maintenance: risk assessments and training is required for every tool and item of equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, swimming pool maintenance and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.

- Grounds: risk assessments and training is required for every tool and piece of machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- Office staff: risk assessments and training are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.
- Home Working: risk assessments are required for the home environment for those office staff who regularly work from home.

CONDUCTING A RISK ASSESSMENT

Our policy at Oakwood School is not to carry out any high risk activity. Activities involving pupils are normally low risk. We undertake a few medium risk activities with older pupils, such as skiing; but only using qualified instructors. Pupils are always given a safety briefing before participating in these activities, and are expected to wear protective equipment, such as mouth-guards, and to follow instructions.

We will always employ specialists to carry out high risk tasks. Support staff may only carry out medium rated activities if they have been properly trained and work in pairs. All members of staff and pupils are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

Specialist Risk Assessments

The Bursar arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety

Dynamic Risk Assessment

On rare occasions there may be a need for staff to undertake a **Dynamic Risk Assessment**. This term is used to describe the out of the ordinary judgements that employees have to make in respect of health & safety. They cannot be written down in advance because they are about making specific judgements in a certain situation. They are certainly not a substitute for risk assessment and foreseeable risks must still be assessed appropriately. In these circumstances staff must work within the context of their own competencies and in consultation with others where possible. The need for a dynamic risk assessment may arise when an unforeseen event occurs and a previously unidentified risk becomes apparent.

Once the dynamic risk assessment has been taken place, a formal written risk assessment record must be made of this as soon as is reasonably practicable after the event.

Reviews

The risk assessment process will consist of the following 6 steps:

- (a) what could go wrong
- (b) who might be harmed
- (c) how likely is it to go wrong
- (d) how serious would it be if it did
- (e) what are you going to do to stop it
- (f) how are you going to check that your plans are working

Responsibilities of all Staff

All members of staff are given a thorough induction into the School's arrangements for risk assessments and health and safety (which is recorded). 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. They are responsible for cooperating with the Headteacher, the Bursar and other members of the SLT in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar.

AUDIT COMPLIANCE STATEMENTS

An annual risk review is presented by the Bursar to the Governors to approve as Trustees of the Charity at the summer term Board Meeting. This review analyses:

- The financial procedures and controls
- The major risks to the School, including:

Strategic risk

Loss of fee income

Damage to reputation

Failure to teach the correct syllabus

Risk of a child protection issue

Gaps in Governor skills

Conflicts of interest

Employment disputes

Major health and safety issues

Possible data loss

Risk of fire, flood and land slip

Poor cash flow management

Fraud

Loss through inappropriate investments

Areas of potential risk

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

Safer recruitment of staff, Governors and volunteers

Insurance

Strong financial controls

Use of professional advice from lawyers, accountants, architects, etc as needed

Governors are invited to approve the risk review annually and to endorse the insertion of a statement along the following lines in the School's annual accounts:

"The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the Trust, and are satisfied that systems are in place to manage our exposure to the major risks".

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| Reviewed: August 2015 | By: | Ian Brittain Bursar |
| Reviewed: September 2016 | By: | Ian Brittain Bursar |
| Reviewed: August 2017 | By: | Ian Brittain Bursar |
| Reviewed: August 2018 | By: | Ian Brittain Bursar |
| Signed:  | By: | Clare Bradbury Headteacher |
| Next Review Date: | | August 2019 |